Soules College of Business
Department of Human Resource Development
Course Syllabus for HRD 4301.060: Supervision
Spring 2023

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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:

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

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
- Demonstrate an understanding of the dynamics of labor relations, collective bargaining, and contract administration to effectively analyzing and suggesting solutions to case studies
- 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 HRD 4301 are listed below:

Self-Introduction	10%
Whole Group Discussions, Social Media Postings, and Online Participation	20%
Article Review	10%
Assessing Yourself: Are You an Effective Listener?	10%
Quizzes	25%
Identify Supervisor and Company for Final Project and Final Project	25%
	Total 100%

VERY IMPORTANT REMINDERS:
● Please have someone check your major assignments for grammar and content before it is submitted.
● 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 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 Zoom.us

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 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 <u>two articles</u> and you will choose which one you prefer to review; or you can review both if you can synthesize the insights/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 20 questions and may contain True/False and multiple-choice questions. You will have <u>90 minutes</u> 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 <u>email instructor</u> <u>ahead of time</u> 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 a decision to approve.

Important Dates:

Census Date = **January 23, 2023**
Last Day to Withdraw from Classes = **March 23, 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.