



## **BUSA 1320 Supervision section name section credit hours Credits** **Syllabus**

### Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course is intended for those who either want to become supervisors or want to improve their present level of supervisory skills and knowledge. Management principles and their application to actual on-the-job situations are presented enabling students to contribute more effectively to the goals of the organization.

**Prerequisites:** course prereqs

**Terms offered:** Fall and Spring

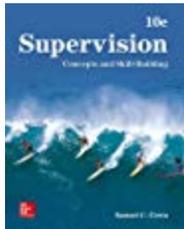
#### **Section-specific Course Description:**

### Course Level Objectives

1. Describe the roles of a supervisor and identify general supervisor functions, and what makes successful supervisor.
2. Discuss the supervisor as a leader explaining leadership theories and management styles presented through examples.
3. Develop and communicate guidelines for groups and teams in the workplace emphasizing social responsibility and ethics in the workplace.
4. Discuss in detail the function of the supervisor by creating goals, problem solving, and decision-making.
5. Identify, examine, and discuss the core skills of a supervisor.
6. Distinguish and describe the role of supervision in human resources in an organization and discuss effective processes in the selection of employees, training employees, and conducting performance appraisals.
7. Define modern communication theory and discuss the importance of effective communication.

8. Describe human motivation theory and effective methods for building relationships.
9. Identify the techniques of managing change and stress.

## Required Texts and/or Materials



### **Supervision**

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McGraw-Hill

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ECOMM CONNECT ONLINE ACCESS FOR SUPERVISION: CONCEPTS AND SKILL-BUILDING

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

As an online course, there is much less interaction with the instructor and other students. This puts a demand on each student to work independently. An online course takes as much work as a traditional college course. A general rule of thumb is that students should study two to three hours outside class for each hour in class. Since this is an online class, you need to factor in the three hours of classroom time that you are missing.

McGraw-Hill Connect is an easy-to-use homework and learning management solution that embeds learning science and award-winning adaptive tools to help you get the best results in this course. It is designed to create a personalized pathway for your success, making every minute you study more effective. Using adaptive technology, Connect pinpoints exactly what you know and don't know yet, and seamlessly offers up learning resources in real time to help you focus your study time. Connect contains the interactive eBook and study tools, giving you anytime access to course resources and assignments.

Course Work:

- Read text material as outlined on the Course Schedule.
- Take Chapter Quizzes (two attempts)
- Participate in Discussion Forums
- Submit written assignments
- Complete Self-Assessment exercises
- Take Midterm/Final Exam

Self-direction, personal initiative, direct participation and frequent interaction are the ingredients of successful online learning. Students will be expected to schedule substantial time each week to: View the Course Announcements and participate in all Online Discussions per the course schedule. This means students will need to take the initiative to read the assigned chapters and the assignment Instructions and complete them per the course schedule.

If you don't learn well on your own, you should reconsider whether you are suited for this course right now. To help you determine whether an online course is the right choice for you, look over the "General Course Online Readiness" information on the SJC website —<https://www.sanjuacollege.edu/administrative-services/online-services/student-resources/>.

Late Work and Makeup Quizzes, Exams:

Late work for individual written assignments will not be accepted without prior approval and that approval is not guaranteed. Late Work involving others students (i.e. group work and web discussions) will not be accepted. Makeup Quizzes or Exams will not be offered.

Study Assistance:

If you would like additional assistance in the study skills and the writing skills that are required for this course, the Student Success Center has tutors that can assist you.

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

## **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## **Participation and Attendance Policy**

Students must attend the class by checking in to the Canvas course website multiple times and days each week over the semester and successfully complete all assignments by the due dates identified on the course schedule.

Online Attendance and Participation: We expect students to participate in all instructional activities. Online (hybrid) courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in Canvas; submission/completion of assignments; and communication with the instructor.

Attendance will be evaluated through the Canvas course statistics and the submission of work through email. Please be aware that if you fail to complete tests and submit work by the due dates it will be reflected in your final grade.

## **Other Classroom Policies and Expectations**

Testing policy: You must take all tests as scheduled. If an emergency arises before test time, and you are unable to take a test, notify the instructor as soon possible before the scheduled test time, to make arrangements for the test. An emergency would only include bereavement, sudden illness of self or an immediate family member, or an extraordinary circumstance that the student has no control. This is allowed only one time. The student will receive a zero if the instructor is not notified.

The Final Exam requires an approved proctor at an approved testing center such as San Juan College Testing Center The Final Exam is scheduled through SmarterProctoring in Canvas: If students choose to test virtually, there is a fee charged. Students are provided with the minimum requirements for using the proctoring service. Student will receive an email and there are links to test your equipment.

Emails should be sent through the course in Canvas. Students should check school emails in MySJC Portal frequently. You will have emails and/or discussion assignments throughout the semester. Start an original thread when starting a new topic. Emails must use proper English, grammar, and mechanics to be read. If there are errors, the emails will be sent back to the student for revision.

San Juan College encourages students to challenge themselves academically. Students should show respect to their classmates, their instructor and themselves. The assignments and discussion boards give students a forum to share their knowledge and experiences. However, this is not a venue for personal attacks and political expressions.

## Canvas Participation and Expectations

Students are expected to log into Canvas two to three times a week to check announcements, emails, class assignments, and take weekly quizzes.

Students must participate in the class by using a combination of: participation in and Discussion Boards, as well as complete the accompanying review questions and other written assignments, all within the Canvas course website.

In addition, it is expected that all students will complete the reading assignments in Smartbook as well as McGraw Hill Connect Self-study's, view supplementary resources as provided to engage in their own learning process.

Missing individual assignments or group activities will have a harmful effect on the students' grade to the extent that they cannot be made-up.

## Instructor Response Time

The instructor checks phone messages daily; checks email several times a day. The response time will be within 24/48 hours except on weekends and holidays, which may take longer. Assignments are graded and returned within a week unless the assignments are longer in content. Most grades are entered in Canvas within a week.

When contacting the instructor be sure to indicate the key information such as assignment name and specific problem/issue. Create a new email rather than using reply button from a different topic. Also use the subject line to make it easier to track. Failure to do these two simple things may cause your email to be misplaced and overlooked.

## Course Time Commitment

Students should allocate time devoted to this 3-credit hour course each week. The following time periods establishes, for an average student, the time commitment needed each week:

- 15-week course (full semester), a minimum of 8 hours
- 12-week course, a minimum of 10 hours
- 8-week course, a minimum of 15 hours
- 6-week course, a minimum of 20 hours
- 3-week course, a minimum of 40 hours

## Grading

Final grades are calculated based on the following...

Category	Weight %	Grading Scale %	Grade
Quizzes	20	90 - 100%	A
Discussions	20	80 - 89%	B
Assignments	35	70 - 79%	C
Midterm/Final Exam	25	60 - 69%	D
	100%	59% - Less	F

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Course Schedule for this course is on a separate page. NOTE: The instructor may change the content and schedule of the course at any time.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button

for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

## **2. The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

## **3. Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

## **4. Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)

- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

## 6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## 7. **Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive

interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

#### **9. Grading Policies**

##### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

#### **10. Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

# Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)