

Syllabus – Fall 2014

Course Syllabus

Supervision

BMGT 1301

Semester with Course Reference Number (CRN)	Fall 2014 (RT 32886)
Instructor contact information (phone number and email address)	Steven Woodland Office Phone: (713) 718-5832 Email: Eagle Online Mail
Office Location and Hours	Spring Branch Campus, Next to Commons, Room 900M -- M – Th 12:00 - 3:00 PM
Course Location/Times	Distance
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	
Credit Hours:	3
Lecture Hours:	3

Total Course Contact Hours 48.00

Course Length (number of weeks) 16 Weeks (Hybrid)

Type of Instruction Lecture

Course Description: A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (Formerly BUSM 2325)

Course Prerequisite(s)

FREQUENT REQUISITES

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)

- ENGL 0300 or 0347

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 and objectives.

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 employees to be motivated.

**Learning Objectives
(Numbering system
should be linked to
SLO - e.g., 1.1, 1.2,
1.3, etc.)**

Explain the role, characteristics, and skills of a supervisor.

Identify the principles of management at the supervisory level.

Identify and discuss the human skills necessary for supervision.

Explain motivational techniques and give examples of how they can be utilized by a supervisor.

Structure a working environment which 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 a 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 employees to be motivated.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Listening

Foundation Skills - Basic –Speaking

Instructional Methods

Hybrid

Student Assignments

Explain the role, characteristics, and skills of a supervisor.

Quizzes, assignment and class discussion

Identify the principles of management at the supervisory level.

Quizzes, assignment and class discussion

Identify and discuss the human skills necessary for supervision.

Quizzes, assignment and class discussion

Explain motivational techniques and give examples of how they can be utilized by a supervisor.

Quizzes, assignment and class discussion

Structure a working environment which will provide a variety of ways for employees to be motivated.

Quizzes, assignment and class discussion

**Student
Assessment(s)**

There will be a quiz over each chapter and a final exam.

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U. S. employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this end, the following skills will be included in this course.

Exhibiting Interpersonal Skills

Teach others by participating in class discussions.

Demonstrating Basic Skills

Writing by participating in the online assignment and online class discussion.

**Instructor's
Requirements**

Reading assignments are associated with a quiz for each chapter. It is the student's responsibility to review the homepage of Eagle Online insuring the correct chapter is read and studied prior to taking each quiz.

All quizzes and assignments are available at the beginning of class on August 25, 2014. All quizzes are due by December 1, 2014 and assignments are due by November

17, 2014. You will not be able to submit for grading after these dates. There are no exceptions!

The lowest two quiz grades will be dropped. Therefore, no makeup is allowed for any reason. For example, if you are in the middle of a quiz and your laptop shuts down that quiz will be one that is dropped. If you are experiencing problems with your home computer or laptop I suggest you take the quizzes at an HCC lab.

**Program/Discipline
Requirements: If
applicable**

HCC Grading Scale:		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.
A = 100-90	4 points per semester hour	
B = 89 - 80:	3 points per semester hour	FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the 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.
C = 79 - 70:	2 points per semester hour	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.
D = 69 - 60:	1 point per semester	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.
		<i>Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences</i>

ter
hour

Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

59 and
below =
F 0
 points
 per
 semes
 ter
 hour

FX
(Failure
due to
non-
attendan
ce) 0
 points
 per
 semes
 ter
 hour

IP (In
Progres
s) 0
 points
 per
 semes
 ter
 hour

W
(Withdra
wn) 0
 points
 per
 semes
 ter
 hour

I
(Incompl
ete) 0
 points
 per
 semes
 ter
 hour

AUD
(Audit) 0
 points
 per
 semes

ter
hour

**Instructor Grading
Criteria**

The student will be evaluated as follows:

Chapters 1-16 Quizzes	40%
Research Assignment	15%
Case 11-B Assignment	15%
Final Exam (online)	30%

The lowest two grades on weekly quizzes will be dropped. Therefore, as stated above, there will be no makeup for any reason.

It is expected that assignments will be completed on time. On time means the work is completed no later than the due date. After November 17 no work will be accepted. No exceptions!

There will be make-up opportunities for the final exam if the student has a legitimate reason for missing the final. The instructor will determine the legitimacy of the reason for missing the exam.

Extra credit may be available by attending business related student club events.

**Instructional
Materials (Textbook)**

Robbins, Stephen P, David A. De Cenzo and Robert Wolter, Supervision Today, Seventh Edition, Prentice Hall Publishing, Upper Saddle River, New Jersey, 2013.

HCC Policy

Statement: It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event

occurring at final exam time).

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System

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.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>