

Upper Iowa University  
External Degree Program

**BA 362-07 Supervision**

**COURSE DESCRIPTION:**

A detailed examination of the fundamental concepts, principles, and dynamics of the supervisory process. Note: Successful completion of BA 210 Management Principles recommended. Three semester credits.

**COURSE OBJECTIVES:**

As a result of actively becoming involved in this course, the successful student will be expected to:

1. Define the role of supervisor.
2. Assess the legal constraints supervisors encounter.
3. Define the role of supervision in today's organizational setting.
4. Identify various steps in the supervision process
5. Identify the supervisory problems resulting from the way people think, organize information, communicate, and interact with each other.
6. Define the meaning of an organizational structure and describe the components of an organization in which a supervisor must interact.
7. Explain the planning, organizing, staffing, and leading responsibilities of supervisors.
8. Describe the activities of a supervisor dealing with staffing, leadership, delegation, motivation, communication, control, discipline, safety, and unions.

**SKILLS:**

This course supports goals in the following majors:

1. (Management) Recognize the different perspectives of labor and management.
2. (Management) Identify the managerial, marketing, and financial aspects required for an entrepreneurial venture.
3. (Criminal justice) Identify the supervisory problems resulting from the way people think, organize information, communicate, and interact with each other.
4. The essay questions on each unit will aid in meeting the university's goal of writing-across-the curriculum.

## **REQUIRED COURSE MATERIALS:**

1. Supervision: Leonard & Hilgert (2007) Concepts and Practices of Management (10<sup>th</sup> edition) Cincinnati, OH: South-Western Publishing Company.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

## **WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. Publication Manual of the American Psychological Association. \$27.00 new.

## **CITATION:**

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

## **COURSE OVERVIEW:**

The purpose of the course is to provide practical application of the principles and practices of supervising people in a work setting. This is not a theory course; the course is intended to provide the opportunity to apply management theory to the task of supervising by using a case study approach. Supervisors manage people and resources to reach organizational objectives. Some of the techniques can be learned; others are determined by the supervisor's knowledge, experiences, personality, and the organizational setting. Mastery of such techniques should enable a supervisor (or any employee) to contribute more effectively to the goals as a contributing team member.

## **ASSIGNMENTS:**

Unit 1: Chapters 1 - 4. Submit all four chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 1: The exam for Unit 1 will consist of 20 True/False questions, 20 Multiple Choice questions, 8 Short Answer questions and 2 essay questions.

Unit 2: Chapters 5 - 8. Submit all four chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 2: The exam for Unit 2 will consist of 20 True/False questions, 20 Multiple Choice questions, 8 Short Answer questions and 2 essay questions.

Unit 3: Chapters 9 - 12. Submit all four chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 3: The exam for Unit 3 will consist of 20 True/False questions, 20 Multiple Choice questions, 8 Short Answer questions and 2 essay questions.

Unit 4: Chapter 13 – 16. Submit all four chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 4: The exam for Unit 4 will consist of 20 True/False questions, 20 Multiple Choice questions, 8 Short Answer questions and 2 essay questions.

### **EXAMINATION INFORMATION:**

Please submit a proctor form for each unit examination. This form should be submitted to the External Degree office 3 weeks prior to your testing date. This will allow some review time before you take the exam and will permit you time to contact your professor should you require any additional assistance. **DO NOT SEND YOUR REQUEST FOR EXAMINATION TO YOUR INSTRUCTOR.**

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

### **COMPOSITION OF GRADE:**

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|------------|--|
| 80 points  | Unit 1: Homework assignments for Chapters 1 - 4. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points.                      |
| 100 points | Unit 1 Exam: Examination for Chapters 1 - 4. 20 Multiple-Choice and 20 True/False questions each worth one point each, 8 Short Answer problems each worth five points plus 2 essay questions worth 10 points each. |
| 80 points  | Unit 2: Homework assignments for Chapters 5 - 8. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points.                      |
| 100 points | Unit 2 Exam: Examination for Chapters 5 - 8. 20 Multiple-Choice and 20 True/False questions each worth one point each, 8 Short Answer problems each worth five points plus 2 essay questions worth 10 points each. |

- 80 points      Unit 3: Homework assignments for Chapters 9 - 12. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points.
- 100 points     Unit 3 Exam: Examination for Chapters 9 - 12. 20 Multiple-Choice and 20 True/False questions each worth one point each, 8 Short Answer problems each worth five points plus 2 essay questions worth 10 points each.
- 80 points      Unit 4: Homework assignments for Chapters 13 – 16. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points.
- 100 points     Unit 4 Exam (Final): Examination for Chapters 13 – 16. 20 Multiple-Choice and 20 True/False questions each worth one point each, 8 Short Answer problems each worth five points plus 2 essay questions worth 10 points each.
- 720 points    Total Points for Course**

Total points earned as a percentage of 720 possible points will be graded using the following scale:

A	100 to 90%	648 – 720 points
B	89 to 80%	576 – 647 points
C	79 to 70%	504 – 575 points
D	69 to 60%	432 – 503 points
F	Below 60%	<432 points

### **UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM**

**A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** = Quality and quantity written and oral work is below average and barely acceptable.

**F** = Quality and quantity written and oral work is unacceptable.

### **UNIT LESSON FORMAT:**

Place your answers to the True/False and Multiple-choice questions on the answer sheet that is provided for each chapter. Write your answer to the Short Answer questions in the space provided. Should you require more space, either write on the back or attach another sheet.

Finally, complete the assignment cover and return it with the completed unit to your instructor. Your assignments will be returned to you with comments and corrections.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2007/08 page 97.

[http://www.uiu.edu/catalogs/eu/html/univ\\_policies.html#cheating](http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself

on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu](http://www.uiu.edu) and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at [library@uiu.edu](mailto:library@uiu.edu).

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six-month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**