



Syllabus – Spring 2015

Course Syllabus
Supervision
BMGT 1301

Semester with Course Reference Number (CRN)	Spring 2015 (RT 43878)
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	Hybrid – Alief – Hayes Rd. Campus – Room: TBA – Monday - 9:30 – 11:00 am
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	

Supvsp15sb43878

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, assignments and exams

Identify the principles of management at the supervisory level.

Quizzes, assignments and exams

Identify and discuss the human skills necessary for supervision.

Quizzes, assignments and exams

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

Quizzes, assignments and exams

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

Quizzes, assignments and exams

**Student
Assessment(s)**

There will pop quizzes, a team project, an individual case assignment, a mid-term 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 a class presentation.

Demonstrating Basic Skills

Writing by participating in the assignments.

Instructor's Requirements

Reading assignments are listed on the home page and associated with the mid-term and final exam. It is the student's responsibility to review the homepage of Eagle Online insuring the correct chapters are read and studied prior to taking each exam.

The due dates for the mid-term and final exams are listed under Activities/Quizzes. The due dates for assignments are listed under Activities/ Assignments.

The lowest quiz grade 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:

A = 100-90 4 points per semester hour

B = 89 - 80: 3 points per semester hour

C = 79 - 70: 2 points per semester

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 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.

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.

	hour	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.
D = 69 - 60:	1 point per semester hour	<i>Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.</i>
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
semes
ter
hour

**Instructor Grading
Criteria**

The student will be evaluated as follows:

Pop Quizzes	10%
Team Project	25%
Case 11-B Individual Assignment	15%
Mid-Term Exam (online)	25%
Final Exam (online)	25%

It is expected that assignments will be completed on time. On time means the work is completed no later than the due date. After the due date a 5 point reduction in grade will be assessed for each day late.

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>