

Course Syllabus for HRD 4301.068: Supervision
Fall 2022 (7WK2): 10/10/22 – 12/03/22
Asynchronous Format Course in Canvas

Instructor: Joanna Norman

The best way to contact me is via email: JNorman8@patriots.uttyler.edu

Mobile Phone: 281-740-6719

*Virtual Office Hours: Upon request

*Email or call for an appointment

Course Description:

This course introduces the basic concepts of employee supervision. It emphasizes strategies that front line supervisors may use to ensure that their subordinates follow the organization's human resources policies and procedures. This course places emphasis on both theory and current practice in business organizations.

Required Textbook/Materials:

Certo, S. C. (2019). Supervision: Concepts and skill building (10th Ed.), Boston, MA: McGraw-Hill. ISBN: 978-1-260-02878-2

Recommended Textbook/Materials:

American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC. OR Access the Purdue Owl Website: [Purdue Owl Website](#) for APA 7 format examples OR [APA - Citation Guide](#).

Course Learning Objectives:

Upon completion of this course, students should be able to:

- Describe the role of supervisors in today's business organizations.
- Articulate the relationship between job requirements, human resource planning, recruitment, and selection.
- Explain the role of appraisal, training, and career development in improving employee performance.
- Critique and suggest solutions through case studies for effectively administering plans for employee compensation, benefits, safety, and a healthy work environment.
- Explain major theories of motivation and leadership for supervising and managing employees.
- Specify the role of communication, employee rights, and discipline in creating a productive work environment.
- Demonstrate an understanding of the dynamics of labor relations, collective bargaining, and contract administration to effectively analyze and suggest solutions.
- Make effective recommendations on human resource issues unique to organizations involved in international business operations.

Course Competencies

1. **Computer-Based Skills** – The student will complete written assignments utilizing basic computer skills. This includes utilizing the Canvas Learning Management System (LMS) platform to access course materials and assignments, as well as uploading completed assignments into the Canvas LMS.
2. **Communication Skills** – The student will exhibit a mastery of written skills through the final project and discussions.
3. **Problem Solving (Critical Thinking)** – The student will use conceptual thinking, creativity, and innovation in the identification and completion of the final project.
4. **Ethical Issues in Decision Making and Behavior** – The student will understand and exhibit ethics through completion of their own work including quizzes.
5. **Personal Accountability for Achievement** – The student will complete deliverables by the due date designated by the instructor in the Canvas LMS. **It is the student's responsibility to review due dates on the syllabus and submit assignments on time.**

Course Requirements:

This course focuses on both the theoretical foundation and applications of human resource supervision and management principles. Students will be evaluated based on the quantity, quality, and timeliness of their efforts. Additional information and requirements for each assignment will be available in Canvas. The modules in Canvas will **open the Thursday before the start of the module.**

Grading Policy for HRD 4301:

Your grade in HRD 4301 will be determined based on the following percentages:

| | |
|--|-------------------|
| Self-Introduction video | 10% |
| Group Discussions and Online Participation | 20% |
| Article Review | 10% |
| Assessing Yourself: Are You an Effective Listener? | 10% |
| Quizzes | 25% |
| Identify Supervisor and Company for Final Project | 5% |
| Final Project | 20% |
| | Total 100% |

Grade Scale Breakdown

A= 90 – 100%
B= 80 – 89.9%
C= 70 – 79.9%
D= 60 – 69.9%
F= BELOW 60%

Course Assignments Overview

VERY IMPORTANT NOTES:

- Please have someone check your assignments for grammar and content before it is submitted.
- Make sure to cite your sources correctly using proper APA 7th edition formatting.
- Discussion posts must include at least one (1) citation in your initial post.
- Please post all questions in the discussion board thread titled "General Course Questions." This will allow your classmates to see my reply as well. Please email me if your question is personal.
- All assignments are **due at 11:59 p.m. on the due date. LATE WORK IS NOT ACCEPTED** - assignment links disappear after the due date has passed

Self-Introduction Video

- Students will be required to make a self-introduction video. You may include words, pictures, and songs in your video. Be creative! What do you want your classmates to know about you? Show us who you are!
- Students may use any video creation site/app they would like. However, a free recommended site is www.animoto.com or [Zoom.us](https://zoom.us).
- **Be sure your video is a minimum 60 seconds. Note: If your video is less than 60 seconds, points will be deducted from your grade.**

Quizzes

Each quiz may contain True/False and multiple-choice questions. You will have **60 minutes** to take each quiz and they are open note/open book.

- Quiz 1 will include content from chapters 1-4.
- Quiz 2 will include content from chapters 5-8.
- Quiz 3 will include content from chapters 9-13.

Group Discussions and Online Participation

- Students will be required to respond to discussion prompts throughout the course. Student responses must be clear, thoughtful, and thorough with examples from the textbook.
- Students will be required to make an **initial post**. Each initial post must **include at least one (1) source** (the course textbook is acceptable). Initial Discussion posts are expected to be high quality and about **2 paragraphs with 4-6 sentences in each paragraph**.
- In addition to each initial post, students will be required to make a **response post to at least one classmate**. When responding to a classmate, reply in the text box that reads "Reply" to create a thread. Response posts are expected to be at least **100 words or 1 paragraph of 4-6 sentences**.
- Be sure to respond by the due dates indicated in Canvas. **Late posts will not be accepted.**
 - **Initial posts** are due on **Wednesday at 11:59pm**.
 - **Response posts** are due on **Saturdays at 11:59pm**.

Article Review

- This assignment requires students to review the selected article. Based on your review, students will be required to write a short paper to respond to a business issue through the discussion of key topics covered by the article.
- The review must be a **minimum of 2 pages** (with a maximum of 4 pages), **double-spaced, Times New Roman or Arial 12-point font**.
- Please include your name and course title at the top of your assignment.

Assessing Yourself: Are You an Effective Listener?

- Download and complete the Effective Listener Assessment at the link provided in the module.
- Add your total points for your final score.
- Answer Questions 1 and 2.
- Upload your completed assignment

Identify Supervisor and Company for Final Project

- Provide the following information regarding the supervisor you plan to interview:
 - Name, title, contact information
 - Company name
 - Method of interview (phone, in-person, Zoom)
 - Do you plan to record or transcribe (interview in written form) the interview?

Final Project Requirements:

- Students will identify a supervisor to interview from an organization of their choice. Students MUST record the interview and submit it on the final project. Submit an MP3 audio file, saved video file, **OR** a transcription of the interview. A transcript is a verbatim written account of the interview.
- Students must create a PowerPoint to display their knowledge learned from the interview.
- Students are expected to work on this project throughout the semester.
- Final PPT should include a minimum of 20 slides, but no more than 25 slides.
- Include pictures and a citation for background information relating to supervision functions and responsibilities.
- The PPT should include topics such as:
 - Supervisor background information
 - Organization background information (history, industry, organizational structure)
 - Data collection method (interview, length of interview, where it took place, etc.)
 - The function and responsibility the supervisor covers (how many people does he or she oversee and what do they do)
 - How does this supervisor deliver the following supervision functions: Planning, Organizing, Staffing, Leading, Controlling (Each function must be listed in the final PPT and an explanation given for each.)
 - What is the supervisor's role in the following: Managing diversity in the organization, quality improvement projects, training and development, performance appraisals, ethical related issues, and labor unions?
 - Three challenges the supervisor encountered in his/her previous or current management and supervision experience, and how did he/she address the challenges.
 - What have you learned from this supervisor?

Tips for Contacting an Organization

- Contacting an organization may appear to be difficult in the beginning when you are not sure what to say. Remember that this is a perfect opportunity for you to practice your interpersonal skills. Also, remember that you will have to market yourself to your future employers, and this is a perfect opportunity for you to practice that skill.
- As a starter, you may call an organization and use the following script: “Hello, this is “your name”. I am a student at The University of Texas at Tyler in the Soules College of Business. I’m calling to see if I could do a class project with your company. We have been asked to interview a manager or supervisor and learn more about the management and supervision functions that support your business and make your business successful...”
- Be sure to work on the project throughout the semester. Do not wait until the last minute to get started! This is a short semester, and the time will fly by fast!
- The final project is due on **Saturday, December 3, 2022, at 11:59pm. Late submissions will not be accepted.**

Other Assignments

You may have other assignments as presented on the Tentative Course Outline and in Canvas. Be sure to thoroughly review the Tentative Course Outline and Canvas so you will be successful on all course assignments.

Make-Up Work and Late Work

LATE WORK IS ACCEPTED ONLY WITH DOCUMENTATION AND PRIOR INSTRUCTOR APPROVAL

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Student must email the instructor ahead of time if you are unable to meet the deadline. Also, email the course instructor for special cases (such as military duty, health, or family emergencies; the course instructor will ask for documentation for these situations), and the instructor will make a decision on whether or not to approve.

Important Dates:

Census Date = **October 14, 2022**

Last Day to Withdraw from Classes = **November 16, 2022**

UT Tyler Resources for Students:

- ❖ All written work that is submitted will be subject to review by plagiarism software.
- ❖ See Canvas University Module with further information on UT Tyler Resources for Students.

HRD 4301.060: Supervision
Tentative Course Outline

| <u>Module</u> | <u>Date</u> | <u>Topic/Description</u> | <u>Textbook Reading Assignment</u> | <u>Deliverables</u> <u>(Due on last day of module unless otherwise specified)</u> |
|--|---------------------|---|-------------------------------------|---|
| 1 | 10/10/22 – 10/15/22 | <ul style="list-style-type: none"> Review Syllabus Supervision: Tradition and Contemporary Trends The Supervisor as Leader | Chapter 1 Chapter 2 | Self-Introduction Video Due - 10/15 Discussion Post 1 (Different Skills for Different Managers): Initial Post Due- 10/12 Response Post Due- 10/15 |
| 2 | 10/17/22 – 10/22/22 | <ul style="list-style-type: none"> Group, Teams, and Powerful Meetings Corporate Social Responsibility, Ethics, and Sustainability | Chapter 3 Chapter 4 | Quiz 1 over Chapters 1-4 Due - 10/22 Article Review Due - 10/22 |
| 3 | 10/24/22 – 10/29/22 | <ul style="list-style-type: none"> Managing Diversity Reaching Goals: Plans and Controls Organizing and Authority | Chapter 5 Chapter 6 Chapter 7 | Discussion Post 2 (The Structure of the Organization): Initial Post Due - 10/26 Response Post Due- 10/29 |
| 4 | 10/31/22 – 11/05/22 | <ul style="list-style-type: none"> Problem Solving, Decision Making, and Creativity Ensuring High Quality and Productivity | Chapter 8 Chapter 9 | Quiz 2 over Chapters 5-8 Due - 11/05 Identify Supervisor & Company for Supervisor Paper Due 11/05 |
| 5 | 11/07/22 – 11/12/22 | <ul style="list-style-type: none"> Communication: Theory & Modern Media Motivating Employees | Chapter 10 Chapter 11 | Assessing Yourself: Are You an Effective Listener? Due - 11/12 Discussion Post 3 (Barriers to Communication): Initial Post Due- 11/09 Response Post Due- 11/12 |
| 6 | 11/14/22 – 11/19/22 | <ul style="list-style-type: none"> Problem Employees: Counseling and Discipline Managing Time and Stress | Chapter 12 Chapter 13 | Quiz 3 over Chapters 9-13 Due - 11/19 Discussion Post 4 (Effective Ways of Administering Discipline & Managing Time and Stress): Initial Post Due- 11/16 Response Post Due- 11/19 |
| Thanksgiving Holiday (November 21-26, 2022) | | | | |
| 7 | 11/28/22 – 12/03/22 | <ul style="list-style-type: none"> Complete Final Project | No Chapter Reading | Final Project Due - 12/03 |
| *The instructor reserves the right to adjust this schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in the Canvas course. | | | | |