

Soules College of Business
Department of Human Resource Development
Course Syllabus for HRD 4301.068 – Supervision
Fall 2023

Contact Information:

Instructor:	Maryn Taylor (she/her/hers)
Office hours:	Wednesdays at 7:00p Central on Zoom (link below). Please email me or text my cell phone to make an appointment if you need to meet at another time.
Cell phone:	214-683-1077
Email	maryntaylor@uttyler.edu
Zoom:	https://uttyler.zoom.us/my/maryntaylor

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 the organization’s human resources policies and procedures. This course places emphasis on both theory and current practice in business organizations.

Required Textbook/Materials:

Certo, S.C. (2019). Supervision: Concepts and skill building (10th Ed.). McGraw-Hill. ISBN: 978-1-260-02878-2

Recommended Textbook/Materials:

American Psychological Association (2019). APA Publication Manual, 7th edition. Washington DC OR access the [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 compensation, benefits, safety, and a 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.
- Demonstrate an understanding of the dynamics of labor relations, collective bargaining, and contract administration to effectively analyze and suggest solutions.
- Make effective recommendations on human resource issues unique to organizations involved in international business operations.

Course Competencies:

1. **Computer-based Skills:** The student will complete written assignments using basic computer skills. This includes utilizing the Canvas Learning Management System (LMS) platform to access course materials and assignments, as well as uploading completed assignments into the Canvas LMS.
2. **Communication Skills:** The student will exhibit a mastery of written skills through the final project and discussions.
3. **Problem Solving (Critical Thinking):** The student will use conceptual thinking, creativity, and innovation in the identification and completion of the final project.
4. **Ethical Issues in Decision Making and Behavior:** The student will understand and demonstrate ethics through completion of their own work.
5. **Personal Accountability for Achievement:** The student will complete deliverables by the assigned due date via the Canvas LMS. It is the student’s responsibility to review due dates on the syllabus and submit assignments on time.

Course Requirements:

This course focuses on both the theoretical foundation and application of human resource supervision and management principles. Students will be evaluated based on the quantity, quality, and timeliness of their efforts. Additional information and requirements for each assignment will be available in Canvas. **The modules in Canvas will open the Thursday before the start of the module.**

Grading Policy:

Your grade in HRD 4301 will be determined based on the following percentages:

Self-introduction	4 points
Group discussions & online participation	21 points
Reflexive journal	25 points
Final Project	50 points
Total:	100 points

Grade Scale Breakdown:

- A = 90 – 100
- B = 80 – 89.9
- C = 70 – 79.9
- D = 60 – 69.9
- F = below 60

Course Assignments Overview

Reflexive Journal Entries

Students should write at least one page in a casual, conversational tone. No references are required or expected. This exercise is designed for the student to reflect on desired learning outcomes, experiences in the class, and personal development.

Group Discussions & Online Participation

- Students are required to thoughtfully respond to discussion prompts throughout the course. Student responses must be clear and thorough with examples from the textbook.
- Students will be required to make an initial post. Each initial post must include at least one source – the course textbook is acceptable. Initial discussion posts are expected to be about two paragraphs with 4-6 sentences in each paragraph.
- In addition to each initial post, students will be required to make a response post to at least one classmate. When responding to a classmate, reply in the text box that reads “Reply” to create a thread. Response posts are expected to be at least 100 words (about one paragraph of 4 – 6 sentences). Response posts should be substantive. Do not just write “I agree with you...” or “This is a very good idea...” Create meaningful dialogue with your classmates and learn from one another.
- Be sure to respond by the due dates indicated in Canvas. Late posts will not be accepted.
 - Initial posts are due on Wednesdays by 11:59p Central time.
 - Response posts are due on Sundays by 11:59p Central time.

Final Project – Supervisor Paper

- Students will write a short paper over a supervisor from a newspaper, journal article, or magazine.
- Each student must choose a different supervisor and a different article, so students will be required to post their article/supervisor on the discussion board in advance of the assignment.
- Students are responsible for incorporating and applying the concepts that are learned from their coursework into the paper. This paper should be between 3.5 and 5 pages in length, be written in Times New Roman or Arial 12-point font, and double-spaced. You must include a proper APA 7th edition citation so that I can easily find the article and the supervisor you wrote about. Additional details will be provided.

Zoom Meetings (optional)

Students will be provided the opportunity to meet via Zoom Tuesday evenings at 7:00pm Central time. The content of the meetings will include discussion on chapter readings, assignments, and various other topics of student interest. The goal of the Zoom meetings is to create dialogue, answer questions, and keep you informed. The outcomes of these meetings will depend primarily on student participation.

Due Dates

All assignments are due on or before 11:59 pm Central on the designated date for that assignment.

Make-up Work and Late Work

Late work is only accepted with documentation and prior instructor approval.

Make-up work is allowed with a medical/official university business excuse with proper documentation. Student must email the instructor ahead of time if you are unable to meet the deadline.

Important Dates

Census Date: October 13, 2023

Last Day to Withdraw from Classes: November 13, 2023

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 Schedule – Fall 2023

Week	Dates	Topic & Description	Reading	Deliverables & Due Dates
1	10/9/2023 – 10/15/2023	<ul style="list-style-type: none"> Review Syllabus Supervision: Tradition and Contemporary Trends The Supervisor as Leader 	Chapter 1 Chapter 2	Zoom Meeting 10/11 7:00pm Introduction posting due 10/11 Reflexive journal entry #1 due 10/15
2	10/16/2023 – 10/22/2023	<ul style="list-style-type: none"> Groups, Teams, and Powerful Meetings Corporate Social Responsibility, Ethics, and Sustainability Managing Diversity 	Chapter 3 Chapter 4 Chapter 5	Zoom Meeting 10/18 7:00pm Discussion Post #1 Initial post due 10/18 Response due 10/22
3	10/23/2023 – 10/29/2023	<ul style="list-style-type: none"> Reaching Goals: Plans and Controls Organizing and Authority 	Chapter 6 Chapter 7	Zoom Meeting 10/25 7:00pm Reflexive journal entry #2 due 10/29
4	10/30/2023 – 11/5/2023	<ul style="list-style-type: none"> Problem Solving, Decision Making, and Creativity Ensuring High Quality and Productivity Communication: Theory and Modern Media 	Chapter 8 Chapter 9 Chapter 10	NO ZOOM MEETING Discussion Post #2 Initial post due 10/31 Response due 11/5
5	11/6/2023 – 11/12/2023	<ul style="list-style-type: none"> Motivating Employees Problem Employees: Counseling and Discipline Managing Time and Stress 	Chapter 11 Chapter 12 Chapter 13	Zoom Meeting 11/8 7:00pm Reflexive journal entry #3 due 11/12
6	11/13/2023 – 11/19/2023	<ul style="list-style-type: none"> Managing Conflict, Change, and Politics Selecting Employees Providing Orientation and Training Appraising Performance 	Chapter 14 Chapter 15 Chapter 16 Chapter 17	Zoom Meeting 11/15 7:00pm Discussion Post #3 Initial post due 11/15 Response due 11/19

7	11/20/2023 – 11/26/2023	<ul style="list-style-type: none"> • Holiday Week 	No readings assigned.	<p>NO ZOOM MEETING</p> <p>Reflexive journal entry #4 due 11/26</p>
8	11/27/2023 – 12/2/2023	<ul style="list-style-type: none"> • Work on final paper 	No readings assigned.	<p>Zoom Meeting 11/29 7:00pm CDT</p> <p>Final paper due 12/1/2023</p> <p>Final reflexive journal due 12/2/2023</p>

***The instructor reserves the right to adjust this schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in the Canvas course.**