COURSE SYLLABUS

Course Title: BMGT 1301-271 SUPERVISION (Thurs: 6-9 pm)

Semester/Year: Fall 2017

Instructor: Len Markham PHONE: (806) 438-9301
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Office Hours: By Appointment

Course Description: This course examines a study of the role of the supervisor. It will examine the managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Course Goals: At the successful completion of this class, students will be able to:

- Understand, explain, define and or/differentiate the basic needs and major responsibilities of today's supervisors
- Apply concepts of managerial thinking to solve supervisory problems
- Develop the concepts of teamwork
- Understand the communication process in the supervisory position
- Cope with change in a proactive manner
- Explain the supervisor's disciplinary role

Learning Objectives: Demonstrate an understanding of the role a supervisor plays in planning, organizing, leading, and controlling organization success.

Explain the assumptions and applications of motivational theories in supervision

Demonstrate the ability to work with and/or lead a diverse team toward goal accomplishment

Demonstrate an understanding of the importance of attracting, developing and retaining a quality work force

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I. TEXTBOOK

Supervisory Management: The Art of Inspiring, Empowering, and Developing People, by Mosely, Pietri, Mosley, Southwestern Publishing Company, 9th Edition, 2014.

II. ATTENDANCE POLICY

Everything begins with attendance. When you are absent you cannot participate in classroom discussions or review for exams. Education is a major investment in yourself, so get the most out of your money and attend class. Punctual and regular class attendance is **required** of all students attending South Plains College. Students are responsible for all class work covered during absences, even in cases in which they are able to satisfy the instructor that the absence was unavoidable.

When an unavoidable reason for a class absence arises, such as illness, an official trip authorized by the College, or an official activity, the instructor may permit the student to make up work missed. In such cases, it is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student will be withdrawn from the course. In addition, the instructor is required to initiate a student's administrative withdrawal when the student has missed every class during any 14 consecutive calendar-day period excluding holidays. (This translates into TWO consecutive classes for once-a-week classes.)

Equally important, if you accumulate three (3) absences, you will be dropped (unless extenuating circumstances prevail.)

III. EXAM & GRADING POLICY

There will be two (2) chapter exams, a midterm over the first eight (8) chapters and a final exam over the 16 chapters. There will be two article reviews and a project, both requiring a brief presentation. All students are expected to participate in classroom discussion and assignments.

Course grades will be determined as follows:

Chapter Exams (2 @ 10% each)	20%	Grading Scale:	
Mid Term Exam	20%	A	90-100
Final Exam	20%	B	80-89
Project (15%) & Presentation (5%)	20%	C	70-79
Article Reviews & Presentation	10%	D	60-69
Discussion & Classroom Assignments	5%	F	59 or below
Attendance	5%		

IV. GUIDELINES FOR STUDENT CONDUCT

1. Please do not bring cell phones to class, or if you must, turn them off before the start of class.
2. Be respectful of others.
3. Contribute to classroom discussions without monopolizing the conversation. Give everyone a chance to participate.
4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.
5. Please review your SPC Student Guide, especially the sections on classroom conduct, cheating and plagiarism, and disruptions.

V. SMOKING POLICY

LISD policy prohibits smoking outside the building at all times, except for the designated area South of the ATC. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. **Course Outline/Objectives –** BMGT 1301 – Supervision

SCANS Competencies/Foundation Skills

PART 1 OVERVIEW (C1-16)

1. Supervisory Management Roles and Challenges

PART II PLANNING & ORGANIZING (C1-8, 10, 12, 14, 15)

2. Fundamentals of Planning
3. Decision Making, Problem Solving, and Ethics
4. Fundamentals of Organizing
5. Delegating Authority and Empowering Employees

PART III LEADING (C5-16)

6. Communication
7. Motivation
8. Leadership
9. Group Development and Team Building

PART IV SKILL DEVELOPMENT (C4-16)

10. Meetings and Facilitation Skills
11. Coaching for Higher Performance
12. Managing Conflict, Stress, and Time

PART V CONTROLLING (C1-9, 14-16)

13. Exercising Control
14. Controlling Productivity, Quality, and Safety

PART VI MANAGING HUMAN RESOURCES AND DIVERSITY (C4-7)

15. Selecting, Appraising, and Disciplining Employees
16. The Supervisor, Labor Relations, and Legal Issues

SCANS Foundation Skills: F1, 2, 5-17 (See attached for explanation)

SOUTH PLAINS COLLEGE TECHNICAL DIVISION
SCANS Competencies

RESOURCES: Identifies, organizes, plans, and allocates resources.

C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follow schedules.

C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records and makes forecasts, and makes adjustments to meet objectives.

C3 **Materials and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently.

C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance and provides feedback..

INFORMATION: Acquire and uses information.

C5 Acquires and evaluates information.

C6 Organizes and maintains information.

C7 Interprets and communicates information.

C8 Uses computers to process information.

INTERPERSONAL:

C9 Participates as members of a team; contributes to group effort.

C10 Teaches others new skills.

C11 Serves clients/customers: Works to satisfy customer's expectations.

C12 **Exercise Leadership**: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C13 **Negotiates:** Works toward agreements involving exchanges of resources, resolves divergent interests.

C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

SYSTEMS: Understands complex interrelationships.

C15 **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them.
C16 **Monitors and Corrects Performance:** Distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
C17 **Improves or Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.
C18 **Selects technology:** Chooses procedures, tools or equipment including computers and related technologies.
C19 **Applies technology to task:** Understands overall intent and procedure for set-up and operation of equipment.
C20 **Maintains and troubleshoots equipment:** Prevents, identifies or solves problems with equipment, including computers and other technologies.

SOUTH PLAINS COLLEGE TECHNICAL DIVISION
SCANS Foundation Skills

BASIC SKILLS: Reads, writes, performs arithmetic/mathematical operations, listens, speaks.
F1 **Reading:** Locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.
F2 **Writing:** Communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
F6 **Speaking:** Organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.
F7 **Creative Thinking:** Generates new ideas.
F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.
F10 **Seeing Things in Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.
F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
F15 **Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
F17 **Integrity/Honesty:** Chooses ethical courses of action.

CAMPUS GUIDELINES
CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning.

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. **Children may not be left unattended**. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

STUDENT DISABILITY STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

NON-DISCRIMINATION STATEMENT

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand, look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.
- "Texas Senate Bill 11 (Campus Concealed Carry) does not go into effect for community colleges until August 1, 2107."

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:
894-9611, ext 2338 – Levelland Campus 747-0576, ext 4677 – Lubbock Center 716-2700 – Reese Center (mobile 893-5705)

Assignment Schedule:

Students will be responsible for course material as listed below. Each student will also be expected to complete a project on a selected topic within the course materials.

08/31/17	Introduction, Syllabus review, Discussion; Project Requirements
09/07/17	Chapters 1 & 2
09/14/17	Chapters 3 & 4; exam review
09/21/17	**Exam 1** (Chapters 1-4); Chapter 5
09/28/17	Chapter 6; **1st Article Review & presentation due**
10/05/17	Chapter 7 & 8; project topics due/discuss research & Exam review
10/12/17	**Mid Term** (Chapters 1-8)
10/19/17	Chapters 9 &10
10/26/17	Research Time – No Class
11/02/17	Chapters 11 & 12
11/09/17	**Exam 2** (Chapters 9-12); Chapter 13
11/16/17	Chapter 14, **2nd Article Review & Presentation**
11/23/17	THANKSGIVING HOLIDAY
11/30/17	**Project Due with Presentation**; exam review
12/07/17	Chapter 15 & 16
12/14/17	**Final Exam** (Chapters 1-16)

I reserve the right to change the class schedule to accommodate class discussion, guest lecturers, etc.