SYLLABUS – PART II

EDISON STATE COMMUNITY COLLEGE

MGT110S – EFFECTIVE MANAGEMENT

3 CREDIT HOURS

Instructor: Amy LeVan MBA, BA, PHR, SHRM-CP (Degrees conferred from Bluffton University 2013/2005)

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Course Description: Overview of the basic functions of planning, organizing, staffing, directing, and controlling that supervisors, team leaders for facilitators perform in all organizations. Emphasis is on the way the first line of management shares these responsibilities through employee empowerment.

Course Goals:

The student will:

1. Define the role of the first line manager in the business and industry environment.
2. List the five managerial functions.
3. Demonstrate the skills to improve planning and time management.
4. Describe how the functional activities in an organizational structure interrelate.
5. Identify the key components of staffing and people development.
6. Describe how to develop a team
7. Justify the need for controls and know their characteristics
8. Interpret the role of the union in the team working environment.

Class Mode and Meeting Schedule:
Mode: Distance Learning / Online
Meeting Schedule: This course is fully asynchronous. All instruction, readings, and assignments are available in Blackboard each week. No live meetings are required.

Required Materials:

TEXT: Supervision – Concepts and Skill Building

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Weekly Schedule of Topics, Activities and Assignment

Week 1	*Part I*	***What is a Supervisor?***
	Topic:	Supervision: Tradition and Contemporary Trends
	Read:	Chapter 1
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 23. Submit your responses to the questions in Blackboard under the assignment's location for Chapter 1. Answers are due by Sunday at midnight.
	Discussion Board:	Complete "Getting Acquainted" discussion board
Week 2		
	Topic:	The Supervisor as Leader
	Read:	Chapter 2
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 48. Submit your responses to the questions in Blackboard under the assignments location for Chapter 2. Answers are due by Sunday at midnight.
Week 3	*Part II*	***Modern Supervision Challenges***
	Topic:	Groups, Teams and Powerful Meetings
	Read:	Chapter 3
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 80. Submit your responses to the questions in Blackboard under the assignments location for Chapter 3. Answers are due by Sunday at midnight.

Week 4

Topic:	Corporate Social Responsibility, Ethics, and Sustainability AND Managing Diversity
Read:	Chapter 4 & 5
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in these chapters.
Homework:	Read the Problem- Solving Case on page 107 and 134. Submit your responses to the questions in Blackboard under the assignments location for Chapter 4 & 5. Answers are due by Sunday at midnight.
Exam 1:	Chapters 1,2,3,4 &5 is due Sunday at midnight

Week 5 *Part III* ***Functions of the Supervisor***

Topic:	Reaching Goals: Plans and Controls
Read:	Chapter 6
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 166. Submit your responses to the questions in Blackboard under the assignments location for Chapter 6. Answers are due by Sunday at midnight.

Week 6

Topic:	Organizing and Authority
Read:	Chapter 7
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 196. Submit your responses to the questions in Blackboard under the assignments location for Chapter 7. Answers are due by Sunday at midnight.

Week 7

Topic:	Problem Solving, Decision Making and Creativity
Read:	Chapter 8
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 225. Submit your responses to the questions in Blackboard under the assignments location for Chapter 8. Answers are due by Sunday at midnight.

Week 8

Topic:	Ensuring High Quality and Productivity
Read:	Chapter 9
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 260. Submit your responses to the questions in Blackboard under the assignments location for Chapter 9. Answers are due by Sunday at midnight.
Exam 2:	Chapters 6, 7,8, & 9 is due Sunday at midnight

Week 9 *Part IV* ***Skills of the Supervisor***

Topic:	Communication: Theory and Modern Media
Read:	Chapter 10
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 294. Submit your responses to the questions in Blackboard under the assignments location for Chapter 10. Answers are due by Sunday at midnight.

Week 10

Topic:	Motivating Employees
Read:	Chapter 11
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 326. Submit your responses to the questions in Blackboard under the assignments location for Chapter 11. Answers are due by Sunday at midnight.

Week 11

Topic:	Employee Challenges: Counseling, Discipline AND Managing Time and Stress
Read:	Chapter 12 & 13
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapters.
Homework:	Read the Problem- Solving Case on page 354 & 384.

		Submit your responses to the questions in Blackboard under the assignments location for Chapters 12 & 13. Answers are due by Sunday at midnight.
Week 12		
	Topic:	Managing Conflict, Change, and Politics
	Read:	Chapter 14
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 415. Submit your responses to the questions in Blackboard under the assignments location for Chapter 14. Answers are due by Sunday at midnight.
	Interview and Written Report:	This is a good time to begin work on your interview and written report. The assignment is outlined under Homework Assignment. Expectations in the syllabus.
	Exam 3:	Chapters 10, 11, 12, 13, & 14 is due Sunday at midnight
Week 13	*Part V*	***Supervision and Human Resources***
	Topic:	Selecting Employees
	Read:	Chapter 15
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 450. Submit your responses to the questions in Blackboard under the assignments location for Chapter 15. Answers are due by Sunday at midnight.
Week 14		
	Topic:	Providing Orientation and Training
	Read:	Chapter 16
	Review:	PowerPoint Slides
	Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
	Homework:	Read the Problem- Solving Case on page 483. Submit your responses to the questions in Blackboard under the assignments location for Chapter 16. Answers are due by Sunday at midnight.

Week 15

Topic:	Appraising Performance
Read:	Chapter 17
Review:	PowerPoint Slides
Practice:	For your own benefit review "Key Terms, Review and Discussion Questions", as necessary to improve your understanding of the key points in the chapter.
Homework:	Read the Problem- Solving Case on page 510. Submit your responses to the questions in Blackboard under the assignments location for Chapter 17. Answers are due by Sunday at midnight.
Exam 4:	Chapters 15, 16, & 17 is due Sunday at midnight

Week 16

Topic:	Integration of Learning
Homework / Interview:	Interview and written report **due by 5pm on Friday** of Finals Week.
Discussion Board:	(Extra Credit) Post a response to the Summary and Evaluation by **Thursday at midnight**

HOMEWORK ASSIGNMENT EXPECTATIONS

Weekly Homework

The end of each chapter has Key Terms, Review and Discussion Questions. I encourage you to complete these as necessary to improve your understanding of the key points in the chapter. They will not be graded exercises but are for your own understanding and edification.

Homework- Each chapter has a "Problem Solving Case". You are required to submit your original answers to the case in the assignment area of Blackboard. The answers are due by Sunday at midnight on the week assigned. You are to answer all the questions in the assigned case. Your answers should be in complete sentences, with proper grammar and punctuation. *Please proofread and use spellcheck.* **Late posts will NOT be awarded credit**.

Exams- Four exams will be given in this class. They are to be taken in Blackboard and are due as indicated. **Late exams will NOT be accepted.**

Interview and Written Report – For your site interview, you are to conduct a face-to-face interview with your supervisor, a supervisor you work with, or a supervisor from another department or organization (**Do not interview an immediate relative – i.e. parent, grandparent, child, sibling**). Interview may be conducted in person or using telephone, Facetime, or other video-conferencing software. *It may not be done by email.*

Questions to be covered:

1. How are vacant positions recruited and staffed?
2. How are new positions communicated throughout the organization?
3. What training did supervisors receive?
4. What does the supervisor like or dislike about supervision?
5. What type of leadership style do they use?
6. How do they handle conflict?

Write a report, summarizing your interview and *integrate it* with learning from the class and references from the text. Your report should be a minimum of 1000 words and a maximum of 1500. The report should be in Times New Roman, 12 pt. type, double-spaced with one-inch margins. Proper grammar, punctuation, organization are required. Please use MLA style for your citations which should include the supervisor interviewed and your text – at a minimum. The report will be graded on content, proper grammar, style, format and citations. It is due no later than 5pm on the Friday of finals week. ***No late papers will be accepted*. You must cite your work, including contact information for the interviewee.**

Evaluation Methods

Course will be graded on the following activities:

Homework Questions – Cases	40%	400 points (25 points each)
On-Site interview	20%	200 points
Exams – 100 points x 4 Exams	40%	400 points

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Coursework will be graded for accuracy and completeness. Final grade will be determined by the quality and quantity of work according to the above schedule of accumulated points. The instructor reserves the rights to raise or lower the final grade based on the student's in-call participation, attendance, or other circumstances.

PLEASE NOTE: Proper spelling, grammar, and punctuation will be expected and will be part of your grade. The instructor reserves the right to reject any written assignment with five or more grammatical errors.

The grade book function of Blackboard will be used in this course. Up-to-date grades will be found in that area.

POLICY STATEMENTS

Class Participation – Participation is important to success in this class. Attendance in this classis defined as staying on target with reading assignments, participation in class discussions, posting to the discussion boards, timely reading and responding to emails, and meeting deadlines as outlined in the syllabus. It is not simply logging into blackboard site.

Communication – I can be reached by email at any day during this course. I will respond to your emails within 48 hours of receiving communication. To facilitate a quicker response, please list your name and MGT110S in the subject line of the email. For example, Edison Student – MGT110S. Discussion board and Group Work participation are required in this course. See the grading information for information on what should be included in each discussion board posting.

Academic Integrity – Sharing of ideas and a work-group atmosphere will be encouraged. However, each student is expected to do their own work on assignments and projects. The ECC Academic Honesty policy will be adhered to. Please refer to your student handbook posted on the Edison website. If a student is found to have cheated or copied another's work, the student will receive no credit for the assignment, and the assignment may not be resubmitted nor substituted.

ACADEMIC SUPPORT

***Learning Center –** The Edison Community College Learning Center is available to help students by offering a wide range of programs and services to support learning. There are tutors available in a variety of subjects. You may either stop in while on campus or call to find out information on when tutors for specific subjects are available. The Learning Center is located in the library and is open:

- Monday – Thursday 830am – 7pm
- Friday 830am – 4pm

You can contact the Learning Center by calling 937-778-8600 ext. 7956 or 7959, or visit their website at http://www.edisonohio.edu/LearningCenter/

***Library** – The Edison Community College Library exists primarily to function as a full partner in the teaching and learning process, as the major information resource on campus. The library is open:

- Monday – Thursday 830am – 7pm
- Friday 830am – 4pm

You can contact the library by calling 937-778-8600 ext. 7950, or visit their website at http://www.edisonohio.edu/Library/

Computer Labs – Computers are available for internet research in the internet café. Other computer labs and facilities are available on both campuses. In the event of a home computer difficulties, students are expected to seek out other school or community resource computers.

Disability Policy – Edison State Community College will make reasonable accommodations for person with documented disabilities. If you feel you require an accommodation based on the impact of a disability, please make an appointment with the Coordinator of Disabilities Support Services in room 160. They will work with you and your instructor to ensure that appropriate accommodations are made. They can be contacted at 937-778-8600.

Core Values – The Core Values are a set of principles that guide in creating educational programs and environments at Edison State Community College. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives and activities in this course will introduce/reinforce these Core Values whenever appropriate.

Testing Your Faith Act Policy – Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Test Your Faith Act Accommodations Form, https://www.edisionohio.edu/services-support/registrationrecords located in the "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://edisonohio.edu/services-support/student-resources .

Student Wellness Center – College is stressful. Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State Community College has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referrals
- Housing
- Food
- Physical well-being

Information and education are also provided on the topics of:

- Alcohol and Drug Abuse prevention
- Sexual assault prevention and awareness
- Building healthy relationship
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-hazing