



## HRS 457: Principles of Management and Supervision

Student syllabus for the Adult Degree Programs

### Course Description

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In this course, students identify the actual roles managers play in complex organizations. Additionally, students are prepared for managerial roles while helping them work more effectively with current managers. Management theory is critically evaluated for its usefulness in light of actual practice.

### Course Introduction

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The major theme of this course is to recognize the various behaviors found in organizations both from the focus of the organization itself and the people who work there. In the ever-changing work environment, the principles of management, supervision, and leadership shift considerably to the evolving business climate of new demands and expectations. While management theories form the foundation of understanding, methods vary widely as to the “best” way of getting things done through people.

This course will focus on the management and the behavior of people within organizations. Today’s employees may have a different view of work than those of previous generations. They appear to have different values, needs, and motivation. Generally, they are better educated. They are a product of a knowledge explosion, more aware politically, more independent, and less easily managed by traditional methods.

### Course Outcomes

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

1. Synthesize and evaluate various management and leadership theories.
2. Analyze and recognize the strengths and weaknesses of various motivational theories.
3. Identify and explore the qualities, characteristics, attitudes, and behaviors that enhance management, supervisory, and leadership effectiveness.
4. Examine the components of leadership theories with respect to a biblical and servant leadership perspective.
5. Examine various management processes utilized to enhance supervisory effectiveness including quality management, delegation, and coaching skills.

## Course Texts

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Hitt, M. A., Black, J. S., & Porter, L. W. (2012). *Management* (3<sup>rd</sup> ed.). Pearson Education.  
ISBN-13: 978-0132553285  
ISBN-10: 0132553287

### *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

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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

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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

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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

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Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin.com](http://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

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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

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Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points
Written Case Studies (4)	60 points each	240 points
Quizzes (3)	35 points each	105 points
Inbox Simulation	One Submission	85 points
Applied Summary Project Parts 1-2	60 points each	120 points
Final Applied Summary Project	One Submission	140 points
Total		930 points

## Assignment Descriptions

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### *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 Case Studies*

Throughout this course, students will complete four written case study assignments that will require them to concisely respond to and apply some of the key course concepts. Specific instructions for completing these case studies can be found in the course outline below.

- Session 1: Case Study 1 – Chapter 1: Closing Case Study
- Session 3: Case Study 2 – Chapter 4: A Manager’s Challenge

- Session 5: Case Study 3 – Chapter 8: Closing Case Study
- Session 7: Case Study 4 – Chapter 12: Closing Case Study

Each of these written 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 case study assignments are due by 11:55 pm (EST) Saturday of the designated session week.

## *Quizzes*

During this course, there will be three quizzes that cover the essential elements of the text and help students review and identify important management concepts. These quizzes will consist of multiple choice questions.

- Session 2: Students will take an online quiz on Chapters 1-2 of the text (35 points)
- Session 4: Students will take an online quiz on Chapters 4-5 of the text (35 points)
- Session 6: Students will take an online quiz on Chapters 8-9 of the text (35 points)

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.

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

## *Inbox Simulation*

In preparation for Discussion Forum 4, you will complete a management training exercise. You will complete the exercise on your own and submit your responses to your instructor by 11:55 pm (EST) Wednesday of Session 4. Then, Discussion Forum 4 will provide you with the opportunity to “debrief” the activity and discuss what strengths and weaknesses you believe you brought to the activity.

In order to complete the Inbox Simulation exercise, you will need to read the Inbox Simulation Scenario (available in your Moodle classroom) and review the additional attached documents, which describe the company’s organizational structure and name certain individuals within said structure. After reviewing this information, you will need to read each of the inbox emails/memos provided. Finally, respond to each of the inbox items.

NOTE: You will need to complete the Inbox Simulation exercise prior to participating in Discussion Forum 4; be sure to plan the submission of your Session 4 assignments accordingly.

Your Inbox Simulation responses are due by 11:55 pm (EST) Wednesday of Session 4.

### *Applied Summary Project*

For the Applied Summary Project, students will create a Theory of Management Plan for an organization of their choice. Throughout the course, students will be exposed to the many different facets of management. By Session 8, students will “pull” those concepts together to comprise a Theory of Management Plan.

In total, the Final Applied Summary Project should be 8-10 pages in length (not including cover sheet or reference page) and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

The Final Applied Summary Project is due by 11:55 pm (EST) Saturday Session 8.

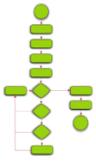
## Professional Skills in Your Online Courses

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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:

**Organization/  
Planning Skills**



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

**Coaching Skills**



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

**Conflict Resolution Skills**



Effective in establishing and maintaining productive and positive working relationships

**Cultural/  
Social Sensitivity**



Effective in establishing and maintaining productive and positive working relationships with diverse audiences

**Training Skills**



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

**Collaboration Skills**



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

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