



Course Syllabus for HRD 4301.069
Supervision
Fall 2021 - 10/11/2021- 12/4/2021

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Virtual Office Hours: By appointment
Asynchronous Format

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 organizations' 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

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 compensations, benefit, safety, and 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 analyzing and suggesting solutions to case studies
- Make effective recommendations to human resource issues unique to organizations involved in international business operations

Course Competencies

1. Computer-Based Skills – the student will complete the final project in a word processing package that may include graphs, charts, spreadsheets, database manipulation
2. Communication Skills – the student will exhibit a mastery of written skills through the final project.
3. Problem Solving (Critical Thinking) – the student will use conceptual thinking, quantitative/statistical skills, gathering and analyzing data, and creativity and innovation in the identification and completion of the research project
4. Ethical Issues in Decision Making and Behavior – the student will understand and exhibit ethics through the data collection and presentation portions of this project.
5. Personal Accountability for Achievement – the student will complete the project at the time designated by the instructor

Course Requirements:

This course focuses on both theoretical foundation and applications of human resource supervision and management. Students will be evaluated based on the quantity, quality, and timeliness of the following efforts. Additional information will be given regarding each assignment before the due date.

Grading:

The total possible points for HRD 4301 are listed below:

<i>Self-Introduction</i>	10%
<i>Group discussions and online participation</i>	15%
<i>Article Review</i>	15%
<i>Quizzes (3 exams for 10 points each)</i>	30%
<i>Case Study Project–Supervisor Paper (3.5-4 pages)</i>	30%
<i>*Social Styles Paper–(1.5-2 pages)</i>	

Total 100%

*Optional - the social styles paper can be used to replace your lowest quiz grade. Meaning, your lowest quiz grade will be dropped and replaced with your social styles paper grade, if your social styles paper grade is better than your lowest quiz grade. I will only do this if it improves your overall grade.

Grade Scale Breakdown

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

VERY IMPORTANT NOTES:

- Please have someone check your assignments for grammar and content before it is submitted.
- Save all documents with your name and assignment title. Example- “Rochell McWhorter Animoto Video,” “Rochell McWhorter Case Study,” etc. There is a penalty for not following this format.
- 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.

Self-Introduction Video

- Students will be required to make an Animoto video lasting at least 60 seconds.
- Students will create an account at www.animoto.com by signing up. Once signed in, follow the directions and click “Create” to start making your video. Once completed, students will post a link to their video in their group discussion area.
- 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 an alternative video site if they would like. However, it will need to be at least 60 seconds with pictures.

Group Discussions, Readings, and Online Participation

- During this class there will be 4 topics that I will introduce for discussion. Students are responsible for responding to the topic in a clear and thoughtful way. Posts must be thorough with text examples and include at least 1 citation.
- Initial posts will be due on Wednesday night at 11:59pm and are posted in the Tentative Schedule below.
- In addition to your post on the topic for discussion, you will be required to respond to at least one of your classmates. Response posts will be due Saturday night at 11:59pm and are posted in the Tentative Schedule below.
- When posting, click “Create Thread” and put your name in the subject line.
- Initial Posts must be 300 words. Response posts must be 100 words.
- Late posts will not be accepted.

Article Review

- Read the article listed below:
 - *Managing Remote Workers During the COVID-19 Pandemic (Potratz, 2020)*
- The assignment requires you to summarize the article and review its content. You can use the article headings (in bold) in order to guide your summary. Discuss key topics covered by the article. Answer the question below based on reading the article and how COVID-19 may have impacted your, your family’s or friends’ work or volunteer obligations.
 - In the future (post COVID-19), do you feel that employers will adopt remote work or telecommuting as part of the regular workplace structure?
- The review must be a minimum of 3 pages (with a maximum of 5 pages), double-spaced, Times New Roman 12 point font.
- Please include your name and course title at the top of your assignment.
- Do not use a large amount of space for your name and course title in order to take up space on the page.
- Full credit for the assignment length will not be given if the header is used as assignment content.

Quizzes

Each quiz will have 20 questions and may contain True/False and multiple-choice questions. You will have 60 minutes to take each quiz.

- 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.

Case Study Project-Supervisor Paper

- Students will be responsible for writing a short paper over a supervisor from a newspaper, magazine, or online article.
- Students will be responsible for applying/incorporating management theory into the paper.
- Papers should be between 3.5 and 4 pages in length.
- The paper must be written in Times New Roman font (size 12) and double-spaced. You must include a proper APA 7th edition citation so that I can easily find the article and supervisor you wrote about. I will provide additional details as the semester goes on.

Social Styles Paper (optional)

- Students will perform a social styles exercise on themselves and on one student from class (it is ok to pair up and perform this exercise on each other).
- Students will be responsible for writing a short paper over their own social style and the social style of the student they evaluated.
- Students are responsible for comparing and contrasting the social styles to include supervision strategies on how you would supervise the other student based upon your discovery. Your paper should have some theoretical reasoning.
- Papers should be more than 1.5 pages and no more than 2 pages per student (written in Times New Roman font [size 12] and double-spaced). The paper must include a proper APA citation 7th edition. I will provide additional details as the semester goes on.
- Grading rubric will be provided.

Make-Up Work and Late Work

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Student must email instructor ahead of time if they are unable to meet the deadline. Also, email for special cases (such as military duty, health or family emergencies; Instructor will ask for documentation for these situations).

Writing Expectations

This is a university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, please plan well in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, (903) 565-5995, email: utwritingcenter@gmail.com See their webpage: <https://www.uttyler.edu/writingcenter/>

Important Dates:

Census Date = **September 3, 2021**

Last Day to Withdraw from Classes = **October 1, 2021**

UT Tyler Resources for Students:

Faculty Office Hours : These are times when you can meet virtually with your instructor to ask questions about the content, better understand the discipline, make career connections and more. Make use of office hours. Faculty list three hours a week (minimum) that they are available to you and also provide an appointment option if you have class or work during their office hours. Please schedule with your instructor ahead of time whenever possible.

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing. (903.565.5995), writingcenter@uttyler.edu

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use. The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Fall 2021 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, check the website to see the support courses for the Fall 2021 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses. **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. [Discipline/major library liaisons](#) are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You don't have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers TAO, a self-help, completely private online library of behavioral health resources. Sign into the TAO website using your UT Tyler credentials.

UT Tyler Counseling Center (903.566.7254)

University and College Policies:

Soules College of Business Statement of Ethics:

The ethical problems facing local, national, and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. To accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler is a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free .

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>.

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (**September 3, 2021**) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator.

For more information, including filling out an application for services, please visit the SAR webpage at: <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

❖ "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ❖ **“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit. [Faculty emphasis]
- ❖ “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- ❖ **All written work that is submitted will be subject to review by plagiarism software. [Faculty emphasis]**

UT Tyler Resources for Students

- **UT Tyler Writing Center** (903.565.5995), writingcenter@uttyler.edu
- **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses. See webpage: <https://www.uttyler.edu/math/mlc.php>
- **UT Tyler Counseling Center** (903.566.7254)

Revised 05/19

Note: *Any changes to these Syllabus policies will be updated at:
<https://www.uttyler.edu/academic-affairs/files/syllabuspolicy.pdf>

Other Information: What to do in a Crisis:

- **24/7 Crisis Line:** 903.566.7254 **What to Do in a Crisis Webpage:**
<https://www.uttyler.edu/counseling/emergencies.php>

Important COVID-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), introduced in: [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff when on campus.

- Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

HRD 4301: Supervision Tentative Course Outline as of 7/27/21

<u>Date</u>	<u>Topic/Description</u>	<u>Textbook Reading Assignment</u>	<u>Deliverables (Due on last day of module unless otherwise specified)</u>
10/11/21 – 10/16/21	<ul style="list-style-type: none"> ✓ Review Syllabus ✓ Supervision: Tradition and Contemporary Trends ✓ The Supervisor as Leader 	Chapter 1 Chapter 2	Self-Introduction Discussion Post 1 (Different Skills for Different Managers): Initial Post Due- 10/13/21 Response Post Due- 10/16/21
10/18/21 – 10/23/21	<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 Article Review
10/25/21 – 10/30/21	<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- 10/27/21 Response Post Due- 10/30/21
11/01/21 – 11/06/21	<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 Identify Supervisor & Company for Supervisor Paper
11/08/21 – 11/13/21	<ul style="list-style-type: none"> ✓ Communication: Theory & Modern Media ✓ Motivating Employees 	Chapter 10 Chapter 11	Discussion Post 3 (Barriers to Communication): Initial Post Due- 11/10/21 Response Post Due- 11/13/21
11/15/21 – 11/20/21	<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 Discussion Post 4 (Effective Ways of Administering Discipline & Managing Time and Stress): Initial Post Due- 11/17/21 Response Post Due- 11/20/21
Thanksgiving Holiday (November 22-27, 2021)			
11/29/21 – 12/04/21	<ul style="list-style-type: none"> ✓ Complete Supervisor Paper ✓ Complete Social Styles Paper (optional- replaces lowest test grade) 	No Chapter Reading	Supervisor Paper Due 12/04/21 Social Styles Paper (optional) Due- 12/04/21
<p><i>*Note:</i> This is the tentative course calendar. If an unforeseen reason arises and the schedule needs to be altered, the instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and revised calendar posted.</p>			