Course: A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. 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.

Participation Statement

For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.


Course Objectives:
1. Define what a supervisor is.
2. Describe the basic types of supervisory skills.
3. Identify the general functions of a supervisor.
4. Identify characteristics of a successful supervisor.
5. Explain the principles of planning, leading, controlling, staffing, and organizing at the supervisory level.
7. Explain the total quality management system (TQM) and its application.
8. Explain the basic provisions of Title VII of the Civil Rights Act of 1964.
10. Explain purpose of labor unions.
11. Identify the major labor relations acts passed by Congress and their main provisions.
12. Explain the concepts of benchmarking and reengineering.
13. Describe the concept of team-based organizations.
14. Explain the concepts of pay equity and pay adequacy.
15. Explain basic concepts of time management.
16. Describe the role of management information systems.
17. Explain the nature of decision making.
18. Explain how training, appraisal, and selection are interrelated.
19. Describe the nature of change.
20. Cite motivational theories.
Each student is expected to spend at least eight (8) hours per week preparing for class and completing assignments. There is a strong correlation between grades, studying, and utilizing all the resources provided on this site.

Students will be expected to comply with the rules of Midland College, exhibit cooperative and professional behavior, take all tests on scheduled dates, and give the instructor advanced notice when deviating from course schedule.

You may send the instructor questions via e-mail at any time. When you send e-mail please do not forget to identify yourself and in which course you are enrolled. Please follow this practice at all times. If you would like to meet with the instructor please go to the office during the posted office hours, or by appointment at other times. Please check your e-mail on a regular basis, at least once every other day.

Americans With Disabilities Act Statement (ADA):

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact please contact Mr. Shep Grinnan at 432-685-4505; e-mail address: sgrinnan@midland.edu as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

If you are an online student, you may send me questions via e-mail at any time. I will answer these questions on the first come first served basis. If you would like to meet with me to explain concepts please come to my office during the posted office hours or by appointment at other times. Please check your e-mail on a regular basis, at least once every other day. When you e-mail me please let me know who you are and in which course you are enrolled (example: ECON 2301.WB1). Please follow this practice at all times. Please note that we do not receive e-mails with Yahoo!, AOL, and Hotmail addresses.
Performance will be measured by student testing and class participation as follows:

<table>
<thead>
<tr>
<th>Tests</th>
<th>Semester course grade is determined as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>450-600 A</td>
</tr>
<tr>
<td>Test 2</td>
<td>400-449 B</td>
</tr>
<tr>
<td>Test 3</td>
<td>350-399 C</td>
</tr>
<tr>
<td>Test 4</td>
<td>300-349 D</td>
</tr>
<tr>
<td>Final</td>
<td>0-299 F</td>
</tr>
<tr>
<td>Total</td>
<td>600</td>
</tr>
</tbody>
</table>

Test 1  120  
Test 2  120  
Test 3  120  
Test 4  120  
Final   120  
Total   600

NOTE: The grading schema may differ by individual instructors.

Course Schedule: This course will follow, to the letter, the schedule posted on the sessions’ section (course content) of the course. Please print the course schedule so that you can keep track of the course assignments and test schedules at all times.

Instructor Information:
Name:
Office Phone:
E-Mail:
Office #:

Division Information
Damon Kennedy, Dean
MHAB 176
(432) 685-6822

Doug Johnson, Program Chair
TC 116
(432) 685-4665

Division Secretaries
Angelina Dolaptchieva
Adelle Downing
MHAB 176
(432) 685-6829

12/06/16