I. COURSE TITLE : SUPERVISION  
COURSE NUMBER : BADM 3490  
CREDITS : THREE  
ACADEMIC TERM :  
PROFESSOR :  
OFFICE HOURS :  
OFFICE TELEPHONE :  
E-MAIL :  

II. DESCRIPTION  
To provide an overview of the supervisory role as coach and/or mentor, along with the main functions, responsibilities, and skills needed in today’s organizational environment.

III. OBJECTIVES  
A. Understand the evolution & development of the supervisory field.  
B. Understand management’s main functions in relation to the organization.  
C. Understand the key supervisory skills & knowledge needed as a supervisor.  
D. Identify and understand the current trends and needs in the Supervisory field.  
E. Understand the supervisor’s role & responsibilities in today’s Organizations.  
F. Learn to apply key supervisory skills in the handling of employees.  
G. Understand leadership skills in the role of the Supervisor.

IV. COURSE CONTENTS  
A. Development of the Supervisor in Management  
   i. Learning How to Manage  
   ii. Management Approaches  
   iii. Ethical Behavior & Social Responsibility  

B. The Basic Functions of Supervision (Management)  
   i. Organizing  
   ii. Planning  
   iii. Directing (Leading & Managing)  
   iv. Controlling  

   1st partial exam  

C. Essential Supervisory Skills
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i. Admin Functions (Hiring, Firing & Day-to-day directing)
ii. Coaching / Mentoring
iii. Effective Communication
iv. Teams & Teamwork
v. Conflict Resolution
vi. Decision Making

2nd partial Exam

D. Leadership Basics
i. Leadership Styles
ii. Common Qualities of Leaders
iii. Leading vs Administering
iv. Empowering Employees

E. Emerging Trends
i. Change Leadership
ii. Management Philosophies of the 21st Century
iii. The Global Economy

3rd partial Exam

V. ACTIVITIES
1. Movies and Videos
2. Electronic Presentations
3. Case Analysis
4. Search in the internet

VI. EVALUATION

Points:

1. Three partial exams 100 / each
2. Class assignments (various oral & written) 100 / total
4. Class attendance & participation 100

Total grade: 500

The final grade will be the % from the total of the points obtained divided by 400 X 100. (90% to 100% = A, 80% to 89% = B, 70% to 79% = C, 60% to 69% = D, below 60% = F).

It is the student’s responsibility to comply with class attendance and projects. Please notify the instructor beforehand of any attendance issues. There will be a grade penalty for late work: 5 points off for each class-day that goes by beyond the due date. There will be no exam make-ups unless the absence was due to a major emergency (bereavement, major medical, etc.). Any class make-up (due to holidays, weather, etc.) will be pre-arranged between the instructor & the students (if consensus not reached, then by simple majority).
VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor ____________, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro’s Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student’s Rules and Regulations handbook.

http://documentos.inter.edu/docs/index.php?article=77

Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student’ Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VIII. TEXT BOOK & RESOURCES

1. Text:

BADM 3490


IX. REFERENCES

6. Handout notes from the instructor.


8. Additional bibliography to be used as needed.

REVISED 1/2016