SYLLABUS: MGT 461 Supervisory Management
Section 500, Spring 2020
3 Credit Hours

THIS COURSE IS ENTIRELY ONLINE

Instructor: Cathy R. Henderson
Office: McGee Building, #403
Office Phone: 936-468-1682
MMIB Office Phone: 936-468-4103

Email/Communications with Instructor:
For this course, the preferred email communication method is via the Brightspace (D2L) email platform. When emailing my @sfasu.edu account, students are required to include the course name and section, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGT 461 500 (John Doe) – Ch. 1 Assignment Question] Email communications that do not follow this format may not be responded to in a timely manner.

Additionally, the body of each email should be written coherently with the question or issue described in a clear and thoughtful manner.

As the ability to communicate effectively in a professional manner is a core requirement for success in business, all communications with the instructor (including emails, phone calls, and face-to-face interactions) both in and out of the classroom, will be considered when determining each student’s attendance/participation grade.

Class Hours: MW 2:30-3:45, All other courses are online
Office Hours: M 12:00-2:00
T 10:00-12:00
W 1:00-2:00, 3:45-4:45
Other days and/or times as posted week by week
Available by appointment M-F
Available every day, by Brightspace (D2L) or SFA email

Online Office Hours: M 7:00-9:00 PM (Online Only)
T 7:00-9:00 PM (Online Only)
Available every day, by Brightspace (D2L) or SFA email

Catalog Description: Techniques involved in supervision: cases in handling morale, discipline, communication, grievances, and other phases of employee and labor relations.

Prerequisites: Senior standing

Student Learning Outcomes/Course Objectives: Upon completion of this course student should be able to demonstrate a knowledge of advanced techniques and applications involved in supervision. Students should be able to analyze and integrate knowledge to make decisions and solve related problems in supervision.
Current Textbooks: Certo, Samuel C. (2019) Supervision Concepts & Skill-Building. McGraw-Hill Publishing. 10th Edition. This includes an ebook and SmartBook technology with Connect access. The required ebook/Connect access code and code bundled with loose-leaf text is available from the bookstores, or you can purchase it directly from the publisher for a discounted price and immediate access ($75), when you complete the Connect access/registration in your course content on D2L (you can add the loose-leaf text too). There is also a free trial available on the access registration in your D2L content that you can use for the first two weeks of class. The Connect course access (which includes the ebook/Smartbook), is required for this course, even if you have a traditional text. More information is provided in your course content on Brightspace (D2L).

Connect Registration: In this course, your Connect access registration is provided in your Brightspace (D2L) content. You DO NOT go directly to Connect to register your access, it must be completed through your course content on D2L. Additional information and instructions for registering/accessing/using Connect is available on D2L in your MGT 461 500 Spring 2020 course. Ebook/Connect course access registration MUST be completed by designated due date/time (see course schedule).

Instructional Technique: This course is conducted entirely online, using BOTH D2L (Brightspace), the SFA learning management platform, and McGraw-Hill Connect. Students must be familiar with using both D2L and Connect. Students will be expected to read and study all assigned material and complete any related assignments by the designated due date/time. Due dates/times for all assigned material, reading, D2L class assignments and Connect class assignments are available on the course schedule, D2L, and on Connect. All are due by 11:00 PM on the designated due date. Exams will cover all assigned information, including all text information and D2L course content information, class assignments, Connect class assignments, cases, articles, videos, etc. To log into D2L and access this course, go to https://d2l.sfasu.edu/ and log in using your SFA username and password.

D2L Help/Tech Support If you are unfamiliar with D2L or need to learn more about using D2L, visit SFA ONLINE Tech Support & Resources, using the following link or QR code, where you will find both written instructions and video tutorials for using the various D2L tools: http://www.sfaonline.info/supportandtutorials.

For D2L technical support, contact SFA’s Brightspace (D2L) support team at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. Afterhours and weekends, live chat support is also now available on your Brightspace (D2L) homepage.

For general computer support not related to D2L, contact the Technical Support Center (TSC) at 936-468-HELP (4357) or helpdesk@sfasu.edu.
Connect Help/Tech Support: If you are unfamiliar with using an ebook that utilizes SmartBook technology and/or Connect, or need to learn more about either, both written instructions and video tutorials are available when you register for your course ebook/Connect access. All technical support questions regarding the ebook and Connect should be directed to Connect technical support. Technical support for Connect LearnSmart is available by phone at 800-331-5094, and by email or live chat at mhhe.com/support.

MONDAY-THURSDAY: 24 hours
FRIDAY: 12 am - 9 pm EST
SATURDAY: 10 am - 8 pm EST
SUNDAY: 12 pm – 12 am EST

Exams: There will be three major exams worth 100 points each. At the discretion of the professor, this may be a combination of multiple choice, True/False and short answer questions. All exams dates are on the course schedule. Exam #1 and Exam #2 will be available from 7:00 am to 11:00 pm on the scheduled exam date. Exam #3 (Final Exam), will be available from 7:00 am on Sunday, May 3rd, to 11:00 pm on Tuesday, May 5th. All exams are taken online on D2L, however, Exam #3 (Final Exam) must be proctored. There are four options available for taking the proctored final exam (Exam #3).

1) Exam #3 can be proctored from any location using Proctor U. The Proctor U proctoring fee for Exam #3 (Final Exam) will be covered by SFA.
2) Exam #3 can be taken during the proctored exam time that I will be offering at 6:00 PM on May 4th in the BU 324 computer lab.
3) Exam #3 can be taken in the Rusche College of Business exam lab, on a first come-first served basis, during exam lab hours May 4th and 5th (9:00 AM-4:00 PM).
4) Exam #3 can also be taken at another proctored/monitored location with pre-approved by the instructor. See D2L for detailed information/instructions on proctored exam options.

Evaluation: Student performance will be determined through a combination of measures. This includes a variety of both D2L and Connect class assignments and three major exams. Class assignments consist of Connect LearnSmart Reviews/simulations/activities/quizzes/etc., and D2L class activities/cases/quizzes/videos/articles/etc.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>D2L Class Assignments</td>
<td>75</td>
</tr>
<tr>
<td>Connect Class Assignments</td>
<td>125</td>
</tr>
<tr>
<td>Unit #1 Exam</td>
<td>100</td>
</tr>
<tr>
<td>Unit #2 Exam</td>
<td>100</td>
</tr>
<tr>
<td>Unit #3 Exam (Final Exam)</td>
<td>100</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>500</td>
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Do not miss a scheduled exam or class assignment. Exam and assignment due dates are posted/available on your course schedule, D2L calendar, D2L content, and D2L assignments. All assignments must be completed by the assignment due date/time. Late assignments are not be accepted.

All exams must be taken during scheduled exam date/time and all assignments completed by scheduled date/time, unless prior arrangements have been made for an “officially excused” university or instructor approved absence. Any student with an official university or instructor-approved absence must contact instructor prior to exam/assignment.
Final grades will be determined on the following basis:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450-500</td>
<td>A</td>
</tr>
<tr>
<td>400-449</td>
<td>B</td>
</tr>
<tr>
<td>350-399</td>
<td>C</td>
</tr>
<tr>
<td>300-349</td>
<td>D</td>
</tr>
<tr>
<td>299 points and below</td>
<td>F</td>
</tr>
</tbody>
</table>

I want you to do well in this course and am here to help in any way I can. The time to worry about your grade in this class is at the BEGINNING of the course, not at the end. If you are as concerned about your grade every day of the semester as most students are on the last couple of days, you will not need to be concerned those last couple of days. The grades you receive throughout the semester will determine your final grade in the course. While I want you to do well in this class and will do all I can to help you be successful, **I do not give individual points, extra credit or additional projects to increase one's individual grade at any time.** You earn points through quality work throughout the semester. If you keep up with the work and do your best throughout the semester, you can earn the points for the grade you need/want in this course.

**Class Attendance/Time Requirements/Behavior:**

This course is entirely online. It is your responsibility to keep up with all class assignments, just as if you were attending a traditional class that meets every day. **It is imperative not to get behind in this course. You must log into D2L regularly several times a week to complete all of the assignments. You must also check your D2L email every day.** It is very difficult to catch up if you get behind in a course, particularly an online course. **There are significant reading and Connect/D2L assignments/activities every week. These readings/assignments/activities average a minimum of 8-9 hours of work each week and sometimes more.**

Students may not collaborate on individual assignments and are specifically prohibited from turning in work done by another person at any time. All work submitted in this course must be 1)written by you, 2) written this semester, 3) written for this specific section of this course, 4) not recycled from any other course you've taken here or elsewhere, and 5) not recycled from any previous time you may have attempted this course.

If it is discovered that you have turned in any part of an individual or team "recycled" assignment, you will receive a zero for that assignment. All assignments will be subject to TurnItIn verification and any violations of expected class behavior are subject to punishment under the university Student Code of Conduct.

**Course Content:**

Interpersonal Communication

Human Resources

Hiring Considerations

Goal Setting

Motivation

Performance Problems

Planning and Delegating
You are responsible for all information contained in the syllabus and schedule, and for any changes in the syllabus or schedule. The instructor reserves the right to make any necessary changes to the syllabus and/or schedule, which will be communicated on D2L. Check D2L regularly for any announcements. Any such changes will be announced as early as possible. Students not attending and/or participating in this online class regularly are still responsible for obtaining this information. This syllabus is provided to you as a guide for the class content and expectations this semester; it is not a contract and is subject to change as necessary.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

The exams in this class are tests of what you know, not what you can look up. Students are expected to not use any materials or online resources while taking the exams in this class. Possession or use of a test bank or an instructor’s manual or the attempt to possess any of these materials will be considered a violation of academic honesty. Students may not take pictures of, screenshot, or record in any way test questions or exams, with the one exception of taking a picture or screenshot of any error messages that occur for technical support. Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances.
Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Conduct (University Policy 10.4)**
Classroom behavior (both traditional and online), should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see policy 10-4). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.