

Course	MNGT 2400 Supervisory Management
Term	Summer 2009
Instructor	Name: Nathan Stewart Phone: (816) 289-6891 Email: nathanstewart06@webster.edu
Catalog Description	Introduces the student to the functions and responsibilities of the supervisor as a first-line manager directing the work of others. Includes supervisor-subordinate relationships, developing worker motivation and cooperation, employee training, development, performance appraisal, absenteeism, tardiness, and complaints and grievances.
Prerequisites (Revised April 07)	None
Course Level Learning Outcomes (Revised April 07)	<p>Upon completion of this course:</p> <ul style="list-style-type: none"> • Students will know and be able to define and discuss important terminology, concepts, principles, and practices related to supervisory management. • Students will be able to identify and apply appropriate terminology, concepts, principles, and analytical techniques when examining and evaluating moderately complex supervisory problems. • Students will be able to develop basic solutions to supervisory management problems, using the concepts, principles and practices taught in this course. • Students will be able to evaluate the quality of their proposed solutions against appropriate criteria, using the concepts, principles, and frameworks taught in this course.
Materials (Revised April 07)	<p><u>Supervision: Concepts and Skill-Building</u> by Certo, McGraw Hill Publishing, 6th edition</p> <p>ISBN13: 9780073405001 ISBN: 0073405000</p> <p>The book may be obtained through MBS Direct Books at 1-800-325-3252 or www.mbsdirect.net.</p>

<p>Grading</p>	<p>A 90-100% B 80-89% C 70=79%</p> <p>D 60-69% F Below 60%</p> <p>Homework (5 @ 15pts) 75pts 19% Midterm exam 100pts 25% Final exam 100pts 25% Final paper 75pts 19% Participation and Attendance 50pts 13%</p> <p>The UNDERGRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> ▪ A, A- superior work in the opinion of the instructor ▪ B+, B, B- good work in the opinion of the instructor ▪ C+, C, C- satisfactory work in the opinion of the instructor ▪ D+, D passing, but less than satisfactory work in the opinion of the instructor ▪ I incomplete work in the opinion of the instructor ▪ ZF An incomplete which was not completed within one year of the end of the course ▪ F unsatisfactory work in the opinion of the instructor; no credit is granted ▪ W withdrawn from the course ▪ IP course in progress ▪ NR not reported for the course ▪ Z a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z.
<p>Activities</p>	<ul style="list-style-type: none"> • Assigned readings • Discussions • Exams • The midterm and final exams may contain multiple choice questions and questions/case studies requiring essay analysis. • The final paper will be 8-12 pages of analysis on a Supervision-related topic of the student's choice. The topic must be pre-approved by the instructor. The paper must follow APA style and 40% of the references must come from online sources.
<p>Policy Statements: University</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies</p>

<p>Policies</p>	<p>are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course</p>	

Policies	
Weekly Schedule	<p>Week 1</p> <ol style="list-style-type: none"> 1. Reading: Chapters 1 & 2 <p>Week 2</p> <ol style="list-style-type: none"> 2. Reading: Chapters 3 & 4 3. Homework: <ol style="list-style-type: none"> 4. Chapter 2 Review and Discussion Questions: 1,10, and 14 5. Chapter 3 Review and Discussion Questions: 1,2,6,8, and 10 6. Chapter 4 Review and Discussion Questions: 1 and 6 <p>Week 3</p> <ul style="list-style-type: none"> • Reading: Chapters 5, 6, & 7 • Homework: <ul style="list-style-type: none"> • Chapter 5 Review and Discussion Questions: 1 and 9 • Chapter 6 Review and Discussion Questions: 1, 2, 3, 6 and 7 • Chapter 7 Review and Discussion Questions: 2, 6, 7, and 8 <p>Week 4</p> <ol style="list-style-type: none"> 1. Reading: Chapters 8 & 9 2. Homework: <ol style="list-style-type: none"> 3. Chapter 8 Review and Discussion Questions: 3, 7, 9, and 10 4. Chapter 9 Review and Discussion Questions: 2 and 9 <p>Week 5</p> <ul style="list-style-type: none"> • Reading: Chapters 10 & 11 • Mid-term Exam <p>Week 6</p> <ul style="list-style-type: none"> • Reading: Chapters 12, 13, & 14 • Homework: <ul style="list-style-type: none"> • Chapter 10 Review and Discussion Questions: 7 and 10 • Chapter 11 Review and Discussion Questions: 2, 4, and 11 • Chapter 12 Review and Discussion Questions: 4 and 11 • Chapter 13 Review and Discussion Questions: 4 and 9 • Chapter 14 Review and Discussion Questions: 2, 5, and 13 <p>Week 7</p>

	<ul style="list-style-type: none"> • Reading: Chapters 15 & 16 • Paper Due <p>Week 8</p> <ul style="list-style-type: none"> ○ Reading: Chapters 17 & 18 ○ Final Exam
Additional Information	Assignment to be completed prior to 1 st week of class: Read Chapters 1 and 2.

Copyright © 2005 – 2006, School of Business & Technology, Webster University. All rights reserved.