Course Number:  MNA2345 Supervision of Personnel – Sec 502Z Fall 2017

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Course Description:  Designed for the student who holds or aspires to a supervisory position. The management function of planning, organizing, staffing, directing and controlling will be comprehensively covered.

Credit Hours:  3

Pre-requisites:  None

Minimum Technical Requirements
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the Dropbox
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs

Student Learning Outcomes:  Upon completion of this course, the student will be able to

1. Identify and demonstrate planning and organizing skills.
2. Define and apply the leadership function.
3. Demonstrate fundamental supervisory skills.
4. Identify and apply the types of controls supervisors use.
5. Discuss current issues in the field of management and recommend solutions.
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Class Format: Taking a course via distance learning is somewhat different from your typical classroom experience. Our online classroom provides you with the various tools by which to meet the learning outcomes including practice quizzes, tutorials, and discussion forums where you can ask questions. Please take advantage of all that our online classroom has to offer. Make sure you visit our online classroom several times a week, read all posts, work through the chapter content, and ask questions. Our online classroom is provided and serviced by Falcon Online (http://daytonastate.edu/falcononline).


A link is provided to the college bookstore Daytona State College Bookstore where students can find the location/days/hours of local DSC bookstores or order books and materials online.

Equipment and Supplies: Access to a computer with a reliable internet connection is needed. In addition, MSWord will be needed to complete some assignments. If you experience any computer problems, do not let this interfere with your work. The college has open computer labs on every campus and these are open day and evening. Some are even open on the weekends.

Classroom Policies

Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there. In the event this happens I will notify the class either through the course news section located on the course homepage or through class e-mail. You are expected to monitor the news section and your e-mail on a regular basis.

How to proceed through the course: Students should plan to have three hours of study time per week for each credit hour of class time. Example: when taking a typical 3 credit hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

1. Syllabus: Read the syllabus thoroughly and feel comfortable that you understand it, especially when it comes to grading criteria and schedule dates. An electronic version of the syllabus is located in the content section of the course as well as on my faculty homepage.

2. Calendar: Manage your time wisely. There are many chapters to cover and this class will move quickly. Click on calendar to manage all of your key dates for all of your classes. You also can
add personal dates as well. There is also a **Class Schedule** at the end of this syllabus to guide you through the course. Get ahead in the course if you can by one week. We never know what life is going to toss our way and you will be glad you have that cushion of time if you need it.

3. **Content:** When you click on **content** you will see supplemental material provided by the publisher and the instructor for each chapter. This material is there to help you with your learning. You should review this material to see what you find useful to you.

4. **Discussions:** When you click on **discussions** you will see that there are several **Graded Discussion Topics**. See grading criteria for discussions in the syllabus for further description. There are also non-graded graded discussion areas where you can interact with other students and the instructor and you are encouraged to ask questions.

5. **Quizzes:** This is where your **Graded Exams** are located. See grading criteria for exams in the syllabus for further description. To do well on the exams I highly recommend that you read and outline the chapter. This is a basic reinforcement method and it works. Practice quizzes are provided for each chapter and I encourage you to take them. You can take the practice quizzes multiple times and they do not count toward your final grade.

6. **Dropbox:** Upload your **Case Study** assignments here. See grading criteria for cases in the syllabus for further description.

7. **Grades:** I typically grade assignments within 72 hours, or sooner, of the due date. You can click on **grades** to monitor your progress.

8. **Classlist/Communication:** You can contact me with any questions that you have regarding the course via my office phone or e-mail and I typically respond within 48 hours. To send me an e-mail simply click on **classlist**, click on my name, and then proceed from there. If for any reason you know that you will be out of class for an extended period of time, please contact me as soon as possible.

9. **Help/Resources:** This is where you can find other supplemental resources such as the DSC Library, research guides, FAQs and computer systems check.

**Handling of assignments:** A detailed class schedule of assignments and due dates is provided at the end of the syllabus.

**Communication:** Bring concerns & questions to appropriate class discussion boards or to the instructor during office hours. Emails determined to be of high importance by the instructor will receive first priority in response. Emails of a routine nature like those best addressed in class will be responded to in a timely fashion. Please keep in mind the instructor’s physical office hours when leaving phone messages.

**Attendance and Lateness Policy:** In either an online or traditional class your attendance is expected. During face to face lectures, if applicable, I will reinforce information, which I intend to cover on your
assignments. Also, be aware that the schedule is tentative and may shift to allow for changes in emphasis of certain materials. Material may be covered in lecture that is not available in the text, and it will be imperative you attend class both online and in person where applicable.

**Please Note:** The instructor may elect to penalize absences in-class or a lack of participation in an online class. If the penalty is implemented it will be reflected in your overall grade as:

- 1-2 absences: 0 points
- 3 absences: subtract one full letter grade
- 4 or more absences: subtract two full letter grades

**Late Work/Make-up Work and Exams:** There is a late assignments folder in the Dropbox. The instructor reviews all late or makeup work on a case by case basis. Assignments may be turned in early however; grades may not post until the close of the assignment. Late assignments will be graded by the end of the semester. Exams missed during the open/close range will be made available (see class schedule) for those with remaining attempts. Late assignments may not earn higher than a B grade.

**Classroom Etiquette:** In a traditional classroom all students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. The use of cellular phones, MP3 players and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly. Finally, cell phones, watch alarms, beepers, etc. are strictly prohibited in the examination room.

In an online class when posting to a discussion board be courteous and considerate. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication. Make every effort to be clear with correct grammar and spelling, and avoid emoticons or use of all caps. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. **Please do not send your instructor e-mail related to the course content. That is the purpose of the Discussion Forums. They take the place of classroom discussion.**

**Evaluation/Assessment Methods:**

Evaluation of learning includes participation in discussions related to course content, case analysis that requires critical thinking, and exams (multiple-choice). Grades are then based on overall points accumulated.

Points per task:
Discussions (2 x 100)  200 points
Cases (2 x 100)  200 points
Exams (4 x 150)   600 points
Total possible  1000 points

When calculating the final grade, the following schedule is followed:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>870-899</td>
<td>B+</td>
</tr>
<tr>
<td>800-869</td>
<td>B</td>
</tr>
<tr>
<td>770-799</td>
<td>C+</td>
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<tr>
<td>700-769</td>
<td>C</td>
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<tr>
<td>670-699</td>
<td>D+</td>
</tr>
<tr>
<td>600-669</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

An incomplete grade will NOT be given UNLESS the following criteria are met:

- A request in writing is submitted to the instructor prior to last three weeks of class,
- All assignments were completed at that point in time,
- The student has a grade C or higher at that point in time.

CLASS SCHEDULE – See end of the syllabus

Class Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current college catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility.
GROUP DISCUSSION TOPICS AND GRADING CRITERIA:

Discussion Topic 1 – You are the general manager of a firm that manufactures skate boards and your sales have dropped by 20% because of foreign competition. You will have to lay off 150 workers out of your 500 in order to stay profitable. For your original post how will you decide which workers will be laid off and what decision making approach will be used? Describe the steps in your lay-off plan in detail. Your posting will be supported by research on how other companies have approached a similar situation and/or on industry professional recommendations. Provide citations or live links so your classmates and instructor can read entire articles or sources used.

Discussion Topic 2 – Workers in your office are complaining about a "lack of communication." You have 80 office workers who are located in 4 different buildings on one 20 acre campus. How will you improve communication among the staff? How can new technology be used? How might better communication improve employee performance and motivation? What type of team might help solve this communication problem? Your posting will be supported by research on how other companies have approached a similar situation and/or on industry professional recommendations. Provide citations or live links so your classmates and instructor can read entire articles or sources used.

Your graded group discussions will consist of two parts. During PART 1 of the discussion, you will present your research on the topic. Each student will submit ONE ORIGINAL POST presenting his research and conclusion on the topic. This post will include citations for all research. Citations should include live links to information gathered from online sources. Your original PART 1 post will be graded for accuracy, professionalism, and timeliness. Your original post can earn up to 50 points. Part 1 posts earning 40 – 50 points will be professional, well-researched, and properly cited. They will contain at least THREE CITED SOURCES of information. The post should summarize and integrate the three sources of information and the citations should be live links (if online sources are used.) Posts earning between 30 – 39 points will be professional, well-researched, and properly cited. They will contain at least TWO SOURCES of information. The post should summarize and integrate the two sources of information and the citations should be live links (if online sources are used.) Posts earning below 30 will have only one source of information and may fail to meet other requirements. Part 1 posts that are late will receive a 10 point deduction. DO NOT USE YOUR TEXTBOOK OR WIKIPEDIA AS SOURCES FOR THIS DISCUSSION.

PART 2 of your graded group discussion will involve replying to TWO other student’s posts. Your replies should show reflection on the original post and provide further research on the topic. Your replies should include live links to information gathered from online sources. Part 2 posts will be graded for staying on topic, adding new information, professionalism, and timeliness. Your two replies can earn up to 50 points (25 points each.) Replies not containing additional research will be penalized a minimum of 5 points. Posts earning between 20 and 25 posts will be professional, stay on topic, provide reflection/opinion, and contain at least ONE SOURCE of information, complete with citation. Replies earning below 20 points will not meet the above criteria. Part 2 posts that are early will receive a 5 point deduction.
You are required to read ALL POSTS from other students during Part 1 and Part 2. If you do not, you can receive a penalty of 10 points. This means you must be online frequently during the graded group discussions. Please do not wait until the last few days to read posts. The purpose of a group discussion is to build upon posts with more information and learn from other students.

There is no makeup work for this assignment.

CASES AND GRADING CRITERIA

There will be 2 assigned cases and they are located in the content section of course. You should complete the cases after reading the corresponding chapter and working through the course learning tools for that chapter. The cases are short but must be answered thoroughly and professionally. There is no set word count and I look for quality over quantity. Typically 2 short paragraphs will answer each question and more than that is fine also. It is important as you answer the questions that you also relate your answers to the concepts in the text as well as support your answers with your reasoning.

For a format, just identify your name, the case and the class at the top of the page. Go ahead and re-write each question and then provide your answer underneath the question using single spacing for your answer.

Cases should be prepared in Microsoft Word and uploaded to the appropriate dropbox on or before their due date. Each case is worth 100 points. Late cases are penalized 20 points.

90 – 100 points: Each case question is answered accurately, thoroughly, and professionally. Professionalism in writing includes proper spelling, grammar and presentation. Reference to textbook concepts will be presented.

60 – 89 points: One or more case question is answered incorrectly or the case is not presented professionally. May lack references to textbook concepts.

0 – 59 points: Incomplete cases, multiple errors in reasoning or conclusion, lack of professionalism.

Note: Turnitin.com is used to determine case originality. Case submissions with an Originality Report higher than 60% may NOT earn more than one-half credit. Papers with 80% or higher will earn NO points. It is up to the instructor whether cases may be re-submitted.

EXAMS AND GRADING CRITERIA

There will be four scheduled exams and each exam will have 25 multiple choice questions. You will have TWO ATTEMPTS at each graded exam and I will take the highest score as the final score. Each exam is worth 150 points for a total of 600 points. Please do not open the exam unless you are ready to take it and you will have one (1) hour. If an exam is missed I will re-open them again towards the end of the term. Exams taken during the late period will be penalized 30 points. To access the exams click on
“Quizzes” in the navigation bar. Also, practice chapter quizzes are provided and they do not count towards your final grade.

Student Rights & Responsibilities

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”

Academic Integrity

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

Honor Pledge: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view Honor Code.

A student who is found to have cheated will be reported to Judicial Affairs. The student will receive a grade of 0 on the assignment with no opportunity to resubmit the assignment for a different grade. If a student has previously taken this course with the current instructor or a different instructor, permission must be obtained from the current instructor to re-use previously submitted assignments. If permission is not obtained prior to the submission of the re-used assignment, the student may be determined to have self-plagiarized. This finding may result in a report to Judicial Affairs and the receipt of a grade of 0 on the assignment with no opportunity to resubmit the assignment for a higher grade.

Academic Support Services

Students with Disabilities: The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.

Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/
The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to [http://www.daytonastate.edu/asc/](http://www.daytonastate.edu/asc/) or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc)

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. [www.daytonastate.edu/library](http://www.daytonastate.edu/library)

**Technical Support** is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-3950 or e-mail HelpDesk@daytonastate.edu

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit [https://www.getrave.com/login/daytonastate](https://www.getrave.com/login/daytonastate).
ASSIGNMENTS AND DUE DATES

Note: There are NO makeup assignments for any of the work in this class.

PLEASE MARK ALL IMPORTANT DATES ON YOUR CALENDAR. YOU ARE RESPONSIBLE FOR COMPLETING WORK ON TIME.

Oct 23 – Class begins. Please introduce yourself in our Student Success Forum under “Introductions.” This needs to be done the first time you sign-in on Oct 23 and no later than Oct 25.

DUE DATES FOR EXAMS
Exam 1 (Chapters 1, 2, 3) – Nov 6
Exam 2 (Chapters 4, 5, 6) – Nov 15
Exam 3 (Chapters 7, 8, 9) – Nov 29
Exam 4 (Chapters 10, 11, 13) – Dec 11
Exam Late Period (30 point penalty) – 12/12 – 12/13

DISCUSSIONS DATES
Nov 6 through Nov 13 – Graded Group Discussion #1 – Part 1
Nov 13 through Nov 20 – Graded Group Discussion #1 – Part 2
Nov 20 through Nov 27 – Graded Group Discussion #2 – Part 1
Nov 27 through Dec 4 – Graded Group Discussion #2 – Part 2
Part 1 posts that are late will receive a 10 point deduction
Part 2 posts that are early will receive a 5 point deduction.

CASES AND DUE DATES (Cases located in the “content” section of the course)
Case 1 – Conflicting Views (relates to chapter 4) Due on or before Nov 14
Case 2 – Controlling Absenteeism (relates to chapter 13) Due on or before Dec 5
Final date to submit late cases (20 point penalty) is Nov 12.

Contacting Your Instructor

If you have questions regarding anything in the syllabus please post your question online in the syllabus question forum.

If you have questions regarding course content please post your questions in the discussion forum on under the appropriate topic.

If you need to contact me about your grade or a personal issue, click on classlist then select my name (John Weiss). Also, please enter the course number in the subject line.
<table>
<thead>
<tr>
<th>WEEK OF</th>
<th>CLASS ACTIVITIES</th>
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<tbody>
<tr>
<td>10/23</td>
<td>Post your Self-Introduction by 10/25. Read chapter 1 and complete practice quiz 1</td>
</tr>
<tr>
<td>10/30</td>
<td>Read chapters 2 - 3 and complete practice quizzes 2 and 3</td>
</tr>
</tbody>
</table>
| 11/6    | Read chapters 4 - 5 and complete practice quizzes 4 and 5  
  Take exam on chapters 1,2,3 by 11/6  
  Discussion 1 – Part 1 starts 11/6 and ends 11/13. |
| 11/13   | Read chapters 6 - 7 and complete practice quizzes 6 and 7  
  Case 1 – due by 11/14.  
  Take exam on chapters 4,5,6 by 11/15 |
| 11/20   | Read chapters 8 - 9 and complete practice quizzes 8 and 9  
| 11/27   | Read chapters 10 - 11 and complete practice quizzes 10 and 11  
  Take exam on chapters 7,8,9 by 11/29  
| 12/4    | Read chapter 13 and complete practice quiz 13  
  Case 2 – due by 12/5. |
| 12/11   | Take exam for 10,11,13 by 12/11  
  Last date to upload late cases – 12/12 (20 point penalty)  
  Last day to take any missed exams – 12/13 (30 point penalty)  
  Late exam period – 12/12 – 12/13 |