Stephen F. Austin State University
H USC 5345.502-Administration & Supervision in H USC
Summer 2021

Instructor: Dr. Brittany Fish  
Email: baf041@shsu.edu  
Office Hours: M 9-10 AM

Course Time: Acceptance into H USC  
Prerequisites: None  
Credit Hours: 3

I. Course Description
H USC 5345 is a 3-credit hour, fully online class spanning 15 weeks in the long semester, 6 weeks in summer semesters. Students in this course receive extensive course content information via online content modules equivalent to 150 minutes per week for 15 weeks. The course includes a major final project. Students in the course will engage in a variety of assignments that may include, but are not limited to, significant course readings, course content exams, online discussions, academic research papers, and annotated bibliographies. For every hour a student spends engaging with the course content, they should expect to spend at least 2 hours completing associated activities and assessments. A 2-hour final exam is given in the final week.

II. Intended Learning Outcomes, Goals and Objectives
This course supports the vision, mission, and core values of the James I. Perkins College of Education and the School of Human Sciences. It is one of the core courses for the Master of Science in Human Sciences degree and aligns with the standards of AAFCS, the accrediting body of the School of Human Sciences.

The James I. Perkins College of Education (PCOE) includes the Departments of Elementary Education, Human Services, Kinesiology and Health Science, and Secondary Education and Educational Leadership, and the School of Human Sciences. Each offers programs of study in educator certification as well as in various non-teaching programs.

a. Program Learning Outcomes
This course supports the School of Human Sciences through the program learning outcomes listed below:
- The student will analyze and demonstrate familiarity with current literature of the discipline.
- The student will produce work in the preferred style of the field (APA, ADA).
- The student will be able to relate and explain how his/her area of specialization fits into the overall field of Human Sciences.
• The student will apply current research to modern social situations.

b. Student Learning Outcomes
Upon successful completion of this course, the student will be able to:
• Insight into the evolving world of administration and supervision across disciplines.
• Examine different styles of communication used by effective supervisors.
• Understand how motivation and leadership play a significant role in supervision and administration.
• Examine the relationship between power and empowerment.
• Understand the stages of team development and the skills needed to build an effective team.
• Understand sources of conflict in the workplace.
• Appreciate the role of the supervisor as agent of change.

III. Course Readings and Instructional Strategies

a. Required Textbook
There is no required textbook for this course. All readings will be provided to the student from the instructor through the D2L system.

b. D2L
This course is entirely online and will be coordinated through Brightspace by D2L. It is imperative that you check Brightspace by D2L multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in Brightspace by D2L and any discrepancies in points must be resolved within one week after the assignment grades have been posted. Otherwise, the posted grade points are considered final and will not be reviewed at a later date.

If you ever experience technical difficulties, please use the contact information listed here: Brightspace by D2L technical support (936) 468-1919; General computer support (936) 468-4357. Please note the Brightspace by D2L technical support is not available on weekends.

IV. Course Assignments, Evaluation, and Assessments
Correct use of spelling and grammar, along with the display of professional writing skills are necessary for all course assignments, discussion boards, and emails. Errors in spelling and/or grammar will result in a loss of points. Turnitin will be used by the Instructor to monitor writing originality and plagiarism.

All assignments must be submitted through the online course in a Microsoft Word format. Additionally, all assignments, quizzes, and exams will have an 11:30 PM deadline on the specified date. You will not have access to complete an assignment, quiz, or exam after that time.

If you have a question regarding an assignment, please email the instructor in a timely fashion. It is your responsibility to make sure that questions arrive in a timely manner. Any emails sent after 12:00 PM on Friday may not be answered until the following Monday.
a. **Discussions** 375 points
Throughout the course the student will engage in eight online discussions as a way to critically evaluate and analyze learned material. Each student will post one response to each discussion, in addition to commenting on a minimum of two other classmates’ posts. If a student fails to engage in the discussion by commenting on classmates’ responses, the student will not earn full credit for the discussion. Each discussion is worth 50 points each.

b. **Assignments** 325 points
There will be seven assignments given throughout the semester that will require you to critically analyze course content. They are designed to gauge your progress toward mastering the material in connecting it to real world issues in Human Sciences.

c. **Exams** 100 points
There will be one final exam given throughout the semester that will cover the material in the modules. This exam is designed to gauge your progress toward mastering the assigned material. The exam is to be taken during the assigned time frame. There are no make-up exams. Therefore, if a student misses the exam, the student will accept a 0 for the exam.

d. **Grading Criteria**
There is a total of 800 possible points to be earned from course assignments, discussions, exams, and projects. YOU impact your grade. The grade you receive is the grade you have earned.

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Average</th>
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<tbody>
<tr>
<td>A</td>
<td>800-720</td>
<td>100-90%</td>
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<tr>
<td>B</td>
<td>719-640</td>
<td>89-80%</td>
</tr>
<tr>
<td>C</td>
<td>639-560</td>
<td>79-70%</td>
</tr>
<tr>
<td>D</td>
<td>559-480</td>
<td>69-60%</td>
</tr>
<tr>
<td>F</td>
<td>479-0</td>
<td>Below 60%</td>
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A grade of an A indicates excellent; B, good; C, average; D, passing; F, failure

Further explanation of assignments, grades, course progress will be discussed during office hours on an individual basis.

This syllabus presents a “best” plan for this course; however, plans can change when circumstances necessitate change. Any changes to this syllabus will be announced to the class in a timely manner.

V. **Class Rules**
Following these rules will help maximize the course experience for you and your classmates and are nonnegotiable.

- Although this is an online course, it is your responsibility to engage with the class through timely discussions and manage course requirements.
- **Participation is extremely important to your success in this course.**
- Read the assigned material and submit all required work on the day it is due. **No late work is accepted.**
- **There is no extra credit.** As graduate students, it is expected that you engage with the regular credit that is provided to you.
• Treat everyone in the class with respect and courtesy.
• All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.

VI. General Student Policies
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

a. Class Attendance and Excused Absence (Policy 6.7)
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments is expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12-day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

b. Student Academic Dishonesty (Policy 4:1)
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

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 to aid in achieving a better grade on a component of a class; (2) the falsification or invention 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Penalties for academic dishonesty 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. Any student who wishes to appeal
decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

c. Withheld Grades Semester Grades Policy (Policy 5.5)
   At the discretion of the instructor of record and with the approval of the academic unit head, 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 by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

d. Academic Accommodation for Students with Disabilities (Policy 6.1 & 6.6)
   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/

e. Student Code of Conduct (Policy 10.4)
   Disruptive Behavior—Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. 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 Early Alert Program at SFA.
   Masks (cloth face coverings) must be worn over the nose and mouth at all times during an in-person class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions. Please refer to the following websites for additional information: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html and https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

f. Course Evaluations
   Near the conclusion of the semester, you will have the opportunity to evaluate the course. Evaluation data is used for a variety of important purposes including: 1.) Course and program improvement, planning, and accreditation; 2.) Instruction
evaluation purposes; and 3.) Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!
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<tr>
<th>Weeks</th>
<th>Assignments</th>
<th>Readings</th>
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<tbody>
<tr>
<td>June 28 – June 30</td>
<td><strong>Getting Started</strong></td>
<td>• Module Content&lt;br&gt;• Course Syllabus</td>
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<td>• Introduction Discussion</td>
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<td>June 28 – July 4</td>
<td><strong>Module 1: Communication</strong></td>
<td>• Gursoy, Chi &amp; Karadag 2013&lt;br&gt;• Meyers &amp; Sadaghiani 2010&lt;br&gt;• Whitehead et. al 2015</td>
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<td></td>
<td>• Module 1 Discussion&lt;br&gt;• Module 1 Assignment</td>
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<td>July 5 – July 11</td>
<td><strong>Module 2: Leadership and Motivation</strong></td>
<td>• Arnold et. al 2007&lt;br&gt;• Allen et. al 2012&lt;br&gt;• Motivating Millennials</td>
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<td>• Module 2 Discussion&lt;br&gt;• Module 2 Assignment</td>
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<td>July 12 – July 18</td>
<td><strong>Module 3: Teamwork and Coaching</strong></td>
<td>• Salas et. Al 2014&lt;br&gt;• Dietetics Coaching&lt;br&gt;• Eliot &amp; Kolasa&lt;br&gt;• Betts &amp; Healy 2015&lt;br&gt;• The Secret Sauce of Teamwork</td>
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<td>• Module 3 Discussion&lt;br&gt;• Module 3 Assignment</td>
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<td>July 19 – July 25</td>
<td><strong>Module 4: Conflict Management</strong></td>
<td><strong>Module 4 Readings</strong>&lt;br&gt;• Schlaerth et. al 2013&lt;br&gt;• Billikopf 2014</td>
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<td>• Module 4 Discussion&lt;br&gt;• Module 4 Assignment</td>
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<td><strong>Module 5: Managing Change</strong></td>
<td><strong>Module 5 Readings</strong>&lt;br&gt;• Transformational Change: An Ecosystem Approach&lt;br&gt;• Kinsey 2010</td>
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<td>• Module 5 Discussion&lt;br&gt;• Module 5 Assignment</td>
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<td>July 26 – August 1</td>
<td><strong>Module 6: Evaluation</strong></td>
<td><strong>Module 6 Readings</strong>&lt;br&gt;• EI and Beliefs, Attitudes, and Values&lt;br&gt;• Relationship Between EI of Managers and Innovative Corporate Culture</td>
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<td>• Module 6 Discussion&lt;br&gt;• Module 6 Assignment</td>
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<td><strong>Module 7: Wrapping Up</strong></td>
<td><strong>Module 7 Readings</strong>&lt;br&gt;• Inc. Time Wasters Article&lt;br&gt;• How to Prioritize&lt;br&gt;• Psychology Today Overcoming Procrastination&lt;br&gt;• Volunteering and Corporate Culture&lt;br&gt;• Rosen 2008</td>
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<td>August 2 - 4</td>
<td>Final Exam: Timed Written Case Study</td>
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