

Course Syllabus

Supervision

BMGT 1301

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| **Semester with Course Reference Number (CRN)** | **Fall 2017**  **CRN 37499** |
| **Instructor contact information (phone number and email address)** | Norman Hanks  713-667-0015  Norman.hanks@hccs.edu |
| **Office Location and Hours** | By appointment |
| **Course Location/Times** | Northeast Campus – Codwell Hall Room 219  Saturday 8 – 10:50 am |
| **Course Semester Credit Hours (SCH) (lecture, lab) If applicable** | |  |  |  | | --- | --- | --- | | Credit Hours: | 3 |  | | Lecture Hours: | 3 |  | | Laboratory Hours: |  |  | | External Hours: |  |  | |
| **Total Course Contact Hours** | 48 hours |
| **Course Length (number of weeks)** | 14 weeks this semester due to school closure |
| **Type of Instruction** | Face-to-Face Lecture |
| **Course Description:** | A study of the role of the supervisor. Managerial functions as applied to leadership,  counseling, motivation, and human skills are examined. |
| **Course Prerequisite(s)** | **FREQUENT REQUISITES**   * MATH 0106 * PRER 0100 & INRW 0410 * INRW 0410 |
| **Academic Discipline/CTE Program Learning Outcomes** | 1. Identify essential management skills necessary for career success. 2. Describe the relationships of social responsibility, ethics, and law in business. 3. Construct a business plan. 4. Examine the role of strategic human resource planning in support of organizational mission. |
| **Course Student Learning Outcomes (SLO): 4 to 7** | 1. Explain the role, characteristics, and skills of a supervisor.  2. Identify the principles of management at the supervisory level.  3. Identify and discuss the human skills necessary for supervision.  4. Explain motivational techniques and give examples of how they can be utilized by a supervisor.  5. Structure a working environment which will provide a variety of ways for employee motivation.. |
| **Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)** | 1. Explain the role, characteristics, and skills of a supervisor. 2. Identify the principles of management at the supervisory level. 3. Identify and discuss the human skills necessary for supervision. 4. Explain motivational techniques and give examples of how they can be utilized by a supervisor. 5. Structure working environment that will provide a variety of ways for employees to be motivated. |
| **SCANS and/or Core Curriculum Competencies: If applicable** | SCANS  **Explain the role, characteristics, and skills of a supervisor.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Identify the principles of management at the supervisory level.**  **Identify and discuss the human skills necessary for supervision.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Explain motivational techniques and give examples of how they can be utilized by supervisor.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Structure a working environment which will provide a variety of ways for employee motivation.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic –Speaking |
| **Textbook** | **Supervision Today!** By Robbins, DeCenzo & Wolter, **Eighth Edition**.  Pearson/Prentice Hall Publishing ISBN: 978-0-13-388486-9 |
| **HCC Grading Scale:** | |  |  |  | | --- | --- | --- | | A = 100- 90 |  | 4 points per semester hour | | B = 89 - 80: |  | 3 points per semester hour | | C = 79 - 70: |  | 2 points per semester hour | | D = 69 - 60: |  | 1 point per semester hour |  | | 59 and below = F |  | 0 points per semester hour |  | | FX (Failure due to non-attendance) |  | 0 points per semester hour |  | | IP (In Progress) |  | 0 points per semester hour |  | | W (Withdrawn) |  | 0 points per semester hour |  | | I (Incomplete) |  | 0 points per semester hour |  | | AUD (Audit) |  | 0 points per semester hour |  |   IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.  COM (Completed) is given in non-credit and continuing education courses.  FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to withdrawal  deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX"  at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an  earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is  seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never  attended class.  Students who receive financial aid but fail to attend class will be reported to the Department of Education and  may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA,  probation, suspension, and satisfactory academic progress.  To compute grade point average (GPA), divide the total grade points by the total number of semester hours  attempted. The grades "IP," "COM" and "I" do not affect GPA.*.* |
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| **HCC Policy Statement:** | |
| **Access Student Services Policies on their Web site:** | <http://hccs.edu/student-rights> |
| **EGLS3 --** | At Houston Community College, professors believe that thoughtful student feedback is necessary to improve  teaching and learning. During a designated time near the end of the term, you will be asked to answer a short  online survey of research-based questions related to instruction. The anonymous results of the survey will be  made available to your professors and department chairs for continual improvement of instruction. Look for  the survey as part of the Houston Community College Student System online near the end of the term. | |

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|  | **HCC Policy Statement - ADA**  Services to Students with Disabilities Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. To visit the ADA Web site, log on to www.hccs.edu, click Future students,  scroll down the page and click on the words Disability Information.  For questions, please contact Donna Price at 713.718.5165 or the  Disability Counselor at your college.  Northeast ADA Counselor - Kim Ingram - 713.718.8420  **HCC Policy Statement: Academic Honesty**  A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.  Cheating on a test includes:   * Copying from another students’ test paper; * Using materials not authorized by the person giving the test; * Collaborating with another student during a test without authorization; * Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered; * Bribing another person to obtain a test that is to be administered.   Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.  Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)  **Class Attendance Policy**  *Class Attendance - It is important that you come to class!*Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.  If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.  You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.  Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in assignments if you unavoidably miss a class.  Class attendance equals class success.  **HCC Course Withdrawal Policy** If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.  To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.  If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.  ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.***  If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.  **Repeat Course Fee** The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation and opportunities for tutoring or other assistance that might be available.  **Classroom Behavior** As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.  **Use of Camera and/or Recording Devices** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.  **Title IX**  Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:  David Cross  Director EEO/Compliance  Office of Institutional Equity & Diversity  3100 Main  Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  **Campus Carry**  At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/> |
| **Instructor/Student Requirements:** | As your Instructor, it is my responsibility to**:**   * Provide the grading scale and detailed grading formula explaining how student grades are to be derived * Facilitate an effective learning environment through class activities, discussions, and lectures * Describe any special projects or assignments * Inform students of policies such as attendance, withdrawal and tardiness * Provide the course outline and class calendar which will include a description of any special projects or assignments * Arrange to meet with individual students as required   To be successful in this class, it is the student’s responsibility to**:**   * Attend class and participate in class discussions and activities * Read and comprehend the textbook * Complete the required assignments and exams * Ask for help when there is a question or problem * Keep copies of all paperwork, including this syllabus, handouts and all assignments |

**Course Calendar**

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| Date | Activity |
| September 2 & 9 | No class due to school closure |
| September 16 | Introduction of course, students and professor.  Each week you will read and be prepared to discuss chapters and any in-class assignments from those chapters  Chapter 1  Chapter 2  Chapter 3 |
| September 23 | Chapter 4 |
| September 30 | Chapter 5 |
| October 7 | Chapter 6 |
| October 14 | Chapters 7 & 8 |
| October 21 | Mid-Term Exam |
| October 28 | Chapter 9 |
| November 4 | Chapter 10 |
| November 11 | Chapter 11 |
| November 18 | Chapters Chapter 12 |
| November 25 | Thanksgiving Holiday |
| December 2 | Chapters 13 & 14 |
| December 9 | Chapters 15 & 16 |
| December 16 | Final Exam |

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| **Student Evaluation** | The following grading system will be used to evaluate student performance in this course:     |  |  | | --- | --- | | Attendance & Participation (Attendance is dependent upon promptness. Participation is based on ability to answer questions during class and demonstrate preparation for lectures.) | 33% | | Mid-Term Exam | 33% | | Final Exam | 34% | |

**PLEASE NOTE: THERE ARE NO MAKE-UP EXAMS. IF YOU MISS AN EXAM, THE OTHER TEST COUNTS DOUBLE. The instructor reserves the right to make changes to the calendar as circumstances may dictate.**

**For the Final Exam, you will answer the following questions based on the Student Learning Outcomes for this course. The answers will be covered in class lectures and in the reading material in the textbook. You will work on the answers for these questions as your assignment each week and submit ySLO# 1**

**Role, Characteristics, Skills of Supervisors**

1. Define leadership and describe the difference between a leader and a supervisor.
2. Identify the traits that may help you become a successful leader.
3. Define charisma and its key components.
4. Describe the skills of a visionary leader.
5. Differentiate between task-centered and people-centered leadership behaviors.
6. Describe the four essential supervisory competencies.

**SLO# 2**

**Principles of Management for Supervisors**

1. Identify the four functions in the management process.
2. Identify and describe three types of participative leadership styles

**SLO# 3**

**Human Skills Necessary for Supervisors**

1. List the requirements for active listening.
2. Explain the behaviors necessary for providing effective feedback.
3. Identify the elements that are necessary to be successful as a supervisor.

**SLO# 4**

**Motivational Techniques**

1. Define motivation.
2. Identify and define five personality characteristics relevant to understanding the behavior of employees at work.
3. Explain the elements and the focus of the three early theories of motivation.
4. Identify the characteristics that stimulate the achievement drive in high achievers.
5. Identify the three relationships in expectancy theory that determine an individual’s level of effort.
6. List actions a supervisor can take to maximize employee motivation.
7. Describe how supervisors can design individual jobs to maximize employee performance.
8. Explain the effect of workforce diversity on motivating employees.

**SLO# 5**

**Structure a Working Environment to Motivate Workers**

1. Explain what supervisors can do to prevent workplace violence.
2. Explain how a supervisor can create a healthy work site.
3. Define stress.
4. Describe the purposes of employee assistance and wellness programs.

**our answers as the Final Exam to indicate that you have understand the material covered in the course.**