

**Course Syllabus for HRD 4301: Supervision
Spring 2025**

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Office Hours (in-person or *online)

Mondays: 8:00-11am

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Course Overview:

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)
3. Other learning materials will be provided by instructor in Canvas.

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, HR 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.

Grading Scale Breakdown

A=90-100% C=70-79.9% F=BELOW 60%
B=80-89.9% D=60-69.9%

Grading:

Self-Introduction Video	10%
Discussions, Social Media Postings, and Online Participation	20%
Article Review	10%
Assessing Yourself: Are You an Effective Listener?	10%
Quizzes and Final Exam	25%
Final Project: this 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. Students will be given instructions on how to write up this project.	25%
	Total 100%

VERY IMPORTANT REMINDERS:

Make-Up Work and Late Work – Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty** (including weekends) for all late work not otherwise pre-authorized. Also, email for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these special circumstances).

Writing Expectations – This course has numerous written assignments and should be free of spelling and grammatical errors, include sufficient organization, demonstrate critical thinking, and proper citing of sources and references according to **APA 7 guidelines**. If you seek assistance from the UT Tyler Writing Center, plan well in advance for them to look over your paper and offer advice. You can plan for at least two hour-long tutorials per assignment. Contact info: UT Tyler Writing Center, (903) 565-5995, [email: writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu) or [website: https://www.uttyler.edu/academics/success-services/writing-center/contact/](https://www.uttyler.edu/academics/success-services/writing-center/contact/)

Important Dates:

Census Date = **January 27, 2025**
Last Day to Withdraw from Classes = **March 31, 2025**

- Please have someone check your major assignments for grammar and content before it is submitted. [Note: You can make an appointment with the Writing Center to have them look over your work]. Written assignments should be free of spelling and grammatical errors, include sufficient organization, demonstrate critical thinking, and proper citing of sources and references according to APA 7 guidelines. See section above about Writing Expectations that give you information on the UT Tyler Writing Center.
- 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 <https://uttyler.zoom.us/> .

Group Discussions, Readings, Social Media Posting, 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 Canvas.
- 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.

Use of Artificial Intelligence –

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required. **Note: You have permission by Dr. McWhorter to utilize an AI tool for your "Final Project" that is due in the last module.**

--See University Modules in the Canvas Course for University Policies--

HRD 4301 Supervision Tentative Course Outline

<u>Module</u>	<u>Date</u>	<u>Topic/Description</u>	<u>Textbook Chapters</u>	<u>Deliverables Due</u>
1	1/13-1/22 (Wed)	<ul style="list-style-type: none"> Review Syllabus Review Business Article Upload Self-Intro. Video 	Obtain Textbook	1.1 Self-Intro Video 1.2 Syllabus & Materials Quiz
2	1/23-2/1 (Thu)	<ul style="list-style-type: none"> Supervision: Tradition and Contemporary Trends The Supervisor as Leader 	Chapter 1 Chapter 2	2.1 Quiz over Ch 1 & 2.2 Article Review
3	2/3-2/15	<ul style="list-style-type: none"> Group, Teams, and Powerful Meetings Corporate Social Responsibility (CSR) 	Chapter 3 Chapter 4	3.1 Discussion Postings over assigned reading
4	2/17-3/3 (Mon)	<ul style="list-style-type: none"> Managing Diversity Reaching Goals: Plans and Controls Organizing Authority 	Chapter 5 Chapter 6 Chapter 7	4.1 Quiz over Chapters 5-7 4.2 Social Media Postings
5	3/4-3/15 (Tue) (Sat)	<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 upcoming Supervisor Paper 5.2 Discussion Posting
SPRING Break (March 17-22)				
6	3/24-4/5	<ul style="list-style-type: none"> Communication: Theory & Modern Media Motivating Employees 	Chapter 10 Chapter 11	6.1 Assessing Yourself: Are you're an effective listener? 6.2 Discussion Posting
7	4/7-4/12	<ul style="list-style-type: none"> Employee Challenges: Counseling & Discipline Managing Time & Stress Managing Conflict, Change & Politics Work on Supervisor Final Project 	Chapter 12 Chapter 13	7.1 Discussion Postings over readings 7.2 Update Dr. McWhorter on your Final Project progress
8	4/14-5/3	<ul style="list-style-type: none"> Complete Final Project Discussion Post about your Project Take Final Exam 	None	8.1 Final Project 8.2 Discussion Posting 8.3 Final Exam (Reflective Essay)

*This is a tentative course outline. 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.