



COURSE OUTLINE

COURSE NO: SUPR 235
CREDIT HOURS: 3
DATE: Fall 2006
TO BE UPDATED: Fall 2007

COURSE NAME: Supervision and Leadership
CLASS HOURS: 3 LAB HOURS: 0
PREPARED BY: Social Science Department
APPROVED BY: Ellen Sostarich

PREREQUISITES

None

COURSE DESCRIPTION

Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the managerial processes of planning, organizing, staffing, directing, and controlling.

COURSE OBJECTIVES

To provide a basic foundation in the principles, practices and processes of effective supervision and leadership.

1. Students will be able to define important terms relevant to supervision and leadership.
2. Students will be able to identify the characteristics of, and the important contributors to, the three eras of management thought and practice.
3. Students will be able to identify the basic principles and practices of the following supervisory functions: decision making, problem solving, hiring, training, evaluating performance, disciplining, motivating, planning and leading.
4. Students will be able to list in order the basic steps involved in each of the following processes: problem solving/decision making, disciplining and planning.
5. Students will perform exercises designed to let them practice skills and/or develop an awareness of personal strengths, style preferences and areas in need of improvement.

COURSE MATERIALS

Online students will not use the text. All your materials are posted online.

Title: The Supervisory Challenge: Principles & Practices
Author: Jane Whitney Gibson
Publisher: Prentice Hall
Edition: Second

Online Students need the following configurations:
Internet Access

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- Latest windows updates

- Windows Media Player (free download from internet <http://www.freedownloadhq.com/Media-Player.html>)
- Flash (free download from internet http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- PowerPoint Viewer (free download from internet <http://www.microsoft.com/downloads/details.aspx?FamilyID=428d5727-43ab-4f24-90b7-a94784af71a4&displaylang=en>)

SAFETY PRACTICES

Common practices regarding safety are to be observed in class. You are to ask your instructor for help when any situation arises which is potentially dangerous.

Minimum PC Configuration:

Pentium processor
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
500 MB hard disk space
Windows 95
CD ROM also highly recommended

Minimum Mac Configuration:

120 Mhz. Power PC
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
Macintosh OS 7.5 or later
15" color monitor
CD ROM also highly recommended

DISABILITY ACCESS

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center

Office of Disabilities in IL 249 for special accommodations.

TOPICAL OUTLINE

1. Introduction: Definitions of supervision, leadership, management and other basic terms; an overview of the seven basic functions of management; a description of the three major skill areas used by supervisors.

2. The Roots of Management. A very brief overview of the three major eras of management

thought and practice of major theorists.

3. Decision making and problem solving: The role of the supervisor in decision making and problem solving. Includes the principles of effective decision making, the steps in the decision-making process, and guidelines for group decision making. Also includes identifying, solving and preventing problems.

4. Staffing: The role of the supervisor in hiring, training and evaluating employees. Includes the basic objectives, principles and methods of each of these supervisory functions as well as an overview of relevant legislation.

5. Disciplining: The role of the supervisor in handling various behavior problems such as absenteeism, substance abuse, theft, sexual harassment, and safety violations. Includes methods of preventive discipline, the purposes and principles of disciplining, effective strategies and techniques, and the steps in the discipline process,

6. Motivating: The role of the supervisor in motivating employees. Includes the basic principles of motivation; a consideration of the most significant and relevant theories of motivation; and a study of the various techniques that are most effective **in** motivating employees.

7. Planning: The role of the supervisor in making and implementing operational plans as well as in implementing plans made by higher management. Includes the various types of plans, the steps in the planning process and the characteristics of effective plans. Also includes the role of the supervisor in communicating the organization's mission and goals to employees.

8. Leading: Includes sources of influence; special characteristics and roles of leaders; and the characteristics, merits and uses of the autocratic, democratic, laissez-faire and situational styles of leadership.

HOCKING COLLEGE EVALUATION OF THE LEARNER

SUPR 235
Supervision & Leadership
Online, 2006
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Approved by: Ellen Sostarich, Dean, Arts and Sciences

The purpose of this class is to provide you with an overview of theory and techniques for management and supervisory roles. Through a gradual process that evolves through

lectures, discussion, and reflection, you will be asked to synthesize the information into practical application for your technology.

SPECIFIC FACTORS

Examinations and Quizzes:

Work for this class is divided into modules. Some modules have objective tests. These tests may include true/false, matching, multiple choice, fill-in, short answer, and essay type questions. Emphasis will be on practical application of the material.

Projects/Written Work/Success Skills:

Homework: Reading, studying, writing, and preparing for tests will be required outside the classroom.

Discussions/Presentations: In some modules you will be required to enter the *Discussions* link for your online course and post your thoughts to a topic or scenario. You will also reply to the postings of other students. Other modules will require to post your work for other students to read and comment upon.

Media Responses: You will be researching for articles and writing summaries and reflections related to key terms for the course.

Research: You will research and write about a leader you admire. Specific directions will be given.

Specific Success Skills: Communicates Effectively (A1, A3,A5,A8,A9, A10); Demonstrates Learning and Critical Thinking (C1, C3, C4, C5,C6, C7, C8, C9, C10, C11, C12, C13, C14, C15); Maintains Professional Skills and Attitudes (D5, D6, D7, D8, D10); Practices Human Relation Skills (E1, E2, E4, E5, E6, E7); Community, Cultural, and Global Awareness (G1, G2, G3, G4, G5, G6, G7); Maintains a Code of Ethics (H1, H2, H3, H4, H5, H6, H7)

Attendance:

For this online course, you are expected to make regular progress. The course materials on available on a 24/7 basis. You may work ahead at any time.

Participation:

Participation is vital to your success. Everyone has valuable ideas and experience to contribute. Reading what others have to say and contributing are both important. A variety of exercises including discussions and written responses will be a part of participation.

Extra Credit: Extra credit is not a course offering.

Grading Scale: Grades will be earned on a point system as follows:

Item	Point Value
Webpage and responses	25 points
Quizzes	100 points each
Media Responses	100 points each
Discussions	50 points each
Valued Leader Paper	100 points
Reflections	<u>100 points each</u>

Honesty:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work. The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,

7. Falsification of research findings and methodology. (page _____)

Cheating is unacceptable behavior in all Hocking College courses. A student observed or found to be cheating on a test or assignment in this course will receive (*Insert consequences as decided by individual faculty or department*). A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will (*Insert consequences as decided by individual faculty or department*).

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu).

Final Grade Calculation: Final grade is calculated by adding earned points then dividing by the total of points possible to get the equivalent letter grade.

96-100%= A

72-75= C

92-95%= A-

68-71%= C-

88-91%= B+

64-67%= D+

84-87= B

60-63%= D

80-83%= B-

below 60% = F

76-79%= C+

Academic Grade Appeal Process

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit

office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

Student Grievance

Due process procedures for the College are located in *the Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

Disabilities Services

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disabilities Services in JL 249 regarding accommodations.