



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry
921 Ribaut Rd.
Beaufort, SC 29901

Business Technology Division
Building 14, Room 116
843-525-8278

MGT 150 **Fundamentals of Supervision**

Course Description

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

Prerequisites: MGT 101
3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus

Focus is on giving students an understanding of and practice with, common supervisory issues.

Text and References

Textbook information and supplemental material for this course can be found on our TCL Bookstore website at:
<http://bookstore.tcl.edu/SelectTermDept>

Course Goals

The following list of course goals will be addressed in the course.

1. Explain the demands and rewards of being a supervisor
2. Describe the contributions of four schools of management thought
3. Identify and discuss the major demographic and societal trends that will affect supervisors
4. Outline why supervisors must continually grow and develop as professionals
5. Analyze the difficulties supervisors face in fulfilling managerial roles
6. Determine skills of effective supervisors
7. Define management and discuss how the primary managerial functions are interrelated
8. Outline the important characteristics of the supervisor as team leader
9. Summarize the difference between management and leadership
10. Define the concept of authority as a requirement of any managerial position.
11. Distinguish among the types of power potentially available to the supervisor
12. Demonstrate and understanding of why and how labor unions affect the management functions
13. Define communication and explain its importance in today's culture
14. Discuss the implications of the new communication age
15. Analyze the channels of communication available to the supervisor
16. Identify and discuss barriers to effective communication
17. Write about ways to overcome the communication barriers
18. Summarize how supervisors can better manage meetings with their own managers
19. Recognize personal and situational factors that may cause employee job dissatisfaction
20. Analyze and discuss the reasons people behave the way they do
21. Understand the various motivational theories and appreciate their importance
22. Distinguish between the importance of problem-solving and decision-making skills

23. Describe and apply the basic steps of the decision-making process
24. Identify and describe various decision-making styles
25. Interpret the basis and importance of positive discipline in an organization
26. Understand the need to document disciplinary actions and to provide the right of appeal
27. Recognize the importance of "fairness" in the disciplinary process
28. Define planning and explain why all management functions depend on planning
29. Explain how visioning and mission statements provide the foundation for strategic planning
30. Discuss the need for well-defined organizational goals and objectives, particularly as they relate to the supervisor
31. Summarize management by objectives (MBO)
32. Describe how the supervisor plans for efficient and effective resource use
33. Cite the key advantages of quality planning
34. Justify the organizing function of management
35. Discuss the impact of the informal organization and informal group leaders and how supervisors should deal with them
36. Explain the unity-of-command and the span-of-management principles and their applications.
37. Describe departmentalization and alternative approaches for grouping activities and assigning work
38. Recognize the implication for downsizing for restructuring
39. Identify the major factors contributing to organizing effective meetings, especially the supervisor's role
40. Explain how the supervisor should prepare for the selection process
41. Identify what the supervisor can do to ensure that the most qualified applicant is chosen
42. Describe the hiring process and the importance of documentation
43. Define leadership, explain its importance at the supervisory level, and describe elements of contemporary leadership thought
44. Explain the delegation process and define its three major components
45. Describe the form and function of the different types of work groups and the unique relevance of each to the supervisory role
46. Explain the importance of employee morale and its relationship to teamwork and productivity and identify factors that influence employee morale
47. Define the concept of workforce diversity and identify the major categories of legally protected employees and general guidelines for supervising a diverse workforce
48. Discuss the considerations of supervising older workers
49. Recognize several pressures faced by supervisors who are members of protected groups
50. Understand how to best supervise a diverse workforce
51. Describe the nature and importance of the managerial controlling function
52. Identify the essential steps in the control process
53. Describe the nature and importance of the managerial controlling function
54. Discuss the characteristics of effective controls and their importance on time factors
55. Identify the essential steps in the control process
56. Explain how the controlling function is closely related to the other managerial functions
57. Recognize that handling disagreements and conflicts in the workplace is a component of supervision
58. Distinguish between supervisory handling of employee complaints in any work setting and grievances in a unionized situation
59. Describe the supervisor's role at the initial step in a resolving complaint or grievance

Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class and participation in class discussions greatly enhances the learning experience for all students.

Course Evaluation

This class will have exams, projects, assignments and quizzes during the course. Each exam will be based on textbook assignments, lecture material, and classroom discussions from the period preceding the exam. The student must earn a grade of C or better in order to pass the course.

The grading scale is as follows:

A = 92 to 100,
B = 80 to 91,
C = 70 to 79,
D = 60 to 69.
F = Below 60

Course Schedule

This course is offered in-class. Course assignments will be distributed during class time. Course content will be taught in the order that can be found on the syllabus addendum – tentative schedule.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

ONLINE ATTENDANCE PROCEDURE

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

GRADING METHODOLOGY

The final grade must be 70 or more (a grade "C" or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor's voice mail **AND** with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

STATEMENT OF NON - DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

Syllabus Safety Addendum

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb

- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Revised: 7/10/2019