



**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.

**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**

9781264200924

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McGraw-Hill

2018-02-13

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

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## 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.sanjuancollege.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.

## 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.

## 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

## 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

## 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.

## 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.

## Instructor Response Times & Regular Interaction Expectations

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.

## 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.

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more.

Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## **College Policies and Resources for Current Students**

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## **Healthy and Safe Practices for Being on Campus**

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.