BUS-160 Principles of Supervision 3 credits

I. Catalog Description: This course offers practical advice on handling real-life, on-the-job personnel situations from the perspective of Tribal and Non-Tribal Personnel. Course components include: employee staffing and training, employee evaluation, motivating employees, handling employee-management conflicts, when and how to discipline an employee, supervisory management of costs and budgets, managerial legal aspects regarding human rights and equal opportunities, and supervisory participation in the development of contractual agreements.

II. Prerequisites, pre-/co-requisites, co-requisites, recommended: The prerequisite for this class is BUS 110 – Introduction to business. It is important that students first take BUS 110 because it provides the foundation material as it relates to supervision.

III. Rationale for Course Level: This course is a 100 level class. This level is appropriate for the material being presented. This class is necessary because it provides the foundation framework, strategies and techniques for first level supervisors. It is recommended that the course level not be changed at this time.

IV. Suggested Textbooks:


V. Student Learning Course Objectives:

Institutional Learning Goals
1. The course will satisfy the following:
2. Apply aspects of Anishinaabe culture and traditional values.
3. Demonstrate competency in reading, writing, oral communication, and numerical literacy
4. Be able to evaluate information
5. Consider multiple perspectives from the diversity of human experience

Business Program Goals

This course will satisfy the following:

1. Students will apply critical thinking skills within a business environment. Level: Developmental/ Applied
2. Students will solve ethical and legal dilemmas facing management using socially responsible business practices. Level: Developmental/ Applied
3. Students will recognize the emotional implications of business decisions affecting internal and external stakeholders. Level: Developmental/ Applied
4. Students will communicate effectively in a diverse and global business environment. Level: Developmental/ Applied
5. Students will apply the dynamics of teamwork in the business setting. Level: Developmental/ Applied

**Student learning outcomes**

1. Students will define a supervisor’s function in an organization.
2. Students will create an effective strategy to communicate organizational policies, procedures, and changes to subordinates.
3. Students will apply specific HRM techniques to enhance recruitment, selection, and development.
4. Students will construct an effective work team through the application of group dynamics theories.
5. Students will apply techniques for resolving conflict.
6. Students will demonstrate an understanding the legal and ethical constraints of managing the workforce.

**VI. Suggested Course Outline:**

**Week 1**
Class Introduction
Chapter 1 – (Modern Supervision: Concept and Skills) / Chapter 1 Quiz

**Week 2**
Chapter 2 – (Ensuring High Quality and Productivity) / Chapter 2 Quiz
Chapter 3 – (Groups, Teams, and Powerful Meetings) / Chapter 3 Quiz

**Week 3**
Chapter 4 – (Corporate Social Responsibility and Ethics) / Chapter 4 Quiz
Chapter 5 – (Managing Diversity) / Chapter 5 Quiz

**Week 4**
Exam #1 – Chapters 1-5
Chapter 6 – (Reaching Goals: Plans and Controls) / Chapter 6 Quiz

**Week 5**
Chapter 7 – (Organizing and Authority) / Chapter 7 Quiz
Assign first writing assignment and provide writing guidelines and rubric

**Week 6**
Chapter 8 – (The Supervisor as a Leader) / Chapter 8 Quiz
Chapter 9 Quiz

Week 7
Exam #2 – Chapters 6-9

Week 8
Chapter 10 – (Communication) / Chapter 10 Quiz
Chapter 11 – (Motivating Employees) / Chapter 11 Quiz

Week 9
Assign Presentation with format and rubric.
Chapter 12 – (Problem Employees Counseling and Discipline) / Chapter 12 Quiz

Week 10
Chapter 13 – (Managing Time and Stress) / Chapter 13 Quiz
Exam #3 – Chapters 10-13

Week 11
Presentations

Week 12
Chapter 15 – (Selecting Employees) / Chapter 15 Quiz

Week 13
Chapter 16 – (Providing Orientation and Training) / Chapter 16 Quiz

Week 14
Chapter 17 – (Appraising Performance) / Chapter 17 Quiz

Week 15
Open

Week 16
Final Exam

VII. Bibliography


Syllabus Prepared By:

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