



Course Syllabus for HRD 4301.060: Supervision
Spring 2024

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Course Description:

This course introduces the basic concepts of employee supervision. It emphasizes strategies that front line supervisors may use to ensure that their subordinates follow organizations' human resources policies and procedures. This course places emphasis on both theory and current practice in business organizations.

Required Textbook/Materials:

1. Certo, S. C. (2022). *Supervision: Concepts and Skill Building* (11th Ed.), McGraw-Hill. ISBN: 978-1264072736
2. Access to APA 7 Manual (or [Purdue Owl Website](#) for APA 7 format examples)

Course Learning Objectives:

Upon completion of this course, students should be able to:

- Describe the role of supervisors in today's business organizations
- Articulate the relationship between job requirements, human resource planning, recruitment, and selection
- Explain the role of appraisal, training, and career development in improving employee performance
- Critique and suggest solutions through case studies for effectively administering plans for employee compensations, benefit, safety, and healthy work environment
- Explain major theories of motivation and leadership for supervising and managing employees
- Specify the role of communication, employee rights, and discipline in creating a productive work environment
- Make effective recommendations to human resource issues unique to organizations involved in international business operations

Course Requirements:

This course focuses on both theoretical foundation and applications of human resource supervision and management. Students will be evaluated based on the quantity, quality, and timeliness of the following efforts. Additional information will be given regarding each assignment before the due date.

Grade Scale Breakdown

A= 90 – 100%

B= 80 – 89.9%

C= 70 – 79.9%

D= 60 – 69.9%

F= BELOW 60%

Grading: The percentages determined for your grade in HRD 4301 course are listed below:

Self-Introduction Video	10%
Whole Group Discussions, Social Media Postings, and Online Participation	20%
Article Review	10%
Assessing Yourself: Are You an Effective Listener?	10%
Quizzes	25%
<u>Final Project</u> deliverable includes selecting a supervisor in an organization and speaking with them about their role as a supervisor. Suggested interviewer questions will be given by instructor. Student will also be given instructions on how to write up the final project.	25%
	Total 100%

VERY IMPORTANT REMINDERS:

- Please have someone check your major assignments for grammar and content before it is submitted. [Note: the Writing Center
- Make sure to cite your sources correctly using proper **APA 7th edition** formatting.
- **Discussion posts** must include at least one (1) source in your initial post. You are expected to properly cite and reference your source(s) in your written work including discussion postings and other written assignments.

Self-Introduction Video

- Students will be required to make an introduction video lasting at least 60 seconds (but no longer than 2 minutes) with words and at least one visual component (video and/or pictures).
- You may include words, pictures, and songs in your video. Be creative! What do you want your classmates to know about you? Show us who you are!
- Students may use any video creation site/app they would like. However, a free recommended site is www.animoto.com or use Zoom.

Group Discussions, Readings, Social Media Postings, and Online Participation

- During this class there will be topics introduced for discussion. Students are responsible for responding to the topic in a clear and thoughtful way. **Posts must be thorough with examples from textbook and include at least 1 citation.**
- Initial posts will be due as noted in the Tentative Course Outline.
- In addition to your post on the topic for discussion, you will be required to respond to at least one of your classmates. Response posts will be due Saturday night at 11:59pm (unless otherwise noted) and are posted in the Tentative Schedule.
- When responding to a classmate, reply in the text box that reads "Reply" to create a thread.
- **Initial Posts** are expected to be about 300 words. **Response posts** are expected to be about 100 words.

Article Review

- Dr. McWhorter will provide you with two articles and you will choose which one you prefer to review; or, you can review both if you can synthesize the findings into a coherent summary.
- The assignment requires you to summarize at least one of the articles and review its content. Discuss key topics covered by the article(s). Answer the question below based on reading the article(s):
 - **What are the challenges for supervising employees who are working remotely?**
- The review must be a **minimum of 3 pages** (with a **maximum of 5 pages**), double-spaced, Times New Roman or Arial 12-point font.
- Please include your name and course title at the top of your assignment.
- Do not use a large amount of space for your name and course title to take up space on the page.
- Full credit for the assignment length will not be given if the header is used as assignment content.

Quizzes

Each quiz will have about 20 questions and may contain True/False and multiple-choice questions. You will have 90 minutes to take each quiz and it is open note/open book.

Other Assignments

You will have other assignments/projects as presented on the Tentative Course Outline provided in Canvas. Be sure to thoroughly read the information in Canvas so you will be successful on these deliverables.

Make-Up Work and Late Work

LATE WORK IS ACCEPTED ONLY WITH DOCUMENTATION AND INSTRUCTOR APPROVAL

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Student must email instructor ahead of time if they are unable to meet the deadline. Also, email for special cases (such as military duty, health or family emergencies; Instructor will ask for documentation for these situations) and instructor will make the final decision to allow late work.

Important Dates:

Census Date = **January 29, 2024**

Last Day to Withdraw from Classes = **March 25, 2024**

UT Tyler Resources for Students:

- ❖ All written work that is submitted will be subject to review by plagiarism software.
- ❖ See Canvas University Module with further information on UT Tyler Resources for Students.

HRD 4301: Supervision Tentative Course Outline as of 1.10.24

<u>Module</u>	<u>Date</u>	<u>Topic/Description</u>	<u>Textbook Chapters</u>	<u>Deliverables Due</u>
1	1/16/24 – 1/24/24 (Wed)	<ul style="list-style-type: none"> • Review Syllabus • Review Business Article • Upload Your Self-Introduction Video 	Obtain Textbook	1.1 Self-Introduction Video 1.2 Syllabus & Materials Quiz
2	1/25/24 (Thu) 2/3/24	<ul style="list-style-type: none"> • Supervision: Tradition and Contemporary Trends • The Supervisor as Leader 	Chapter 1 Chapter 2	2.1 Quiz over Chapters 1 & 2 2.2 Article Review
3	2/5/24 – 2/17/24	<ul style="list-style-type: none"> • Group, Teams, and Powerful Meetings • Corporate Social Responsibility, Ethics, and Sustainability 	Chapter 3 Chapter 4	3.1 Discussion Postings over assigned reading
4	2/19/24 – 3/2/24	<ul style="list-style-type: none"> • Managing Diversity • Reaching Goals: Plans and Controls • Organizing and Authority 	Chapter 5 Chapter 6 Chapter 7	4.1 Quiz over Chapters 5-7 4.2 Social Media Postings
5	3/4/24 – 3/9/24	<ul style="list-style-type: none"> • Problem Solving • Decision Making • Creativity • Ensuring High Quality and Productivity 	Chapter 8 Chapter 9	5.1 Identify Supervisor & Company for Supervisor Paper 5.2 Discussions Postings
Spring Break				
March 11 – 15 (for students and faculty)				
6	3/18/24 – 3/23/24	<ul style="list-style-type: none"> • Communication: Theory & Modern Media • Motivating Employees 	Chapter 10 Chapter 11	6.1 Assessing Yourself: Are You an Effective Listener? 6.2 Discussion Posting
7	3/25/24 – 4/13/24	<ul style="list-style-type: none"> • Employee Challenges: Counseling and Discipline • Managing Time and Stress • Managing Conflict, Change & Politics • Work on Final Project 	Chapter 12 Chapter 13	7.1 Discussion Postings (Effective Ways of Administering Discipline & Managing Time, Stress, Conflict, Change, & Politics)
8	4/15/24 – 4/30/24	<ul style="list-style-type: none"> • Complete Final Project • Social Media Post about your project 	None	8.1 Final Project 8.2 Social Media Posting
<p>*Note: This is the tentative course calendar. If an unforeseen reason arises and the schedule needs to be altered, the instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and revised calendar posted.</p>				