Instructor: Mrs. Jamie N. Derrick
Email: JDerrick@sfasu.edu
Department: Management & Marketing, Rusche College of Business
Office: 403AA, McGee Building
Office Hours: (Available outside office hours via Zoom or in-person by appointment)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>1:00 p.m. – 3:00 p.m. (2)</td>
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Class Hours:

- Online
- MGMT 3373.600
- MGMT 4361.500
- 2nd summer 5-week: July 8 – Aug 7

COURSE DESCRIPTION

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

PREREQUISITE(S)

Senior standing.

COURSE OBJECTIVES

LEARNING GOALS AND OBJECTIVES FOR THE BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The BBA degree has four distinct learning goals, all of which are included in this course:

❖ Critical Thinking. Our graduates will be able to use critical thinking skills to make business decisions informed by data analysis and quantitative methods.

❖ Communication Skills. Our graduates will have effective business writing, speaking, and interpersonal communication skills for team and leadership contexts.

❖ Ethical Responsibility. Our graduates will be able to explore and analyze ethical duties and dilemmas inherent in a diverse and global business environment.

❖ Business Acumen. Our graduates will be able to apply key business concepts from across the business foundation curriculum.

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.
STUDENT LEARNING OUTCOMES

Upon completion of this course, the 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.

Students are expected to go beyond rhetoric and ideology to develop critical thinking about supervision. As a result, students are encouraged to ask questions and to challenge assumptions of class discussions while respecting the logical and reasoned positions of others.

WEB ETIQUETTE AND COMMUNICATIONS

All students are expected to behave, email, and post in a professional, business manner during this class. Assignments are graded on content and appearance not only of the assignment, but on the manner in which the assignment is submitted and the content of the email accompanying the assignment.

COMMUNICATION TO THE INSTRUCTOR

For this course, the preferred communication method is to email me directly at INDerrick@sfasu.edu. Email is the best way to reach me. I will do my best to respond to your emails in a timely manner (within 24 hours, except for emails received on the weekend or during university holidays).

When emailing my @sfasu.edu account, students should include the course code, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGMT 4361.500 (Jo Doe) – Ch. 1 Assignment Question] Email communications that do not follow this format may not be responded to timely or at all.

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/virtual interactions) in and out of the classroom will be considered when determining each student’s attendance/participation grade.

COMMUNICATION FROM THE INSTRUCTOR

When communicating to the class as a whole (or defined subsets of students), I will use the News/Announcements feature in Brightspace (D2L). If I need to contact a student individually, I will send a message via Brightspace (D2L) email. Students are highly encouraged to setup email and announcement notifications to ensure communications are not missed.

ABOUT THIS COURSE

REQUIRED BOOKS/READINGS


ISBN: 9781265702540 (Connect Access Card Only)

There are several purchasing options available to you. More information is provided in your course content on Brightspace (D2L).

Connect access, which includes an e-book, is required for this course.
Additional readings and materials will be provided through Brightspace by D2L by the instructor.

OTHER REQUIRED MATERIALS

No other materials required. Note that students are required to have a functioning webcam for proctored exams.

CLASS PREPARATION

To fully understand the concepts covered in this course, you will likely need to review the assigned material more than once. Keeping up with the course requirements throughout the semester helps you better comprehend the content being covered and improves your likelihood of success in a course.

CLASS TIME

The week for this course runs Monday to Sunday with assignments due by 11:59pm throughout the week. Go to https://d2l.sfasu.edu for Brightspace (D2L) access. Relevant announcements, course material and grades will be posted in Brightspace (D2L).

TIME COMMITMENT

This course being solely online and asynchronous (anytime) in nature, there is no defined time in which students must participate in the course. Students are given adequate windows of time to determine when they will complete required coursework and exams. This course is compressed into a 5-week term.

Some may be able to complete the readings, assignments, quizzes, and projects quicker than others, but on average, students should expect to spend 2-3 hours per day, 5-7 days per week; totaling twelve (12) to fifteen (15) hours per week committed to this course. To assist students in planning their week, instructions for each course assignment in Brightspace (D2L) include an estimated time to complete and/or the number of questions in the assignment.

TECHNOLOGY REQUIREMENT

As you have selected to enroll in an online course that relies heavily on technology, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Course Schedule.

Technology is a marvelous tool; however, I also know that it can be a little intimidating, and there can be a bit of a learning curve. I will be patient with you as you familiarize yourself with different platforms, applications, and software; I ask that you also have some patience with me. Depending on the situation, I may be willing to provide an alternative means of completing an assignment as a result of technology-related problems if you communicate with me in a timely manner; however, it is not my responsibility as the instructor to provide you with additional time for assignments or exams due to technological issues on your part. In other words, if you have an assignment coming up and are experiencing technological issues that may prevent you from successfully completing the assignment, do not wait until the night it is due to reach out to me – allow both of us adequate time to troubleshoot and, if appropriate, come up with an alternative means of completing the assignment.

BRIGHTSPACE (D2L) TECHNICAL SUPPORT

For Brightspace by D2L technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.
CONNECT TECHNICAL SUPPORT

Technical support for Connect is available 24/7 with live chat at https://mhedu.force.com/CXG/s/ContactUs, or M-R 24/7, Friday 12:00 a.m. - 9:00 p.m. EST, Saturday 10:00 a.m. – 8:00 p.m., and Sunday 12:00 p.m. – 12:00 a.m. at 800.331.5094.

GENERAL TECHNICAL SUPPORT

For general computer support (not related to Brightspace by D2L), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using Brightspace by D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.

GRADING & EVALUATION

Final grades for this course will be determined using the following scale:

- A = 90-100%
- B = 80-89.9%
- C = 70-79.9%
- D = 60-69.9%
- F = 59% and below

Grades are weighted and determined from a variety of assessment types:

- Exams: 30%
- Discussions: 25%
- Chapter Assignments: 15%
- Chapter Quizzes: 30%

The grades you receive throughout the semester will determine your final grade in the course. I will not change the grade you earn. 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 will earn the points you need for the class.

EXAMS (30% OF GRADE)

There will be two examinations in this course. Exams will be administered online through McGraw-Hill Connect. Proctoring services for exams are free, but a functioning webcam is required. Exam questions will consist of multiple-choice, matching, true/false, fill-in-the-blank, and/or short answer questions.

Detailed information/instructions on the exam is available in your course content on Brightspace (D2L). All exams must be taken as scheduled unless prior arrangements are made due to official university absences. Alternative proctoring arrangements should be made well in advance of the exam deadline.

DISCUSSIONS (25% OF GRADE)

Throughout the term, students will be presented with an article, topic to research, or other information relevant to the course and be asked to post/reply in the appropriate discussion forum. Additionally, students will conduct a post-discussion evaluation of their peers and rate their top contributors for each discussion.

Detailed information/instructions on each discussion assignment is available in your course content on Brightspace (D2L).
CHAPTER ASSIGNMENTS (15% OF GRADE)
To reinforce the learning objects of each chapter, students will work through a variety of activities and exercises using the McGraw-Hill Connect access.

CONTENT QUIZZES (30% OF GRADE)
Content quizzes will be administered through McGraw-Hill Connect and will review content from assigned readings and material covered in each chapter.

LATE WORK AND DEADLINE EXTENSIONS

OFFERS OF GRACE [CHAPTER ASSIGNMENTS & QUIZZES ONLY]
As we all know, life has a way of creating hurdles and distractions that may prevent students from completing every assignment on time. Whether it be a family emergency, illness, work conflict, computer trouble, accidentally sleeping through an alarm, or anything else, I will give you some grace.

Contact me within 24 hours of missing a deadline, and I’ll give you a two (2) day extension – no questions asked. Regardless of excused or unexcused reasons, a maximum of three (3) deadline extensions are permitted for each student.

DISCUSSIONS
The point of discussion assignments is for students to engage in thoughtful dialog with classmates and learn from each other. Because of the time-critical nature of discussion-based assignments and the intention for students to engage in back-and-forth conversation, deadline extensions will not be given.

SIGNIFICANT ABSENCES
If a student misses a week’s worth of assignments (or more), they must contact me as soon as possible so arrangements can be made to ensure the student is able to complete assignments and fulfill the requirements of the course. I will not make ANY assignment deadline extensions if the request is made more than a week after the established deadline.

MAKE-UP EXAMS
Make-up exams will be given only in the case of documented illness, emergencies, death in the family, university related absences, or similar unavoidable circumstances. Faulty internet connect IS NOT an excusable reason to miss an exam deadline. Make-up exams may differ in format from scheduled exams. In the event of a missed exam, the student is responsible for informing me of the nature of the absence and providing the necessary documentation. Failure to do so will result in a score of zero (0) points on the exam.

If a student is aware they will not be able to take an exam during the established timeframe, they must contact me as soon as possible so they can schedule to take the exam at an alternative time – these arrangements should be made BEFORE the exam window opens. Students requesting an extension after an exam window has closed will be reviewed with heightened scrutiny.

EXTRA CREDIT OPPORTUNITIES
Extra credit opportunities are available at the instructor’s discretion. Any extra credit opportunities will be announced on Brightspace (D2L).
SAFE SPACE AND INCLUSION

Please know that my office, our physical classroom, and our virtual classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

CHALLENGING CONVERSATIONS

In our structured and unstructured discussions and dialogues, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the sometimes difficult conversations that arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions.

IMPORTANT UNIVERSITY DATES

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<tr>
<td>July 7, 2024</td>
<td>Start of Summer 2 term</td>
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<tr>
<td>July 11, 2024</td>
<td>Last day to register (with department permission) / Last day to drop</td>
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<td>July 11, 2024</td>
<td>Fourth class day</td>
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<td>July 30, 2024</td>
<td>Last day to withdraw from University</td>
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<tr>
<td>August 7, 2024</td>
<td>Final Examinations – End of Summer 2 term</td>
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# Tentative Course Schedule*

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<th>Week / Dates</th>
<th>Topic / Assignments</th>
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<tr>
<td><strong>Week 1.</strong>  &lt;br&gt;July 8 – July 14</td>
<td><strong>Introduction to Supervisory Management (MGMT 4361)</strong>  &lt;br&gt;<strong>Discussion: Introduce Yourself (7/8 – 7/9)</strong>&lt;br&gt;Chapter 1. Supervision: Tradition and Contemporary Trends (7/10)&lt;br&gt;Chapter 2. The Supervisor as Leader (7/11)&lt;br&gt;Chapter 3. Groups, Teams, and Powerful Meetings (7/12)&lt;br&gt;Chapter 4. Corporate Social Responsibility, Ethics, and Sustainability (7/14)&lt;br&gt;<strong>Peer Evaluation (Discussion: Introduce Yourself) due Sun, July 14</strong></td>
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<td><strong>Week 2.</strong>  &lt;br&gt;July 15 – July 21</td>
<td><strong>Midterm Practice Test (open 7/15 - 7/22)</strong> <strong>required completion grade</strong>&lt;br&gt;<strong>Discussion 1: Becoming a supervisor (7/14 – 7/21)</strong>&lt;br&gt;Chapter 5. Managing Diversity (7/16)&lt;br&gt;Chapter 6. Reaching Goals: Plans and Controls (7/17)&lt;br&gt;Chapter 7. Organizing and Authority (7/18)&lt;br&gt;Chapter 8. Problem Solving, Decision Making, and Creativity (7/19)&lt;br&gt;Chapter 9. Ensuring High Quality and Productivity (7/21)&lt;br&gt;<strong>Peer Evaluation (Discussion 1: Becoming a supervisor) due Tues, July 23</strong></td>
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<tr>
<td><strong>Week 3.</strong>  &lt;br&gt;July 22 – July 28</td>
<td><strong>Midterm Practice Test (open 7/15 - 7/22)</strong> <strong>required completion grade</strong>&lt;br&gt;<strong>Peer Evaluation (Discussion 1: Becoming a supervisor) due Tues, July 23</strong>&lt;br&gt;<strong>Midterm Exam (Chapters 1-9)</strong> - Exam available from Tues, 7/23 12:00 pm to Wed, 7/24 at 11:59 pm&lt;br&gt;<strong>Discussion 2: Interrupt Bias (7/21 – 7/28)</strong>&lt;br&gt;Chapter 10. Communication: Theory and Modern Media (7/25)&lt;br&gt;Chapter 11. Motivating Employees (7/26)&lt;br&gt;Chapter 12. Employee Challenges: Counseling and Discipline (7/28)&lt;br&gt;<strong>Peer Evaluation (Discussion 2: Interrupt bias) due Tues, July 30</strong></td>
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<td><strong>Week 5.</strong>  &lt;br&gt;Aug 5 – Aug 7</td>
<td><strong>Final Exam Practice Test (open 7/29 - 8/5)</strong> <strong>optional - ungraded</strong>&lt;br&gt;<strong>Peer Evaluation (Discussion 3: Time wasters) due Tues, Aug 6</strong>&lt;br&gt;<strong>Comprehensive Final Exam (Chapters 1 - 17)</strong> - Exam available from Tues, 8/6 12:00 pm to Wed, 8/7 11:59 pm</td>
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Schedule subject to change at the discretion of the instructor. Additional readings/videos may also be assigned for certain modules. Check the course schedule located in the “Getting Started” module on Brightspace (D2L) frequently.
UNIVERSITY POLICIES

ACADEMIC INTEGRITY (UNIVERSITY POLICY 4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

I take academic integrity very seriously.

WITHHELD GRADES (UNIVERSITY POLICY 5.5)

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
STUDENT WELLNESS AND WELL-BEING

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

THE DEAN OF STUDENTS OFFICE (RUSK BUILDING, 3RD FLOOR LOBBY)

www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA HUMAN SERVICES COUNSELING CLINIC (HUMAN SERVICES, BUILDING, ROOM 202)

www.sfasu.edu/humanservices/139.asp
936.468.1041

THE HEALTH AND WELLNESS HUB “THE HUB” (CORNER OF E. COLLEGE AND RAGUET ST.)

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
  • Health Services
  • Counseling Services
  • Student Outreach and Support
  • Food Pantry
  • Wellness Coaching
  • Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

CRISIS RESOURCES

• Burke 24-hour crisis line: 1.800.392.8343
• National Suicide Crisis Prevention: 9-8-8
• Suicide Prevention Lifeline: 1.800.273.TALK (8255)
• johCrisis Text Line: Text HELLO to 741-741