



## AGE 420: Supervision and Professional Development

### Student Syllabus for the Adult Degree Programs

#### Course Description

---

In this course, fundamental employee supervision topics are addressed, including training, supervision, performance evaluation, and motivation, as students are prepared for early managerial roles within direct care organizations. The course also covers confidentiality, professionalism, boundaries and roles, cultural diversity, and personal values.

#### Course Introduction

---

This course presents the fundamentals of management, supervision, and professional development. Topics presented include: training, performance evaluations, coaching, human resources, motivation, confidentiality, professionalism, cultural diversity, teamwork, and quality. This course will prepare students for early managerial roles within direct care organizations and provide a firm foundation of faith.

The new manager has a difficult job within any company. The manager must answer to and work for their team and subordinates as well as those in positions of higher authority, such as directors, vice presidents, and CEOs. To help students prepare to be effective in managerial roles, this course will present an array of tools for the new manager, which will help ensure success.

#### Course Outcomes

---

Upon completion of this course, the learner will be able to:

1. Apply management fundamentals in a supervisory role.
2. Engage peers or employees in the teamwork approach to solving a business problem.
3. Demonstrate the effectiveness of self-assessment with a foundation based on the Christian faith.
4. Compare the professional applications presented throughout the course to personal work experience(s).
5. Understand the benefits of viewing and applying the fundamentals of management through a Christian worldview.
6. Design an appropriate plan for conducting performance evaluations.
7. Analyze and compare the management fundamentals of a faith-based business/organization and a secular organization.

## Course Texts

---

Lussier, R. N. (2017). *Management fundamentals: Concepts, applications, and skill development* (7<sup>th</sup> ed.). Sage.

ISBN-13: 978-1506303277

ISBN-10: 1506303277

Palmer Hartl, K. (2014). *The Ten Commandments of management: Biblically inspired methods to success*. Koehler Books.

ISBN-13: 978-1940192307

ISBN-10: 1940192307

### *Textbook Disclaimer*

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

## Learning and Physical Disabilities Policy

---

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their instructors in relation to course requirements. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC. For more details, visit the [Student Success Center website](#) or call 724-847-5005.

## The Grading System in the ADP

---

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
<b>A</b>	<b>93.00% - 100.00%</b>	<b>4.0</b>	<b>Excellent</b>
<b>A-</b>	<b>90.00% - 92.99%</b>	<b>3.7</b>	
<b>B+</b>	<b>87.00% - 89.99%</b>	<b>3.3</b>	
<b>B</b>	<b>83.00% - 86.99%</b>	<b>3.0</b>	<b>Good</b>
<b>B-</b>	<b>80.00% - 82.99%</b>	<b>2.7</b>	
<b>C+</b>	<b>77.00% - 79.99%</b>	<b>2.3</b>	
<b>C</b>	<b>73.00% - 76.99%</b>	<b>2.0</b>	<b>Satisfactory</b>
<b>C-</b>	<b>70.00% - 72.99%</b>	<b>1.7</b>	
<b>D+</b>	<b>67.00% - 69.99%</b>	<b>1.3</b>	
<b>D</b>	<b>63.00% - 66.99%</b>	<b>1.0</b>	<b>Less than Satisfactory</b>
<b>D-</b>	<b>60.00% - 62.99%</b>	<b>0.7</b>	
<b>F</b>	<b>&lt; 60.00%</b>	<b>0.0</b>	<b>No Credit Given</b>
<b>WX, WP, WF</b>			<b>Withdrawal</b>

## Policy on Academic Honesty

---

Geneva College has adopted a campus wide policy on academic honesty; the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of the student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the Department of Professional and Online Graduate Studies (see Appendix A of the student handbook).

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of the student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Honesty (see Appendix A of the student handbook).

Students are encouraged to visit [www.plagiarism.org](http://www.plagiarism.org) in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

## Turnitin Policy

---

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin.com](https://turnitin.com) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

## Participation Policy

---

In the online environment, **participation is marked by the completion of an academic event in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

**If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course.** Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

**If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F,** depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

## Course Evaluation

---

Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points
Written Assignments (5)	60 points each	300 points
Case Studies (2)	60 points each	120 points
Quizzes (2)	Quiz 1 = 46 points Quiz 2 = 50 points	96 points
Leadership Analysis	One Submission	200 points
Total		956 points

## Assignment Descriptions

---

### *Discussion Forums*

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.
- b. Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate **MUST** be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

**NOTE:** How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is **REQUIRED** as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the "Interacting in the Online Environment" section in the ADP Student Handbook.

## Written Assignments and Case Studies

Throughout this course, students will complete five written assignments and two case studies. These assignments will require students to concisely respond to and apply some of the key course concepts. The course textbooks will be extremely helpful in crafting responses to the writing prompts, and there are numerous internet resources provided throughout the course which will also enhance understanding of important topics related to the discipline.

- Session 1: Written Assignment 1
- Session 2: Written Assignment 2
- Session 3: Case Study 1
- Session 4: Written Assignment 3
- Session 5: Written Assignment 4
- Session 6: Case Study 2
- Session 7: Written Assignment 5

Each of these assignments will be graded on content, style, and timeliness. They should adhere to all page length requirements and typical APA style and formatting (double spacing, proper APA citations, etc.).

All written assignments are due by 11:55 pm (EST) Saturday of the designated session week.

## Quizzes

During this course, there will be two quizzes that cover the essential elements of the *Management Fundamentals* text and help students review and identify important concepts relating to supervision. These quizzes will consist of multiple choice and true/false questions.

- Session 2: Students will take an online quiz on Chapters 1-6 of the *Management Fundamentals* text
- Session 7: Students will take an online quiz on Chapters 7-14 of the *Management Fundamentals* text

Students will be allowed to consult their text and notes when taking online quizzes. However, quizzes will be timed, and students will need to have a working knowledge of the material before taking the quiz. There will simply not be enough time to “look up” every answer in your text and materials.

If a student does not take a quiz by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

## Leadership Analysis

Reflect back on all of the leadership theories and principles explored throughout this course; how do you think Jesus' leadership abilities compare to today's leaders?

For this assignment, you will need to select two leaders from today's top companies (e.g., Bill Gates – Microsoft; Steve Jobs – Apple; Elon Musk – SpaceX; Warren Buffett – Berkshire Hathaway; Meg Whitman – Hewlett Packard (HP); Sam Walton – Walmart & Sam's Club; Sheryl Sandberg – COO at Facebook; Phil Knight – Nike; Jeff Bezos – Amazon). After making your selections, analyze and compare the leadership styles of these two leaders. Your comparison between today's leaders should incorporate at least 10 of the concepts discussed in this course.

Finally, compare these current leaders' styles to the leadership style of Jesus as described in *The Ten Commandments of Management* text and various other course resources.

Note: It is important to choose and compare two leaders with very different leadership styles. This assignment is not intended to be a biography of the two selected leaders, but rather, an analysis of their leadership styles, using key course concepts.

In total, your paper should be 5-6 pages in length (not including cover sheet and reference page) and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

The Leadership Analysis is due by 11:55 pm (EST) Saturday Session 8.

## Professional Skills in Your Online Courses

---

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

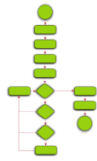
After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

### Consultation Skills



Skillful in seeking outside opinions and thoughts to synthesize into one's desired course of action

### Organization/ Planning Skills



Skillful in creating a strategic vision and motivating others to achieve excellence in performance

### Collaboration Skills



Skillful in collaborating with others to identify problems, provide advice, and develop agreeable solutions

### Training Skills



Skillful in developing and helping individuals and groups achieve personal and professional goals

### Coaching Skills



Ability to motivate and empower individuals and groups to greater participation, commitment, and high standards of performance