

BMT 1500—Elements of Supervision
Three Semester Hours

RM
09/13

PREREQUISITES:

None

COURSE OVERVIEW:

This course provides in-depth coverage of the supervision process with a strong emphasis on techniques. You will find several Supplemental Case Analysis exercises spread throughout the course, allowing you to apply the knowledge you will be gaining throughout the course in a real-time fashion. Also covered is an introduction to a common decision-making/problem-solving framework used by organizational decision-makers today.

Concepts of modern-day supervision from a behavioral science approach, emphasizing the supervisor's major functions and development of sensitivity to human facets of management.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Leonard, Edwin C., Jr. *Supervision: Concepts and Practices of Management*. 11th ed. South-Western Publishing Co., 2009. [ISBN: 9780324590920]

NUMBER OF LESSONS:

The course has nine lessons, including one midcourse case study and a final examination. The topics include

- Lesson 1
Part A—Supervising in Uncertain Times
Part B—The Managerial Functions
- Lesson 2
Part A—Communication: The Vital Link
Part B—Motivational Principles

- Lesson 3
Part A—Introduction to Decision Making
Part B—Positive Discipline
- Lesson 4
Part A—Supervisory Planning
Part B—Supervisory Organizing at the Department Level
- Lesson 5: Midcourse Case Studies
- Lesson 6
Part A—The Supervisor and the Staffing Function
Part B—Performance Management
Part —Supplemental Case Analysis: The Decision-Making Process
- Lesson 7
Part A—Supervisory Leadership and Managing Change
Part B—Managing Work Groups
Part —Supervising a Diverse Workforce
Part D—Supplemental Case Analysis: The Decision-Making Process
- Lesson 8
Part A—Fundamentals of Controlling
Part B—Resolving Workplace Conflicts
Part C—Supplemental Case Analysis: The Decision-Making Process
- Lesson 9: Final Examination Information

It should be noted that some of the lessons are divided into multiple sections.

TYPES OF WRITING ASSIGNMENTS:

Each lesson will have a submitted assignment. The purpose of these assignments is to enable you to demonstrate your comprehension of the material contained in the lesson, as well as to attempt to practice these concepts in actual business-world situations. You will complete the answer sheet at the end of each section of the lesson, then submit all the answer sheets for a lesson together with any other parts of the assignment and the Lesson Cover Form.

GRADING CRITERIA:

Your final grade for the course will be determined as follows:

Lessons 1–4, 6–8: Writing Assignments (Includes Case Analyses and Supplemental Case Analyses)	30%
Lesson 5: Midcourse Case Studies	20%
Lesson 9: Final Examination	50%