

Upper Iowa University
Independent Study Program

BA 362-09 Supervision

COURSE DESCRIPTION:

A detailed examination of the fundamental concepts, principles, and dynamics of the supervisory process. Prerequisites: BA210 and BA361. Three semester credits.

COURSE OBJECTIVES:

As a result of actively becoming involved in this course, the successful student will be expected to:

1. Define the role of supervisor.
2. Assess the legal constraints supervisors encounter.
3. Define the role of supervision in today's organizational setting.
4. Identify various steps in the supervision process
5. Identify the supervisory problems resulting from the way people think, organize information, communicate, and interact with each other.
6. Define the meaning of an organizational structure and describe the components of an organization in which a supervisor must interact.
7. Explain the planning, organizing, staffing, and leading responsibilities of supervisors.
8. Describe the activities of a supervisor dealing with staffing, leadership, delegation, motivation, communication, control, discipline, safety, and unions.

REQUIRED COURSE MATERIALS:

1. Supervision: Concepts and Practices of Management, Leonard, Edwin C. (2010) (11th edition) Cincinnati, OH: South-Western Publishing Company.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

SKILLS:

This course supports goals in the following majors:

1. (Management) Recognize the different perspectives of labor and management.
2. (Management) Identify the managerial, marketing, and financial aspects required for an entrepreneurial venture.
3. (Criminal justice) Identify the supervisory problems resulting from the way people think, organize information, communicate, and interact with each other.
4. The essay questions on each unit will aid in meeting the university's goal of writing-across-the curriculum.

COURSE OVERVIEW:

The purpose of the course is to provide practical application of the principles and practices of supervising people in a work setting. This is not a theory course; the course is intended to provide the opportunity to apply management theory to the task of supervising by using a case study approach. Supervisors manage people and resources to reach organizational objectives. Some of the techniques can be learned; others are determined by the supervisor's knowledge, experiences, personality, and the organizational setting. Mastery of such techniques should enable a supervisor (or any employee) to contribute more effectively to the goals as a contributing team member.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

ASSIGNMENTS:

Unit 1: Chapters 1 – 5. Submit all five chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 1: The exam for Unit 1 will consist of 25 True/False questions, 25 Multiple Choice questions, 10 Short Answer questions and 2 essay questions.

Unit 2: Chapters 6 - 10. Submit all five chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 2: The exam for Unit 2 will consist of 25 True/False questions, 25 Multiple Choice questions, 10 Short Answer questions and 2 essay questions.

Unit 3: Chapters 11 - 15. Submit all five chapters as one unit. Each chapter will have five True/False questions, five Multiple Choice questions and two Short Answer questions.

Exam for Unit 3: The exam for Unit 3 will consist of 25 True/False questions, 25 Multiple Choice questions, 10 Short Answer questions and 2 essay questions.

EXAMINATION INFORMATION:

Please submit a proctor form for each unit examination. This form should be submitted to the Center for Distance Education office 3 weeks prior to your testing date. This will allow some review time before you take the exam and will permit you time to contact your professor should you require any additional assistance. **DO NOT SEND YOUR REQUEST FOR EXAMINATION TO YOUR INSTRUCTOR.**

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

COMPOSITION OF GRADE:

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| 100 points | Unit 1: Homework assignments for Chapters 1 – 5. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points. |
| 120 points | Unit 1 Exam: Examination for Chapters 1 - 5. 25 Multiple-Choice and 25 True/False questions each worth one point each, 10 Short Answer problems each worth five points plus 2 essay questions worth 10 points each. |
| 100 points | Unit 2: Homework assignments for Chapters 6 - 10. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points. |
| 120 points | Unit 2 Exam: Examination for Chapters 6 - 10. 25 Multiple-Choice and 25 True/False questions each worth one point each, 10 Short Answer problems each worth five points plus 2 essay questions worth 10 points each. |
| 100 points | Unit 3: Homework assignments for Chapters 11 - 15. Each chapter has five Multiple-Choice and five True/False questions each worth one point plus two Short Answer problems each worth 5 points. |

120 points Unit 3 Exam: Examination for Chapters 11 - 15. 25 Multiple-Choice and 25 True/False questions each worth one point each, 10 Short Answer problems each worth five points plus 2 essay questions worth 10 points each.

660 points Total Points for Course

Total points earned as a percentage of 660 possible points will be graded using the following scale:

A (93-100)	B- (80-82)	D+ (67-69)
A- (90-92)	C+ (77-79)	D (63-66)
B+ (87-89)	C (73-76)	D- (60-62)
B (83-86)	C- (70-72)	F (59 or Under)

UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM

A= Clearly stands out as an excellent performer.

Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

A - = Stands out as an excellent performer.

Has sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

B+ = Grasps subject matter at a level considered to be very good.

Participates consistently in class discussion. Writes very well. In on-ground environments, speaks very well. Accomplishes much more than the minimum requirements. Produces consistently high quality work.

B = Grasps subject matter at a level considered to be good.

Participates actively in class discussion. Writes well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Produces high quality work. This is the minimum passing grade for graduate work.

B - = Often grasps subject matter at a level considered to be good.

Often participates in class discussion. Often well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Usually, but not always, produces high quality work.

C+ = Demonstrates a just more than satisfactory comprehension of the subject matter.

Accomplishes all of the minimum requirements, and displays above average initiative. Communicates orally and in writing at an above average level for a college student. Has an understanding of all basic concepts.

C= Demonstrates a satisfactory comprehension of the subject matter.

Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally (on-ground environments) and in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

C - = Demonstrates a barely satisfactory comprehension of the subject matter.

Accomplishes only the minimum requirements, and displays less than average initiative. Communicates orally and in writing at a barely acceptable level for a college student. Has a marginal understanding of all basic concepts.

D+=Quality and quantity of work is below average, but verging on acceptable.

Accomplishes the most basic requirements of the course with skill that approaches the acceptable level.

D= Quality and quantity of work is below average and barely acceptable.

Accomplishes the most basic requirements of the course with below average skill.

D - =Quality and quantity of work is well below average and marginally acceptable.

Accomplishes the most basic requirements of the course and executes them poorly.

F= Quality and quantity of work is unacceptable.

Academic credit is not earned for an F.

UNIT LESSON FORMAT:

Place your answers to the True/False and Multiple-choice questions on the answer sheet that is provided for each chapter. Write your answer to the Short Answer questions in the space provided. Should you require more space, either write on the back or attach another sheet.

Finally, complete the assignment cover and return it with the completed unit to your instructor. **Submission of lessons as e-mail attachment is permitted.** Your assignments will be returned to you with comments and corrections.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Academic Extension, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Academic Extension Catalog 2009/10 page 96.

http://uiu.edu/catalogs/eu/2009_catalog_pdf_files/2009uiu_ExtCatalog.pdf

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email library@uiu.edu** by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the Independent Study office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.