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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>BLACKBOARD SITE</th>
<th>COURSE NUMBER: MGT 2203</th>
<th>COURSE NAME: Management &amp; Supervision</th>
<th>Fall 2012 – <a href="http://my.ltu.edu">http://my.ltu.edu</a></th>
<th>CRN 1909</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTOR</td>
<td>Name: Frank Cusmano</td>
<td>Telephone: (home) 810-794-2348</td>
<td>E-mail: <a href="mailto:facusmano@comcast.net">facusmano@comcast.net</a></td>
<td>Office Location / Hours: As requested by student</td>
<td></td>
</tr>
<tr>
<td>LEVEL/HOURS PREREQUISITE</td>
<td>Under Graduate Degree / 3 credit hours</td>
<td>Admission / prerequisite requirements</td>
<td></td>
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<tr>
<td>ADDITIONAL RESOURCES</td>
<td>LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a></td>
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<tr>
<td>TECHNICAL SUPPORT</td>
<td>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></td>
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</tbody>
</table>
NOTE: ALL “Assignments” are due Sunday, midnight

<table>
<thead>
<tr>
<th>Dates</th>
<th>Modules</th>
<th>Topics / Readings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Semester</td>
<td>0</td>
<td>-Online Learning Orientation</td>
<td>Course orientation</td>
</tr>
<tr>
<td>Start and</td>
<td></td>
<td>-Course Orientation: Syllabus, Textbook, Case Studies, Requirements for Success</td>
<td>Mod 0 Introductions</td>
</tr>
<tr>
<td>Sept 5 – Sept 09</td>
<td></td>
<td>Reading material listed in Theory Section</td>
<td>No Discussion Case Forum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Course Lecture</td>
<td>No Assignment Case</td>
</tr>
<tr>
<td>Week of Sept</td>
<td>1</td>
<td>1 &amp; 2 Overview / Managerial Functions</td>
<td>No Discussion Case Forum</td>
</tr>
<tr>
<td>10 – Sept 16</td>
<td></td>
<td>-Course Lecture</td>
<td>Assignment Due – Case 1-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td>(Practice Case – no points)</td>
</tr>
<tr>
<td>Week of Sept</td>
<td>2</td>
<td>Chapter 3 &amp; 4 Supervisory Essentials / Principles of Motivation</td>
<td>Discussion Forum – Case 2-1</td>
</tr>
<tr>
<td>17 – Sept 23</td>
<td></td>
<td>-Course Lecture</td>
<td>Assignment Due – Case 2-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Week of Sept</td>
<td>3</td>
<td>Chapter 5 Solving Problems / Decision Making and the Supervisor</td>
<td>Discussion Forum – Case 2-6</td>
</tr>
<tr>
<td>24 – Sept 30</td>
<td></td>
<td>-Course Lecture</td>
<td>Assignment Due – Case 2-8</td>
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<td></td>
<td></td>
<td>-Chapter Video</td>
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</tr>
<tr>
<td>Week of Oct</td>
<td>4</td>
<td>Chapter 6 Positive Discipline</td>
<td>Discussion Forum – Case 2-7</td>
</tr>
<tr>
<td>1 – Oct 7</td>
<td></td>
<td>-Course Lecture</td>
<td>No Assignment Case</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td>Quiz #1 – Complete Quiz by Sunday, Oct 9th, 11:59 p.m.</td>
</tr>
<tr>
<td>Week of Oct</td>
<td>5</td>
<td>Chapter 7 Supervisory Planning</td>
<td>Discussion Forum – Case 3-6</td>
</tr>
<tr>
<td>8 – Oct 14</td>
<td></td>
<td>-Course Lecture</td>
<td>Assignment Due – Case 3-7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Week of Oct</td>
<td>6</td>
<td>Chapter 8 Supervisory Organizing at the Department Level</td>
<td>Discussion Forum – Case 3-1</td>
</tr>
<tr>
<td>15 – Oct 21</td>
<td></td>
<td>-Course Lecture</td>
<td>No Assignment Case</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td>Supervisor Interview Due</td>
</tr>
<tr>
<td>Week of Oct</td>
<td>7</td>
<td>Chapter 9 The Supervisor / Employee Recruitment / Selection / Orientation / Training</td>
<td>Discussion Forum – Case 4-2</td>
</tr>
<tr>
<td>22 – Oct 28</td>
<td></td>
<td>-Course Lecture</td>
<td>Assignment Due – Case 4-3</td>
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<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Week of Oct</td>
<td>8</td>
<td>Chapter 10 Performance Management</td>
<td>Discussion Forum – Case 4-8</td>
</tr>
<tr>
<td>29 – Nov 4</td>
<td></td>
<td>-Course Lecture</td>
<td>Quiz #2 – Complete Quiz by Sunday, Nov 6th, 11:59 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>-Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>Modules</td>
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<tr>
<td>Week of Nov 5 – Nov 11</td>
<td>9</td>
<td>Chapter 11 Leadership / Management of Change</td>
<td>Discussion Forum – Case 5-5 Assignment Due – Case 5-1</td>
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<tr>
<td></td>
<td></td>
<td>- Course Lecture</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Week of Nov 12 – Nov 18</td>
<td>10</td>
<td>Chapter 12 Managing Work Groups</td>
<td>Discussion Forum – Case 5-3 Assignment Due – Case 5-6</td>
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<tr>
<td></td>
<td></td>
<td>- Course Lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter Video</td>
<td></td>
</tr>
<tr>
<td>Week of Nov 19 – Nov 25</td>
<td>11</td>
<td>Chapter 13 Supervising a Diverse Workforce</td>
<td>Quiz #3 – Complete Quiz by Sunday, Nov 27th, 11:59 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>- Course Lecture</td>
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<tr>
<td></td>
<td></td>
<td>- Chapter Video</td>
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</tr>
<tr>
<td>Week of Nov 26 – Dec 2</td>
<td>12</td>
<td>Chapter 14 Fundamentals of Controlling</td>
<td>Discussion Forum – Case 6-2 Assignment Due – Case 6-4</td>
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<tr>
<td></td>
<td></td>
<td>- Course Lecture</td>
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<td></td>
<td></td>
<td>- Course Video</td>
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</tr>
<tr>
<td>Week of Dec 3 – Dec 9</td>
<td>13</td>
<td>Chapter 15 Resolving Conflicts in the Workplace</td>
<td>Assignment Due – Case 6-5 Research Report Due</td>
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<td></td>
<td></td>
<td>- Course Lecture</td>
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<tr>
<td></td>
<td></td>
<td>- Course Video</td>
<td></td>
</tr>
<tr>
<td>Week of Dec 10 – Dec 15</td>
<td>15</td>
<td>End of Course Feedback from Instructor and Grades</td>
<td></td>
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</table>
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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Notes</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Discussion Forums @ 1.0% each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graded on 5 point scale / Grading Rubric</td>
<td>Total of 10</td>
<td>10</td>
</tr>
<tr>
<td>3 Quiz’s @ 15% each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment Cases @ 2.5% each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graded on Percentage Scale (100% - 0%)</td>
<td>Total of 8</td>
<td>20</td>
</tr>
<tr>
<td>Supervisor Interview</td>
<td></td>
<td></td>
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<tr>
<td>Research Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Applied chapter knowledge in your initial discussion</td>
</tr>
<tr>
<td>1</td>
<td>Applied chapter knowledge with fellow student discussion</td>
</tr>
<tr>
<td>1</td>
<td>Included assigned course material in discussion, reading and viewing material</td>
</tr>
<tr>
<td>.5</td>
<td>Engaged discussion with two other students</td>
</tr>
<tr>
<td>.5</td>
<td>Timeliness in post allowed fellow students to participate in your discussion</td>
</tr>
</tbody>
</table>