

TRINE

UNIVERSITY

COURSE SYLLABUS

COURSE TITLE: Supervision

TERM & YEAR: Spring 2021, Term II

COURSE & SECTION NUMBER: MGT 333

TIME & PLACE: Online

COURSE DESCRIPTION: This course is intended for people who are, or plan to be, first line supervisors. Its purpose is to present basic principles that will assist in developing the talent needed to direct other people. Skill building cases and incidents are part of the course content.

PREREQUISITES: BA 123

REQUIRED TEXT: Open Education Resources (OER) embedded in the course.

REFERENCES:

OTHER MATERIALS:

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:

- Describe the relationships between planning, organizing, leading and controlling.
- Practice problem-solving techniques, decision-making methods, conflict resolution methods and performance appraisal styles.
- Differentiate between various effective leadership styles.
- Demonstrate leadership abilities by improving written and oral communication effectiveness.
- Assess student's capabilities to professionally and ethically manage.
- Identify key attributes of a successful supervisor.

COURSE REQUIREMENTS:

ATTENDANCE/PARTICIPATION:

CGPS ATTENDANCE POLICY (Approved 2/19/2010)

All students are expected to be in class, on time and for the entirety of the class, every night the class is in session. Once a student misses three (3) sessions of any one class he/she will be dropped from the course with a W. Only in the event of rare and unusual circumstances, with formal documentation, will a student be allowed to continue.

GRADING/EVALUATION: I follow Trine University's grading scale:

100 – 93% - A
92 – 87% - B+
86 – 81% - B
80 – 75% - C+
74 – 70% - C
69 – 65% - D+
64 – 60% - D
60% and below – F

TOTAL NUMBER OF POINTS WITHIN COURSE:

Weekly Discussion Forums	180 points (20 points each)
Weekly Assignments	140 points (20 points each)
Supervision Training Manual	200 points

Total Number of Points 510 points

All written assignments will be required to be submitted to Turnitin and follow APA 7th edition guidelines.

LATE ASSIGNMENTS:

No late work will be accepted in this class.

OTHER POLICIES:

Please see the Instructor and Student Interaction Expectations within the Course Information section of the Moodle course for additional information.

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

COURSE CALENDAR/SCHEDULE: Published Separately on Moodle