
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS, Fall 2017**Course: Supervision 378****Instructor Information:**

Instructor Name	Desila Rosetti
Office Number:	505
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Hours Available:	7:00-8:30 AM, 12:00-1:30 PM Tuesday/Thursday. After 3:15 upon request

Instructor Background: Desila Rosetti is an Associate Professor teaching in the Business Management Program and Director of the Masters of Science in Management program at CCSJ. She has over 25 years of executive management training and development experience specializing in the areas of management development, quality improvement, strategic planning and human resources.

She has a Bachelor's Degree from Purdue University and a Masters from the University of Notre Dame. She is a past president for the Indiana Association for Healthcare Quality, past chair of the Special Interest Groups for the National Association for Healthcare Quality, is a Certified Professional in Healthcare Quality, a Certified Training Consultant. She has previously served as examiner for the Indiana State Quality Award, President of the Northwest Indiana Society of Human Resource Managers, past member of the State Council of the Society of Human Resources, Executive Committee member of the Valpo Chamber, and a member of the education committee of the Northwest Indiana Business Roundtable. She currently serves on the Lake Area United Way Board of Directors and the Center for Creative Solutions. She was the 2014 Small Business Woman of the Year, 2014 Faculty Member of the Year, and 2016 Influential Woman-Community Leader of the Year.

Course Information:

Course Time:	Supervision
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Classroom:	208	
Prerequisites:	Management Thoughts and Principles. (BSMT 220)	
Required Books and Materials:	Supervision Today! 7 th Edition Robbins	
Learning Outcomes/ Competencies: Students in this course will:		
<ul style="list-style-type: none"> • Understand basic concepts involved with supervising others. • Evaluate personal strengths and areas for improvement in the areas of leadership and supervision. • Observe first-hand through experiential learning/shadow experience what supervisor's responsibilities are on a daily basis. • Understand and apply basic concepts involved with supervising others. • Grasp the concepts of front line supervisors in relationship to all others in the organization. 		
<p>This course meets the following program objectives:</p> <p>(2) Be able to engage the methods of inquiry and analysis of the liberal arts and sciences in relationship to the specific situations and problems of management in order to become reflective practitioners.</p> <p>(3) Have developed a general understanding and appreciation of the role of business and management in local, national, and world economics.</p> <p>(4) Demonstrate the capability to reflect on and engage critically with ethical issues in management, particularly questions of social responsibility of professional decision making.</p>		
Course Description: This course explores the role of supervisors in modern organizations. Key skills such as goal-setting, delegating, interviewing, negotiating, coaching, counseling and handling grievances are covered, along with management functions of planning, organizing, directing and monitoring.		
Learning Strategies: Blackboard, presentations, group discussions, team projects, shadow experiences, lecturing, experiential, self-reflection regarding leadership and supervision abilities.		
<ul style="list-style-type: none"> • Experiential Learning Opportunities: • Problem-based learning activities based on real workplace scenarios • Project-based learning including development of organizational policies and procedures • Preparation and personal interviews with leaders regarding their supervision skills • Exposure through classroom presentations to a variety of supervision topics such as workplace safety, unions, and other supervision topics. • Local business field trip (if resources are available) 		

Assessments:		
Major Assignments:	<ol style="list-style-type: none"> 1. Prepare and interview local business owner regarding supervision skills including: conceptual, technical, and human. 2. Research and develop organizational job descriptions and policy and procedures. 	

	3. Research and present on key supervisor topics such as workplace safety, labor relations, and hiring practices. 4. Participate and reflect on a job shadow experience in a field of interest.	
Class Participation:	Attendance will be taken at the beginning of each class. Three missed classes may be cause lead to administrative withdrawal from the course. Attendance and participation point will count for 10% of the grade for this course.	
Grading Scale: 100 – 92: A 91 – 90: A- 89 – 88: B+ 87 – 82: B 81 – 80: B- 79 – 78: C+ 77 – 72: C 71 – 70: C- 69 – 68: D+ 67 – 62: D 61 – 60: D- 59 and below F		
Course Schedule:		
Class Date	Assignments	Class Discussion/Activities
09/05/2017	Discussion of course responsibilities. Worksheet-supervision Chapter 1 Case Study	Additional information will be provided as major topics/speakers are confirmed.

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. <i>October 24, 2007.</i></p> <ol style="list-style-type: none"> 1. Attendance is taken at the beginning of each class period (just like a job) 2. Students are expected to attend each session and will be held responsible-whether they are present or not-for any assignments, materials covered or announcements made in the class. 3. Consistently late arrivals will be considered and recorded as absences. 4. Attendance is mandatory on test dates. If you miss a test, without prior conversation with the instructor zero points will be awarded.

	Hospitalization and death in the family will be the only acceptable reasons for not being in attendance on test day. Make up exams will be at the convenience of the instructor. There will be no make ups for quizzes.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. Homework and announcements will be posted to BB. Late work can be turned in from test to test VIA BB, no later. After work is graded for quality, the grade will be lowered based on the lateness of the assignment.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes as directed by the instructor. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. Continued abuse of this policy can be cause for dismissal from the course.
Participating in Class	You must be on time, stay for the whole class, be respectful to others, and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College. Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner. PLEASE NOTE: All papers may be electronically checked for plagiarism.
Tracking Your Progress	Assignments will be graded and posted to blackboard. It is your responsibility to monitor your progress and assure all assignments are recorded.

Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).

2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.