

**INTER-AMERICAN UNIVERSITY OF PUERTO RICO
FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES
MANAGEMENT SCHOOL**

COURSE SYLLABUS

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

BADM 3490

- 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	<u>100</u>
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:

Leonard, Edwin C. Jr. & Trusty, Kelly A. (2014). **Supervision: Concepts and Practices of Management**. 13th Edition. Mason, OH: South-Western Cengage Learning.
(ISBN-10: 1285866371)

2. Robbins, Stephen P. & Judge, Timothy A. (2014). **Organizational Behavior**. (16th edition). New Jersey: Prentice Hall. (ISBN-10: 0133507645)

3. Robbins, Stephen P., DeCenzo, David A. & Wolter, Robert M. (2015). **Supervision Today!**. (8th edition) New Jersey: Prentice Hall. (ISBN-10: 0133884864)
4. Nir, Michael & Nir, Chen. (2014) **Influence & Lead.** (3rd ed.) New York: Sapir Consulting. (ASIN: B00E82614K)
5. Certo, Samuel (2015). **Supervision: Concepts and Skill-Building.** (9th ed.) NY: McGraw-Hill Education. (ISBN-10: 007772061X)

IX. REFERENCES

6. Handout notes from the instructor.
7. Newspapers, Business/Technical Magazines, & Internet articles.
8. Additional bibliography to be used as needed.

REVISED 1/2016