

### COURSE SCHEDULE FOR COLLEGE OF MANAGEMENT SEMESTER COURSES

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

<b>COURSE TITLE BLACKBOARD SITE</b>	Course Number: MGT 2203 Course Name: Management & Supervision Fall 2012 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> CRN 1909
<b>INSTRUCTOR</b>	Name: Frank Cusmano Telephone: (home) 810-794-2348 E-mail: <a href="mailto:facusmano@comcast.net">facusmano@comcast.net</a> Office Location / Hours: As requested by student
<b>SCHEDULE</b>	September 5, 2011 – December 16, 2011  See <a href="http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp">http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for LTU academic calendar information.
<b>LEVEL/ HOURS PREREQUISITE</b>	Under Graduate Degree / 3 credit hours Admission / prerequisite requirements
<b>REQUIRED TEXT</b>  (See Blackboard for additional resources)	Edwin G. Leonard. <b>Supervision: Concepts and Practices of Management</b> , 11e, South-Western Cengage Learning, ISBN 10:0-324-59092-X
<b>ADDITIONAL RESOURCES</b>	LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a>
<b>TECHNICAL SUPPORT</b>	Technical support for using Blackboard is provided by the Helpdesk. Visit <a href="http://www.ltu.edu/ehelp">www.ltu.edu/ehelp</a> or 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a>

**NOTE: ALL “Assignments” are due Sunday, midnight**

Dates	Modules	Topics / Readings	Assignments Due
Prior to Semester Start and Sept 5 – Sept 09	0	-Online Learning Orientation -Course Orientation: Syllabus, Textbook, Case Studies, Requirements for Success Reading material listed in Theory Section -Course Lecture	Course orientation Mod 0 Introductions No Discussion Case Forum No Assignment Case
Week of Sept 10 – Sept 16	1	Chapter 1 & 2 Overview / Managerial Functions -Course Lecture -Chapter Video	No Discussion Case Forum Assignment Due – Case 1-5 (Practice Case – no points)
Week of Sept 17 – Sept 23	2	Chapter 3 & 4 Supervisory Essentials / Principles of Motivation -Course Lecture -Chapter Video	Discussion Forum – Case 2-1 Assignment Due – Case 2-3
Week of Sept 24 – Sept 30	3	Chapter 5 Solving Problems / Decision Making and the Supervisor -Course Lecture -Chapter Video	Discussion Forum – Case 2-6 Assignment Due – Case 2-8
Week of Oct 1 – Oct 7	4	Chapter 6 Positive Discipline -Course Lecture -Chapter Video	Discussion Forum – Case 2-7 No Assignment Case  Quiz #1 – Complete Quiz by Sunday, Oct 9 <sup>th</sup> , 11:59 p.m.
Week of Oct 8 – Oct 14	5	Chapter 7 Supervisory Planning -Course Lecture -Chapter Video	Discussion Forum – Case 3-6 Assignment Due – Case 3-7
Week of Oct 15 – Oct 21	6	Chapter 8 Supervisory Organizing at the Department Level -Course Lecture -Chapter Video	Discussion Forum – Case 3-1 No Assignment Case Supervisor Interview Due
Week of Oct 22 – Oct 28	7	Chapter 9 The Supervisor / Employee Recruitment / Selection / Orientation / Training -Course Lecture -Chapter Video	Discussion Forum – Case 4-2 Assignment Due – Case 4-3
Week of Oct 29 – Nov 4	8	Chapter 10 Performance Management -Course Lecture -Chapter Video	Discussion Forum – Case 4-8  Quiz #2 – Complete Quiz by Sunday, Nov 6 <sup>th</sup> , 11:59 p.m.

Dates	Modules	Topics / Readings	Assignments Due
Week of Nov 5 – Nov 11	9	Chapter 11 Leadership / Management of Change -Course Lecture -Chapter Video	Discussion Forum – Case 5-5 Assignment Due – Case 5-1
Week of Nov 12 – Nov 18	10	Chapter 12 Managing Work Groups -Course Lecture -Chapter Video	Discussion Forum – Case 5-3 Assignment Due – Case 5-6
Week of Nov 19 – Nov 25	11	Chapter 13 Supervising a Diverse Workforce -Course Lecture -Chapter Video	Quiz #3 – Complete Quiz by Sunday, Nov 27 <sup>th</sup> , 11:59 p.m.
Week of Nov 26 – Dec 2	12	Chapter 14 Fundamentals of Controlling -Course Lecture -Course Video	Discussion Forum –Case 6-2 Assignment Due – Case 6-4
Week of Dec 3 – Dec 9	13	Chapter 15 Resolving Conflicts in the Workplace -Course Lecture -Course Video	Assignment Due – Case 6-5 Research Report Due
Week of Dec 10 – Dec 15		End of Course Feedback from Instructor and Grades	

## STUDENT EVALUATION

The course has various assignments totaling 100 points. Letter grades are awarded based on the weighted total. Points are deducted for late assignments.

Assignments	Notes	Percentage of Grade
Case Discussion Forums @ 1.0% each Graded on 5 point scale / Grading Rubric	Total of 10	10
3 Quiz's @ 15% each		45
Assignment Cases @ 2.5% each Graded on Percentage Scale (100% - 0%)	Total of 8	20
Supervisor Interview		05
Research Report		20
Total Points		100%

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D (Undergrad Only)
60 and below	E

*Note: Grades lower than a "B" fall below the LTU graduate standard*

## EDUCATIONAL GOALS

This course covers the study of management and supervisory concepts from their theoretical bases through their practical applications. Students are given opportunities to learn the art and science of management beginning at the supervisory level. Emphasis is placed on ideas and their results. Exercises, case studies, and other real world examples are an important element of the learning experience.

## STUDENT LEARNING OBJECTIVES / OUTCOMES

In this course you should develop an understanding of the fundamental of management. We will take the theories examined in our textbook and practice to become competent managers in the workplace. We shall confront different types of managerial problems with the focus on arriving at the best possible solution. This practical learning experience should assist you when similar issues arise in your future or current employment setting.

## INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

**Blackboard Learning Environment** – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated PowerPoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

**Student/Instructor Conversations** – Students keep in touch with the instructor via e-mail messages, telephone conference calls, and scheduled web conference conversations.

**Required Reading** – Textbook chapters and assigned reading material should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

**Publisher Web Site** – A publisher web site at <http://www.nnn.com/nnn> includes instructional materials, PowerPoint slides, case studies, application exercises, and practice quizzes. You should make use of as many of these resources as you need to be successful.

**Assignments** – List and briefly describe assignments here.

## CLASS POLICIES AND EXPECTATIONS

*I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:*

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me so I can store your address in my email directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:

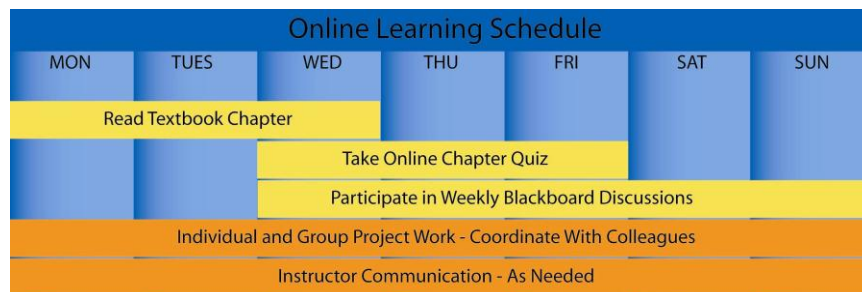
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

### **PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS**

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions (3 hours class time), and review lecture and course materials. This effort will total at least 84 hours over the course of the semester.

The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:



## DISCUSSION BOARD/ASSIGNMENT DETAILS

Discussion Board and Assignment Case information is provided within your course information in Blackboard. The case assignments and discussion questions are located in Blackboard; click the appropriate button after entering the course.

Please note ALL assignments and discussion board dialogues are due on Sunday at midnight. Submit all assignments to the instructor using Blackboard using the “view/complete ....” function provided for each assignment

Blackboard discussion / participation requirements include ....

Each Discussion Forum is graded on a five (5) point scale. The purpose of a discussion in this course is to demonstrate your knowledge of the subject and to communicate with fellow students and the instructor on the selected subject.

- Success in an online course discussion forum requires you to post promptly to the topic presented and participate with at least two other students.
- Example: Review the course “Theory” material listed in the course and review the Topic/Reading requirements listed in the syllabus.
  - **Post your initial response to the instructors weekly Module Discussion by at least Thursday.**
  - Review fellow student’s posts and respond to the information presented.

Rubric for Grading Discussion Forum:

Possible Points	Description
2	Applied chapter knowledge in your initial discussion
1	Applied chapter knowledge with fellow student discussion
1	Included assigned course material in discussion, reading and viewing material
.5	Engaged discussion with two other students
.5	Timeliness in post allowed fellow students to participate in your discussion