

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
Course Number: MGMT101
Course Name: Principles of Supervision
Credit Hours: 3
Length of Course: 8 Weeks

Please see the **Lessons** area in the classroom for additional course specific information

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Course Description (Catalog)

MGMT101 Principles of Supervision

Supervisors are the first line of leadership. This course provides an overview of supervision in the workplace. Students will explore concepts and skills on how supervisors can improve their skill set for their scope of responsibilities (i.e. goal setting, problem-solving, staffing, conflict management and development of employees). (Prerequisite: ENGL101)

Course Scope

The relationship between employees and management within many organizations is often difficult and misunderstood. In today's fast-paced working environment, supervisors and managers must harbor more than just the basic concepts of supervision. The needs of today's employees are as varied as the organizations in which they serve. Supervisors must be able to recognize those needs and motivate employees to achieve results that are in keeping with the mission of the organization and consistent with organizational goals and objectives. Today's supervisors must be able to identify and manage the resources and the various inputs required to achieve positive results in quality, quantity, costs and budgeting, and the effective use of human resources.

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Course Materials

Required Course Textbook:

Book Number	Authors	Book Title	Publication Info	ISBN
MGMT101	Conlow, R.	Excellence in Supervision (e-Text)	Crisp Publications, Inc., 2001	e-Text

Textbook in APA format:

Conlow, R. (2001). *Excellence in supervision: Essential skills for the new supervisor*. Menlo Park, CA: Crisp Publications.

Please visit <http://apus.libguides.com/er.php> and search by the course number (ex: LITR210) to access your required resources.

Link to Online Book:

<http://ezproxy.apus.edu/login?url=http://library.books24x7.com/toc.asp?bookid=2587>

Required Readings:

See Course Outline

Additional Resources:

In the Resources folder, there are additional course materials, leadership articles, and up-to-date APA handouts.

Websites

In addition to the required course texts, the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
The OWL at Purdue	http://owl.english.purdue.edu/
APA Style Homepage	http://www.apastyle.org/index.aspx

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Evaluation Procedures

Graded Assignment	Percent of Final Grade
Week 1 - Introduction	1
- Week 1 Forum	4
- Quiz APA Principles	1
Week 2 - Forum	4
Week 3 - Forum	4
- Quiz APA Citation	1
Week 4 - Forum	4
- Midpoint Quiz	10
Week 5 - Forum	4
- Research Paper Assignment	20
Week 6 - Forum	4
Week 7 - Forum	4
- Leadership Paper Assignment	25
Week 8 - Forum	4
- Wrap-up Quiz	<u>10</u>
Total	100

Course Objectives

The successful student will fulfill the following learning objectives:

1. Identify the key elements of positive and proactive communication skills for supervisors.
2. Recognize possible solutions to a variety of conflict scenarios (i.e. employee, customer, supervisor to employee, supervisor to supervisor) that a supervisor is likely to encounter.
3. Recall the difference between leaders and managers.

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4. Compare and contrast , through case studies and scenarios, situations where both leadership and managerial skills are required to be an effective supervisor

Course Outline

<u>Week</u>	<u>Topic(s)</u>	<u>Learning Objective(s)</u>	<u>Reading(s)</u>	<u>Assignment(s)</u>
1	Role, responsibility and general duties of a supervisor	LO-1	Part I “Getting Started” of the text.	Intro, Week 1 Forum APA Quiz
2	Supervisor’s role in goal setting, planning, and achieving positive results.	LO-2	Part II “Managing for High Performance” of the text.	Week 2 Forum
3	Effective communication and conflict resolution.	LO-3, 4	Part III “Communicating with Others Proactively” of the text.	Week 3 Forum APA Quiz
4	Weeks 1-3	LO-1, 2, 3,	Parts I, II and III of text.	Mid-point quiz, Week 4 Forum
5	Transformation into a supervisory role.	LO-4	Part I “Getting Started” of the text.	Research Paper, Week 5 Forum
6	Coaching	LO-3,4	Part IV “Coaching for Excellence” of the text.	Week 6 Forum
7	Leading and Managing Change	LO-4	Part V “Dealing with Change Positively” of the text.	Leadership Paper, Week 7 Forum
8	Weeks 1-7	LO 1-4	Part I - V of text.	Wrap-up Quiz Week 8 Forum

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I

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understand you must manage competing demands on your time. We all know that “life happens” but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

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- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.