

**Course Syllabus for HRD 4301.060: Supervision  
Summer 2022 (Long Summer)**  
Asynchronous Format Course in Canvas

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\*Virtual Office Hours: Upon request

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**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, discussions, and social media postings.
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	15%
Social Media Postings	5%
Article Review	10%
Assessing Yourself: Are You an Effective Listener?	10%
Quizzes	25%
Identify Supervisor and Company for Final Project	5%
Final Project	20%
	<b>Total 100%</b>

### **Grade Scale Breakdown**

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

## Course Assignments Overview

### 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](http://www.animoto.com) or [Zoom.us](http://Zoom.us).
- **Be sure your video is at least 60 seconds.**

### Quizzes

Each quiz may contain True/False and multiple-choice questions. You will have **90 minutes** to take each quiz and they are open note/open book.

### 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 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 **Thursdays at 11:59pm**.
  - **Response posts** are due on **Saturdays at 11:59pm**.

### Social Media Postings

- Throughout the course, students will be required to post key lessons learned to their social media accounts.
- Students can post a lesson learned, a thought-provoking question, a meme, or an infographic. Be creative and share what you are learning with your friends and colleagues.

### 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.

## **Final Project**

- For the final project, students will be required to interview a supervisor. Students will submit the name of the supervisor and the company prior to conducting the interview.
- Students will conduct a **15–30-minute interview** with the identified supervisor to learn more about being an effective supervisor. Students should take careful notes during the interview to capture key points for the paper. You may consider recording the interview for future reference. This is optional and at your discretion.
- The paper must be between **3.5 – 4 pages, double-spaced, Times New Roman or Arial 12-point font.**
- Be sure to work on the paper throughout the semester. Do not wait until the last minute to get started!
- The final project is due on **Thursday, August 4, 2022, at 11:59pm. Late submissions will not be accepted.**

## **Other Assignments**

You will 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.

## **Important Notes**

- All assignments are **due at 11:59 p.m. on the due date.**
- Make sure to cite your sources correctly using **proper APA 7th** edition formatting. This includes all written work including discussion postings and papers/project 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. Otherwise, there will be a **25% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. 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 = <b>May 23, 2022</b> Last Day to Withdraw from Classes = <b>July 7, 2022</b>
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## **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 as of May 4, 2022**

<b>Module</b>	<b>Date</b>	<b>Topic/Description</b>	<b>Reading</b>	<b>Deliverables (Due Dates)</b>
<b>1</b>	5/9/22 – 5/14/22	<ul style="list-style-type: none"> <li>• Review Syllabus</li> <li>• Review Business Article</li> <li>• Upload Your Self-Introduction Video</li> </ul>	Obtain Textbook	1.1 Self-Introduction Video (5/14) 1.2 Discussion Posts* (5/12; 5/14) 1.3 Syllabus & Materials Quiz (5/14)
<b>2</b>	5/16/22 – 5/28/22	<ul style="list-style-type: none"> <li>• Supervision: Tradition and Contemporary Trends</li> <li>• The Supervisor as Leader</li> </ul>	Chapter 1 Chapter 2	2.1 Article Review (5/28)
<b>5/30/22 Memorial Day Holiday</b>				
<b>3</b>	5/31/22 – 6/11/22	<ul style="list-style-type: none"> <li>• Group, Teams, and Powerful Meetings</li> <li>• Corporate Social Responsibility,</li> <li>• Ethics, and Sustainability</li> </ul>	Chapter 3 Chapter 4	3.1 Discussion Posts* (6/9, 6/11) 3.2 Quiz over Chapters 1-4 (6/11) 3.3 Social Media Post (6/11)
<b>4</b>	6/13/22 – 6/25/22	<ul style="list-style-type: none"> <li>• Managing Diversity</li> <li>• Reaching Goals: Plans and Controls</li> <li>• Organizing and Authority</li> </ul>	Chapter 5 Chapter 6 Chapter 7	4.1 Discussion Posts* (6/23, 6/25) 4.2 Social Media Post (6/25)
<b>7/4/22 Independence Day Holiday</b>				
<b>5</b>	6/27/22 – 7/9/22	<ul style="list-style-type: none"> <li>• Problem Solving, Decision Making, and Creativity</li> <li>• Ensuring High Quality and Productivity</li> </ul>	Chapter 8 Chapter 9	5.1 Identify Supervisor & Company for Supervisor Paper (7/9) 5.2 Quiz over Chapters 5-8 (7/9) 5.3 Discussion Posts* (7/7, 7/9)
<b>6</b>	7/11/22 – 7/23/22	<ul style="list-style-type: none"> <li>• Communication: Theory &amp; Modern Media</li> <li>• Motivating Employees</li> </ul>	Chapter 10 Chapter 11	6.1 Assessing Yourself: Are You an Effective Listener? (7/23) 6.2 Discussion Posts* (7/21, 7/23)
<b>7</b>	7/25/22 – 7/30/22	<ul style="list-style-type: none"> <li>• Problem Employees: Counseling and Discipline</li> <li>• Managing Time and Stress</li> </ul>	Chapter 12 Chapter 13	7.1 Quiz over Chapters 9-13 (7/30) 7.2 Discussion Posts* (7/28, 7/30)
<b>8</b>	8/4/22	<ul style="list-style-type: none"> <li>• Submit Final Project Paper</li> </ul>	No Chapter Reading	8.1 Final Project Paper (8/4) 8.2 Social Media Post (8/4)

**\*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.**

\*Initial Discussion Posts are due on Wednesdays @ 11:59 p.m. Discussion Peer Response posts are due on Saturdays @ 11:59 p.m.