

SYLLABUS FOR SUPERVISION MANAGEMENT (ORMN 443)

Cohort 157

Term: Spring 2016

Course Number: ORMN 443

Instructor: William Hanna

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Course Dates and Time: Monday Evenings: March 21 and 28 and April 4, 11 and 18, 2016
6:00 – 10:00 p.m.

Course Location: Whiting – Room 300

Course Description: The objective of *Supervision Management* is to facilitate the acquisition of essential supervisory skills by increasing the student's levels of thinking from knowledge to comprehension to application. The course will include a review of what makes up a supervisor's job, unique challenges of the 21st century; planning and control; organizing, staffing, and employee growth; stimulating individual and group performance; and coping with the dynamic workplace.

Prerequisites: None

Textbooks: *Supervision Today*, 8th Edition, Robbins, Stephen P. and De Cenzo, David A., c.2016, Prentice Hall.

Strengths-Based Leadership: Great Leaders, Teams, and Why People Follow, Rath, Tom, c.2009, Gallup Press (**Book will be handed out in class 1**)

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

Calumet College of St. Joseph adheres to citation guidelines as prescribed by the particular discipline (i.e., MLA, APA, Chicago Manual of Style or Turabian.). All of these guidelines are available in the Calumet College of St. Joseph library or bookstore. These texts outline how to cite references from a variety of sources, including electronic media. . Please be aware that your paper may be submitted for examination for plagiarism to Turnitin.com, a plagiarism-check Internet Company with which the college has contracted.

Please Note: Modifications to this syllabus may be made to meet the needs of this specific class.

Withdrawal from Classes Policy:

Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office.

Class Policy on Attendance:

It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, the student is required to withdraw from the module by contacting the Academic Advisor and their instructor.

Class Policy for Assignments: All assignments are due the week following their assignment. *Late submission of homework for any reason will result in a deduction of up to one letter grade (10%) per week from the work.* The rationale for this policy is that if every student were given an extra week or two to submit a paper, they too might be able to achieve an “A” grade. It is not fair to your peers that any one of you be given extra time based on subjective reasons or decision-making.

Tutoring Center:

The Tutoring Center is dedicated to supporting Calumet College of St. Joseph students. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. Tutoring in support of some other courses is available as well. The Tutoring Center is located in Room 413. The telephone number is 219.473.4287 or 800.700.9100 ext. 287.

Course Objectives:

Students in this course will:

- Increase their level of supervisory knowledge, comprehension, and application
- Increase their understanding of the factors that will influence their own personal development and the factors that will influence supervisors in the 21st century
- Understand the purposes of downsizing, TQM, and reengineering and their impact on supervisory personnel and those they supervise
- Understand how ethics, diversity, and cultural variables influence supervisory and employee behaviors
- Be able to evaluate planning, controls, and different types of decision making and their usefulness to supervisors
- Understand the principles of organizing an effective department, staffing it with the right people, and evaluating their performance
- Be able to understand the importance of motivation, leadership, and communication to the supervisory position
- Be able to assess conflict, politics, and negotiation strategies to determine useful strategies/techniques that a supervisee can utilize
- Be able to understand methods for identifying and coping with stress, change, and difficult employees

Assessment:

Text Exams (3 @ 100 points each)	300 points
<i>Strength Finder</i> personal assessment	50 points
Attendance/participation (20 points/class attended)	<u>100 points</u>
	450 points

Grading Scale

A 94-100	C+ 78-79
A- 90-93	C 74-77
B+ 88-89	C- 70-73
B 84-87	D 60-69
B- 80-83	F 59 and below

- Format for Written Assignment: must use APA format.
- Tests will be taken at the end of class. Students may use their personal in-class notes.

Written Assignments:

Class Participation: Attendance at all five classes is expected due to the short nature of the course. Any absence for any reason will result in a 20-point deduction from the *Attendance/Participation* portion of your grade (see above).

Class Assignments:**Class Date****Topic-Assignment**

For Week #1

- Prior to class read Chapters 1, 2 and 3 in textbook
- In class, discuss “personal assessment” assignment from *Strength Based Leadership* (you will receive this book in-class at the beginning of Week-1)

For Week #2

- Prior to class read Chapters 4, 5 and 6 in textbook
- **In-class Exam # 1 (Chap’s. 1 –6)**

For Week #3

- Prior to class read Chapters 7, 8 and 9 in textbook

For Week #4

- Prior to class read Chapters 10, 11 and 12 in textbook
- **Turn in personal assessment @ beginning of class**
- **In-class Exam # 2 (Chap’s. 7 – 12)**

For Week #5

- Prior to class read Chapters 13, 14 and 15
- **In-class Exam #3 (Chapters 13, 14 and 15)**
- Complete course evaluation