BMGT 1301 Course Syllabus
Supervision

DEPARTMENT:	Business Administration
COURSE NUMBER:	BMGT 1301
COURSE TITLE:	Supervision
INSTRUCTOR:	Vanessa Robison,CPA, Business Administration Department
OFFICE:	Lubbock Center, Office Number 120-I
OFFICE HOURS:	Please see blackboard for current office hours
TELEPHONE:	806-716-4637
E-MAIL:	vrobison@southplainscollege.edu (**Use for after hours and weekends only**)

COURSE OBJECTIVES: The student will explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level. The student will identify and discuss the human skills necessary for supervision; explain motivational techniques and give examples of how they can be utilized by a supervisor; and structure a working environment which will provide a variety of ways for employees to be motivated.

COURSE COMPETENCIES: The learner shall be able to recognize and articulate competent knowledge of six interrelated objectives and apply course content to: real-life situations, ever changing social and organizational environments, the experiential examples presented in the class, the vital aspects of supervision, modern views of supervision, and the perspective of supervision of others. A minimum grade of D is passing.

HOW THIS COURSE IS CONDUCTED: This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. Blackboard is used to deliver and manage this course. Blackboard is a software package that was written to help manage online courses. You are encouraged to use the Blackboard e-mail for asking questions pertaining to the class.

Textbook - Our text will be Supervision Concepts and Practices of Management – Leonard – 13th Edition
> Textbook and Supplies: All that is needed for the course is ***Cengage Unlimited***. This will get you the course code to this class with E-Book and also the course code and E-Book for ALL Cengage textbooks you will use in other classes! If you have other instructors that are using Cengage Unlimited in the class, you DO NOT need to buy anything else....you only purchase ***one Cengage Unlimited*** code!!

To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says **Cengage MindTap Weekly Assignments**. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS
- **What to purchase**: Cengage Unlimited
- **Start at the bookstore**: Check the bookstore first when purchasing Cengage Unlimited as you can use your financial aid at the bookstore. It can also be purchased at cengage.com/unlimited.
- **Financial aid**: You can purchase Cengage Unlimited with financial aid through the bookstore only. Otherwise, you can purchase at Cengage.com
- **Print books**: For every Cengage digital course activation (i.e. *MindTap*, *WebAssign*, *OWL*, *SAM*, *CengageNOWv2*, etc.) within Cengage Unlimited, you will be offered a print rental— pay just $9.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and shipped directly to you.
- ***Additional Registration/Technical Support***
Should you need additional guidance, please visit cengage.com

LOGGING INTO COURSE: Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason.

COMPUTER REQUIREMENTS: I do not recommend any particular brand of computer. It is the responsibility of the student to make sure that they have the necessary computer resources and skills to take this class. Students are not required to purchase their own computer, but must have <u>frequent</u> regular access to one that meets specifications. There are computer labs available for student use on our Levelland, Lubbock Center, and Reese Center campuses.

Go to this link for a very detailed description of all the technical requirements:

http://www.southplainscollege.edu/instructional-technology/students/System.php

PLEASE make sure your computer is protected with <u>current</u> anti-virus software and spyware removal and prevention software. Most PC's have Microsoft Office (Word, Excel, Access, PowerPoint, etc.), but if you do not have Office on your computer I would recommend the following website. As a student, you can get Office 365 for free.

Check Your Internet Access
The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. Please go through the Check Browser options when you first access your online course in Blackboard.

To be able to participate in this online course, a student needs to have the following abilities:
- Typing and word processing skills.
- Know basic functionality of a computer and how to do basic troubleshooting.
- Know how to connect to the Internet.
- Know basics of how the Internet works and how to search and conduct research using the Internet.
- Know how to attach and open documents in an e-mail message.
- Have basic file management skills.
- Know how to save and delete documents.

ATTENDANCE POLICY:
Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, email/messages, and also check for announcements and fellow student discussions. This course is not 100% self-paced—there are deadlines. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

STUDENTS, AND ONLY STUDENTS, will be responsible for dropping the class if you are failing the class and do not want an "F" on your transcript. I will not drop anyone from the course even if you stop logging into Blackboard and fail to complete assignments. A grade will be reported at the end of the semester based on the points that you earn. It is your SOLE RESPONSIBILITY to drop yourself from this course for any reason, whether that be because you are failing, too far behind to catch up, illness, no time to complete, etc!!

RESPONSE TIMES: You should expect responses from me within 48 hours to emails sent using Blackboard email. If you haven't received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

COURSE WORK EVALUATION:

Course Schedule and Point Allocation will be posted in Blackboard.

A minimum grade of "D" is required to pass BMGT 1301.

Your grade for this course will be based on your performance in the following areas. You receive points in the following areas.   Please see the Course Schedule and Point Allocation document on Blackboard to determine total points required for a specific course grade.

- Introduction/Syllabus summary
- Cengage MindTap - Homework/Weekly Chapter Assignments and Video Case Study Questions
- Exams
- Final Exam (optional if you are happy with your accumulated points without taking the final exam)

ASSIGNMENT POLICY/MATERIALS REQUIREMENTS: It is extremely important to have read assigned online course content, the chapters in the textbook, and/or Internet readings prior to completing assignments. You should also find the resources in each Learning Module within Blackboard for each chapter helpful. Assignments will be given throughout the semester (see calendar link in Blackboard) and will be discussed using various communication tools.

All completed weekly chapter homework assignments will automatically be submitted through *CengageNow.*

All assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar.
Discussion of Assignments:

Introduction/Syllabus Assignment
Post your introduction and syllabus statement in the **Discussion** tool forum in Blackboard (under Course Content to the left). In the discussion forum, post in the topic "your introduction." In the subject line put your name—example, "John Doe's Introduction/Syllabus Statement." Please include the following in this assignment. You will "create a new thread" to begin the process. This assignment will be keyed in the body of the message window, please feel free to say hello to your fellow classmates if you wish, and discuss anything that you might have in common. Suggested content might include:

- Name
- Major
- Spare time activities (or if you had spare time, what would you do?)
- Favorite class so far and why
- Least favorite class so far and why
- Business or work area interests or career goals

- **Syllabus Summary:** In addition to your introduction, include an approximate one-page summary of the syllabus. Do not include obvious statements such as my name, course number etc. Include points that you deem are important to help you complete the course successfully. ==*At the end of your summary, please state that you agree to the syllabus guidelines and "sign". Blackboard will date it when you submit it.*==

Homework Assignments/Chapter Discussion Questions etc. --Submitted in Cengage MindTap
Weekly homework in Cengage will be outlined in the semester schedule.   Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Exams : **Exams (not including comprehensive final exam) covering 4-6 chapters each over the major areas of study related to business listed under the course outline below plus the comprehensive final exam. When you begin the exam, you will have 1 hour and 15 minutes (75 minutes) to complete and submit the exam.**
Cengage will not allow printing of the exams when accessed. You will only be able to access the test once and you must take the test in one sitting—you will not be able to save and come back later to the test!
It will be very important for you to visit the Semester Schedule in Blackboard to see when exams are scheduled. ***

The **final exam** will be **comprehensive**. If you are satisfied with your points/grade without taking the final, then you can choose to 'skip' the final exam. *Course grade is based on points you accumulate through completion of course activities. POINT ALLOCATIONS ARE LISTED IN BLACKBOARD. Again, your grade will be based on the number of points you earn through the course.*

COURSE OUTLINE: These are the major areas of study that will comprise the chapters covered:
      I.   Supervisory Management Overview
     II. Supervisory Essentials
    III. Planning and Organizing
    IV. Staffing
     V. Leading
    VI. Controlling

GENERAL SPC INFORMATION:

COMPUTER LABS: There are several computer labs with the locations, and hours of operation below. You will need to present your SPC student ID at some of these locations.
- Levelland campus: Technology Center, Monday – Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m.
- Reese campus library: Building 8, Monday – Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m.
- Reese campus: Building 8, Room 827. This lab is available first for students enrolled in computer classes then students enrolled in other courses. Hours will be posted on the door.
- Lubbock Center: Monday – Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m.

TECHNICAL PROBLEMS/SUPPORT: E-mail blackboard@southplainscollege.edu is your first contact with technical problems related to the Blackboard program. **I am your contact with *content issues* for the course**, but I cannot remedy technical issues. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying "**TECHNOLOGY HAPPENS**"! It is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you can log into Cengage.com directly, sign in to your account and proceed. This is only option if SPC server is down however.

STUDENT CONDUCT: Expected student conduct is as outlined in the SPC catalog. Please note that this is an online environment and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

ACADEMIC INTEGRITY: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students

should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism and for events defined as cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog).

PLEASE SEE THE FOLLOWING SPC INSTITUTIONAL POLICIES AS THEY RELATE TO NON-DISCRIMINATION, DIVERSITY, TITLE IX PREGNANCY ACCOMODATIONS, DISABILITY SERVICES AND CONCEALED CARRY

HTTPS://WWW.SOUTHPLAINSCOLLEGE.EDU/SYLLABUSSTATEMENTS/

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

SPC Tutors
Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

Tutor.com
You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:
Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning