



TECH 3101 – SUPERVISION FOR THE WORKPLACE---
Course Syllabus – Summer 2018

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Name: Dr. Christie Burton
Office: 131B Faculty Hall
Office Hours: **Virtual M-F 8 to 10 am**

E-mail: **Please use the Desire2Learn Email Feature for ALL communication.**
Desire2Learn is the virtual classroom for this course so please use it for communications related to the course. If you are unable to access Desire2Learn, use christieburton@clayton.edu.

Responses: **IMPORTANT:** I check course email in D2L daily during the business week (M-F), with the goal of responding to you within 24 hours. Emails sent Fri-Sun will receive a response on Monday.

Phone: 678 466-4636

Credit Hours: 3.0 semester credit hours (3-0-3)

Catalog Description: Supervision has become a complex undertaking because of a growing body of law relating to employee rights, safety, and health; a national trend toward more conflict and intolerance in the work place; the persistent problems associated with substance abuse; and the demands from the public for ethical business practices. This survey course will provide knowledge and skills needed for managers, team leaders, coaches and administrators to be successful supervisors.

Course Prerequisites and Co-requisites: NONE

Class Meetings: There are no on-campus meeting dates for this course. This method of 100% online delivery allows students more flexibility than traditional lecture or hybrid online classes, but in exchange for flexibility, you have a greater responsibility to manage your time and your learning environment. Students should plan to spend a minimum of about 12 hours per week in this course in order to be successful (equal to traditional on-campus meeting time plus additional time for study, assignments, etc.). This estimate depends upon your reading and comprehension speed, ease of communicating in writing, etc.

Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. Posting of your work in D2L is a course requirement.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Operation Study: At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

Textbook Information: *First Line Supervision* by Charles M. Cadwell, 2006, Fifth Edition, American Management Association.
<http://ezproxy.clayton.edu:2048/login?url=https://ebookcentral.proquest.com/lib/claytonstate/detail.action?docID=1043637>

Additional resources are located in D2L. Students may be required to rent and view 1-2 films listed in separate instructions.

Computer Requirement: Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook. Computers will be required to access course materials and to communicate with your instructor. It is expected that students will have a backup plan for when their computer doesn't work (public library, work computer, etc.).

For technical assistance, students should contact the HUB: 678-466-HELP or Thehub@clayton.edu OR <http://clayton.edu/thehub>.

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™

Only use your CSU e-mail account or the e-mail system included in D2L to communicate academic information to your instructor.

Software Requirement:

To properly access the course content you will need to download the following free software:

- Respondus Lockdown browser:
<http://www.respondus.com/lockdown/information.pl?ID=121412292>
- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access some video content):
<http://get.adobe.com/flashplayer/>
- Real Player (needed to access some video content)
<http://www.real.com/realplayer>

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to use a Web browser
- You must have access to the Internet, either through the local area network on campus, or through an Internet Service Provider (ISP) of your choice (the costs for the ISP are your responsibility). No excuses will be accepted for inability to access the Internet.
- You must activate your CSU Student E-mail account. For directions on activation, go to <http://www.clayton.edu/hub>.
- Students are responsible for regularly checking their Desire2Learn & CSU student email.

In-class Use of Computers: Notebook computers will be used extensively in this course. For classes that meet on campus, an announcement will be made in advance to inform students when they will be required to bring their laptops to class.

Respondus Lockdown Browser and Respondus Monitor:

This course uses online proctored quizzes and exams via Respondus Lockdown Browser and/or Respondus Monitor (camera). Most laptops and computers have a built-in camera, which enables students to easily use Respondus Monitor. If your computer does not have a webcam, they are relatively inexpensive and you are required to buy one for use with the exams and quizzes administered in this course.

Program Learning Outcomes:

- **communication skills**
- **ethical decision making**
- **professional business acumen**

Course Learning Outcomes:

- Understand the role of a leader in an organizational setting and clarify the qualities of an effective leader.
- Understand the importance of a manager providing strong leadership skills.
- Review different styles of leadership and when they can be effective.
- Examine various environmental situations where different forms of supervision may be required.
- Understand personnel issues and processes, including staffing, training, appraisals and complaints.
- Understand a leader's role concerning legal, ethical and quality issues.
- Integrate computer usage into management functions (using Internet searches and Desire2Learn).
- Apply concepts and knowledge from this course to specific experiences.
- Develop capacity for self-directed learning through the use of collaborative learning techniques and individual study.

Core Curriculum Outcomes can be found at the following link:

http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf

Evaluation:

One Final Comprehensive Exam (1 attempt/no resets & mandatory to pass the course) Open July 16 only.	180
Eight Quizzes each worth 20 points (up to 2 attempts each/no resets)	160
Assignments (2) each worth 15 points—due June 5 & June 26	30
Literature Search—due June 12	50
Research Paper—due July 10	50
Discussion Postings (2)—due May 27 & June 3	20
**Syllabus Quiz—open until May 24. This is a No SHOW reporting requirement.	10
TOTAL	500

****SEE SEPARATE CALENDAR PDF DOCUMENT IN D2L FOR ALL DUE DATES.**

Grades:

	Midterm Grade	Final Grade
A	95-105 points	450 to 500 points
B	84-94 points	400 to 449 points
C	74-83 points	350 to 399 points
D	63-73 points	300 to 349 points
F	62 points and below	299 points or below

BONUS POINTS: Students can earn 5 bonus points by completing both the pretest and posttest. See D2L course site for dates. These items are ungraded and do not affect your final course grade however, we use the information to evaluate the effectiveness of the course. Bonus points are added at the end of the semester.

Mid-term Progress Report: The mid-term grade in this course, which will be issued between **June 12-21, 2018**, reflects 105 points of the entire course grade. **Mid-term grade includes 60 points from 3 quizzes, 20 points from 2 discussion postings, 15 points from one assignment and 10 points from the syllabus quiz.** Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online at <http://www.clayton.edu/registrar/withdrawal>, by mid-term, which occurs on **June 22, 2018**.

Course Policies:

General Policy

Students must abide by policies in the Clayton State University Student Handbook, and the [Basic Undergraduate Student Responsibilities](#). The Student Handbook is part of the [Academic Catalog and Student Handbook](#), which begins on page 6.

Desire2Learn Maintenance Schedule

Students are responsible for knowing and working around the posted maintenance schedule. This schedule can be found on the My Home site under the blue bar listing Campus Announcements. If planned maintenance conflicts with a due date, students should plan to submit their assignment or exam before maintenance begins so as not to miss a deadline.

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

Students are expected to participate fully in this course with regular and consistent attendance.

For seated and hybrid courses, physical attendance is required for every class period. Attendance is required for quiz and examination periods. Any absence must be accompanied by a written excuse from a doctor or other competent authority. Students are allowed one excused absence per semester. Five points are deducted from the total course points for each unexcused absence.

For online courses, students are expected to log in often and regularly in order to meet course requirements. Prolonged periods without logging into the D2L class (3 days or more without logging in) constitutes an excessive absence. At a minimum, students should log in during the assignment due dates listed in the calendar as well as other times necessary to access course materials and to check for class announcements/emails.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and

plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described beginning on page 19 in the section of the [Academic Catalog and Student Handbook](#) titled, Procedures for Adjudicating Alleged Academic Conduct Infractions.

Weapons on Campus

Clayton State University is committed to providing a safe environment for our students, faculty, staff, and visitors. Information on laws and policies regulating weapons on campus are available at: <http://www.clayton.edu/public-safety/Safety-Security/Weapons>

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing tutors about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a tutor or sign up for a regular appointment. But remember: you, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

<http://www.clayton.edu/arts-sciences/english/writersstudio>

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

More detailed descriptions of examples of disruptive behavior are provided in the Clayton State University [Academic Catalog and Student Handbook](#) starting on page 14.

Preparation for Class and Participation

- For seated classes, students must be present in class at the time of the activity and participate fully in the assigned exercise to receive class participation credit. It is expected that students will have completed the reading assignments before class and come prepared to apply what they have read. Students are responsible for completing and submitting the activity or sign-in sheet for class exercises. Students that do not submit their activity sheet when collected will not receive participation credit. For online courses, students are expected to log into the Desire2Learn course site regularly and complete assignments as scheduled.
- For online courses, students are expected to access the Desire2Learn course site and complete assignments regularly, logging in at least as often as prescribed by the assignment calendar located in the syllabus and on the course site. Students should check both the homepage announcements and gradebook often and contact the instructor with questions.

Assessments

- Quizzes are open book/open notes but not “open neighbor”, therefore you may not discuss your quiz with anyone else or receive help to complete it. You may not use the Internet or electronic devices while taking assessments.
- All exams & quizzes are administered online through Desire2Learn.
- For assessment integrity and security purposes, the questions and answers will not be posted. Please email me in Desire2Learn to make arrangements to discuss the answers and/or your score.

Submission of Assignments

Always keep a digital copy of your assignments. All assignments must be submitted electronically via the assignment drop box in Desire2Learn no later than the due date/time in order to receive credit. When submitting assignments, students should ensure their name, class title and semester are listed. Failure to do so may result in loss of credit for the assignment. **DO NOT SEND ASSIGNMENTS VIA E-MAIL.**

Plagiarism Detection Software.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to **Turnitin.com (TII)** for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included. Please see individual assignment instructions for Turnitin.com originality report (textual similarity) percentage parameters/requirements.

Communication

All communication about assignments or other matters pertaining in to class will be sent to students using Desire2Learn, either through the email function or as announcement on the course homepage. You should contact me through the Desire2Learn email function regarding class matters. In the event that Desire2Learn is not working, I will use the CSU e-mail system. You are responsible for the contents in the emails sent by me to your CSU email account and Desire2Learn, as well as all information discussed in class. Make sure you check your email in Desire2Learn and CSU regularly for updates and announcements.

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive. Using hostile and insulting language, also known as FLAMING, is prohibited.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.

- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.

Makeup and Late Work

- ***Assignments and Discussion Postings***

Late work is not accepted. Given that the 100% online format allows significant convenience and flexibility for students to complete assignments early and according to their personal schedules, due dates will be strictly enforced. Note that all assignments can be submitted early and that the due date listed in the calendar is the “no later than date.” Assignments/discussions not submitted will receive a zero.

In rare instances, emergencies beyond your control may constitute a valid excuse for missed assignments/quizzes/postings, provided the excuse is accompanied by appropriate written documentation and submitted in a timely manner. It is the student’s responsibility to contact the instructor as soon as is reasonably possible, in accordance with the documentation, in order for the excuse to be considered. Missed work without a valid excuse will receive a zero.

- **Quizzes:** There are up to two attempts for each quiz during the open period with the highest score recorded. A second attempt is a bonus (not an entitlement) to account for any technical difficulty on the first attempt and to allow opportunity to improve one’s score. Because of this flexibility, there are no make-ups or resets for quizzes. Quizzes not submitted will receive a zero.

- ***Exams***

The final exam is mandatory regardless of your grade. It is comprehensive and includes all readings, assignments, discussions, etc. from the semester. There is no makeup or retake for the final exam and students must take the final exam in order to pass the course. If the final exam is not taken, students will receive a zero for this assessment and will not pass the course. Students missing the final examination should contact their instructor immediately concerning the applicability of an [Incomplete grade](#).

Tips for successful quizzes and exams: Use your power cord and Ethernet cable to avoid technical difficulties and begin the assessment in plenty of time before the deadline. Students always have the option of bringing their laptop to campus to take their assessment in the library or another quiet place of your choice where the Internet connection is strong.

Grades and Feedback

Students can access their grades in the Desire2Learn grade book. I will post a homepage announcement after I have graded each assignment. My goal is to have grades posted within 7 days after the due date. Please check your grades often and contact me if you have questions.

Important Semester Dates: see the calendar PDF document in D2L for all assignment due dates.

Important Graduation Dates:

Graduation Application Deadlines:

Fall Semester - June 1

Spring Semester - September 15

Summer Semester - January 29