

On-line Syllabus

MGT 1000 Fall 2011 Introduction to Supervision

[Instructor Information](#)	[Contact Information](#)	[Delivery](#)		[Course Description](#)
[Rationale](#)	[Instructional Media & Resources](#)	[Course Objectives](#)	[Course Outline](#)	
[Withdrawal Policy](#)	[Course Work](#)	[Course Expectations](#)	[Grading Criteria](#)	[Academic Dishonesty](#)
[General Education Requirements](#)	[Americans with Disabilities](#)	[Disclaimer](#)		

3 Credit Hours

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[Up to Top](#)

Delivery

This course is delivered via the World Wide Web (Internet), through the EWC Learning System software. Access is by username and password only and will be limited by the dates of the course. Students may encounter information which is not in the control of Eastern Wyoming College.

[Up to Top](#)

Taking a Course

Quite simply, taking a course in this manner requires personal commitment. You need to remember to read the text. You need to remember to do the assignments. You need to remember

to get the work done! If you prefer a little more instructor contact, please send e-mail regarding the course to your instructor. A phone call could also provide you with some personal interaction. In addition, you may visit the instructor during their office hours on campus as your schedule allows. All assignments are due by the next class except for the final.

Until you receive the official grade for this course, you should keep the following:

- A copy of every assignment which you submit to your instructor.
- A copy of any other correspondence between you and your instructor.

It is also recommended that you print at least the following materials from your course:

- The syllabus.

[Up to Top](#)

Course Description

This course seeks to develop an understanding and appreciation of the basic concepts of supervision, to include planning, organizing, human resources management, directing, and controlling. Topics covered also include motivation, delegation, leadership, communications, team-building, total quality management, and discipline. The course should assist one to acquire the skills necessary for effective first-level management. Prerequisite: Completion of DVST 0510 or ENGL 0510 (or equivalent placement test score).

[Up to Top](#)

Course Rationale

This course serves foundation for those new to supervision, and offers a realistic look at problems associated with supervising in an organization.

This course is not a required course at this time for any degree.

[Up to Top](#)

Instructional Media & Resources

Required Textbook

Title Supervisory Management 8th ed
Author Mosley, Mosley and Pietri
Publisher South-Western Cengage Learning
ISBN 13: 978-0-538-73707-4

Additional Resources

- Textbook Companion Website (See Web Links)
- Internet Access
- Computer file storage device(s)

Textbooks are available through the [EWC Online Bookstore](#) where you may apply financial aid toward your purchase. The text may also be purchased directly through the publisher or ordered through other online or ground booksellers.

[Up to Top](#)

Course Objectives

1. Discuss the emerging position of supervisory managers.
2. Explain the steps involved in planning.
3. Discuss why supervisors need to make so many decisions.
4. Discuss the benefits and costs of downsizing.
5. Recognize the importance of delegation.
6. Define and illustrate active listening skills.
7. Identify the three levels of employee motivation.
8. Determine which leadership style is most appropriate in different situations.
9. Identify the stages of group development.
10. Define group facilitation.
11. Explain the concept of coaching.
12. Identify the cause of conflict.
13. Define control and how it relates to planning.
14. Explain the concept of productivity.
15. Define discipline and explain why it is necessary.
16. Explain what is meant by labor relations.

[Up to Top](#)

Course Outline

Time	Assignment	Due Date
Week 1	<ol style="list-style-type: none"> 1. Read the Syllabus, obtain textbook, supplies and any passwords 2. Read Chapter 1 3. Discuss this week's readings in the message board at least three days this week. 4. Introduce yourself by posting a short introduction about yourself to the message board. 5. Listen to any audios/video for the week in the shared files. 	
Week 2	See to do list in "Units" from the welcome page.	
Week 3	See to do list in "Units" from the welcome page.	
Week 4	See to do list in "Units" from the welcome page.	
Week 5	See to do list in "Units" from the welcome page.	
Week 6	See to do list in "Units" from the welcome page.	
Week 7	See to do list in "Units" from the welcome page.	
Week 8	See to do list in "Units" from the welcome page.	
Week 9	See to do list in "Units" from the welcome page.	
Week 10	See to do list in "Units" from the welcome page.	
Week 11	See to do list in "Units" from the welcome page.	
Week 12	See to do list in "Units" from the welcome page.	
Week 13	See to do list in "Units" from the welcome page.	
Week 14	See to do list in "Units" from the welcome page.	
Week 15	See to do list in "Units" from the welcome page.	

[Up to Top](#)

Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlined in the current [Eastern Wyoming College Catalog](#). Students should contact the instructor as soon as possible to inform the instructor of any circumstances that may eventually lead to student withdrawal from the class. Incomplete grades may be given by the instructor for extenuating circumstances only.

[Up to Top](#)

Course Work

Reading Assignments

There is a myriad of material to cover during the course of the semester which requires that we move at a quick, steady pace. For the most part we will be covering one chapter a week (approximately 30 pages).

Periodic Exams

There is one final exam scheduled during the course. Exams are to be taken online. The online exam will not be timed. Additionally, the exam may be taken during a given number of days. However, you will only be allowed to login to each exam ONCE and you can only submit each exam ONCE. Be sure you are ready to take the exam before logging in. Read each question carefully and make sure you give an answer for each question. Do not get in a hurry and make sure you read each question completely you can use your book.

Lectures

To focus more on some specific topics there will be lectures during regular class times. These lectures will address student and or instructor driven issues.

Feel free to contact your instructor via e-mail or by telephone to answer other questions you may have. Always include the words ENTR 1500 in the subject line of your e-mails and put your name on all emails.

[Up to Top](#)

Class Expectations

You are expected to complete all reading assignments, participate in class discussion (message board) at least three days a week, and complete other assignments and a final

exam. Late assignments will be graded according to the late paper policy referenced herein.

Late Policy

Late assignments will be reduced by 25 percent of the assessed grade if received within one week (7days) of the due date. All submissions must be made before final exam date. These penalties will be strictly enforced. If you are uncertain or confused about an assignment, contact the instructor to ask questions well before the due date in order to avoid late paper penalties.

[Up to Top](#)

Grading Criteria

Your final grade will be a reflection of your performance on the final exam (40%), class participation/lecture (30%), assignments (30%)...

All the above will be assigned a point value. The cumulative weight of the points earned will be graded on the basis of the following percentages.

Letter Grade	Percentage
A	90+
B	80-89
C	70-79
D	60-69
F	0-59

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work

[Up to Top](#)

Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

[Up to Top](#)

General Education Requirements

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

[Up to Top](#)

ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact [Debbie Ochsner](#) or [Tom McDowell](#) as soon as possible so that arrangements may be made.

[Up to Top](#)

Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last Modified: 04/05/2011
E-mail comments to your Instructor

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