Important Notes: This course is entirely online and in an 8 week compressed format with irregular start/end dates during the semester. Make sure to review the syllabus as some assignments are due on Fridays and some on Sundays. Time management is essential to your success in the course. If you fall behind you will not be allowed to make up late work without a verified medical or family reason.

Course Description: This course provides an introduction and an overview of the function of supervision in all areas of business. The importance of supervision is emphasized along with an analysis of what to do on the job. The principles, practices and concepts used to successfully accomplish the role of the supervisor are discussed in detail. This course may prepare you for your first front-line management position or it may help you become more effective in your current position. If you currently work in a supervisory capacity, you may take advantage of this class to examine the viewpoints and reaction of your non-supervisory classroom peers to the comments and observations made in this class. If you currently work in a non-supervisory capacity, you may pay attention to the views expressed by working supervisors to help determine what they value.

Prerequisites: ENG-W131 or equivalent English Composition course.

The e-text is included in this course. Please click on the IU eTexts (Unizen Engage) tab in the left hand navigation of the Canvas course site to access the textbook.

Department Contact Information:

Technology Leadership and Communication (TLC)
799 W. Michigan St., ET 331/324, Indianapolis, IN 46202
Website: http://engr.iupui.edu/departments/tlc/
Email: tlcgroup@iupui.edu
Main Desk Phone: 317.278.1313

Instructor Contact Information:

Brian Benedict
Email: bbenedic@iupui.edu
Phone: (317) 274-3698
Campus Office: UC3169
Regular Office Hours: By Appointment

Course Communication:

All class correspondence should be done via the Canvas course site email.

Expectations of Students: (Source http://registrar.iupui.edu/resources_students.html)
• Students must read all course materials, including the syllabus, schedule, and descriptions grading and evaluation systems to be used in the course.
• Students are responsible for class attendance and completion of assignments on time.
• Students should be prepared for and participate in classroom activities. In that context, students have the right to raise issues relevant to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed without concern for academic penalty.
• Students must refrain from all academic misconduct and avoid situations giving the appearance of misconduct.

Code of Student Rights, Responsibilities, and Conduct

Indiana University and IUPUI recognize that all students have basic rights and freedoms afforded to them as citizens and members of the university community. Those rights are outlined in Part I: Student Rights of the Code of Student Rights, Responsibilities, and Conduct.

Students are expected to uphold the educational mission of the university and respect the rights and freedoms of others through behaviors that are consistent with the provisions outlined in Part II: Student Responsibilities of the Code of Student Rights, Responsibilities, and Conduct. Students are expected to read, know, and understand these responsibilities. The Office of Student Conduct interprets these provisions and administers the disciplinary process which upholds the Code. Student Conduct staff are available for consultation on an individual basis for any person who has questions about student responsibilities. Please contact the IUPUI Student Advocate.

Department Policies and Procedures

It is not the policy of the Department (TLC) to grant special accommodations for students who miss class, submit late work, or do not fully participate in course requirements without timely communication to the instructor and a documentable justification (medical, military, or variables outside the student’s control).

Students should contact their instructor as quickly as possible if life events interfere with their academic performance or their ability to participate in class meetings or assignments. TLC faculty and staff can connect students to campus resources, facilitate course withdraws, or provide academic support if we are aware of problems or issues early in the semester. Policies on late or missing assignments, attendance, or other activities will vary by section. See Part II of the Code of Student Rights, Responsibilities, and Conduct for details.

Classroom Etiquette: Please be in class on time and remain for the entire period. It is disruptive to the class when students enter late and/or leave early. Please turn off/silence all portable electronic devices while in class. Also, please be respectful to those facilitating discussions - avoid sidebar/private conversations. Students who chose to use a cell phone, pager, iPod, or other personal electronic device during class should leave the room quietly. In online classes, please use appropriate turn-taking and web tools to engage in class discussions. Find a quiet space in your home or work areas such that the class is not distracted by background movements and noise.

E-mail Policy: Indiana University considers e-mail an appropriate mechanism for official communication with IUPUI students unless otherwise prohibited by law. The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. If you prefer to use your personal e-mail provider (AOL, Yahoo, Gmail,
for example), forward your IUPUI address to that address so that you don’t miss important, official University mailings.

Check the Canvas Announcement area in the course and your IUPUI email regularly for reminders, campus communication, and other course information related to class meetings or assignments.

To view all campus email through a preferred email account, please click on the link below to set your all IUPUI email accounts to forward to the account you check on a daily basis. http://uits.iu.edu/page/berh

Campus Policies and Procedures

Important information about campus assistance policies can be found here

The IUPUI Office of the Registrar provides details relating to campus-level policies as well as deadlines for withdrawal from this and all courses. Students are responsible for reading and understanding the academic calendar, the Code of Student Conduct, and other campus/school-level policies and procedures. Please review all other official campus information, academic dates, and other important information at the following link: http://registrar.iupui.edu/

Bulletin: The IUPUI Bulletin includes a list of degree requirements, school graduation requirements, and information related to other programs across the campus. This electronic document is updated each fall: http://bulletin.iupui.edu/

Emergency Alerts: IU uses a variety of methods to provide emergency and safety information. Collectively, these capabilities are called "IU-Notify." Register for IU-Notify so you receive alerts by going here: https://protect.iu.edu/emergency/iunotify

Weather or Emergency Cancellation: School closings or weather-related cancellations will be announced on television and radio. Call (317) 278-1600 for the latest open or closed status for campus or visit http://protect.iu.edu/emergency. Fully online courses will still meet during weather alerts, please check course announcements for additional changes.

Administrative Withdrawal: A basic requirement of this course includes participation in class and conscientious completion of all activities and assignments. Students who miss more than half of the course meetings and/or do not submit required work during the first 25% of the course length will be Administratively Withdrawn via during the Performance Evaluation Period. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period for this course; and, if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me. http://registrar.iupui.edu/withdrawal-policy.html

Withdrawal
If you are unable to complete the course, you must officially withdraw with the Registrar’s Office, following the timetable and procedures of the University (find the current academic calendar by going to the Registrar’s home page). If you do not withdraw and do not complete the required course work, you will receive an “F” for the semester. Students admitted to University College or the School of Engineering and Technology are permitted one 3.0 credit hour withdraw per semester.
Note: Failing to participate in class is not considered withdrawal from the class. Do NOT simply stop participating. If you have problems with the course or personal problems preventing you from participating in class, talk to your instructor(s) or advisor about how to officially withdraw.

Plagiarism: Please note that all students are expected to complete his/her work. IUPUI Faculty/Student Handbooks note that “honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else, as one's own, is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism” (2014). Students must give credit for information and ideas from other source. The official style guide for Engineering and Technology is APA Style (If a specific course requires format/style guidelines other than APA, this information will be provided in the assignment instructions.)

IU, Purdue, and IUPUI policy dictate that we investigate any suspicion of cheating or plagiarism. OLS policy is an automatic F for any assignment where the author has cheated and/or plagiarized material – with no opportunity for a re-write. We must also report the incident to the Dean's Office. More information about plagiarism can be found at http://life.iupui.edu/conduct/procedures

Incomplete Grades: “The grade of Incomplete used on the final grade report indicates that a substantial portion of the course work has been satisfactorily but not entirely completed as of the end of the semester. The grade of Incomplete may be given only when the completed portion of the student's work in the course is of passing quality. Should the faculty member agree to assign a grade of Incomplete, he or she also has the right to set a specific date (up to one year) by which all unfinished work must be completed. Upon submission of the completed work, the faculty member files a Removal of Incomplete form with the Office of the Registrar.

Please note that by agreeing to assign a grade of Incomplete (I), the instructor is not required to give the student a year to finish the work. The instructor has the right to set a shorter-term deadline as deemed appropriate. If the student has not satisfactorily completed the work by the deadline established by the instructor, the instructor should send a Removal of Incomplete form to the Office of the Registrar with the appropriate grade on the completed work. If the work has not been completed and a grade assigned within a year from the end of the semester in which the Incomplete was awarded, the Office of the Registrar will automatically change the grade to an F.”

For additional information, please view the origin of the text above in the IUPUI Bulletin or the Registrar’s website: http://registrar.iupui.edu/registration-guide/incomplete-grades.htm

No Class Attendance without Official Enrollment: After the conclusion of the 100% refund period for the relevant term or session (http://www.bursar.iupui.edu/refunds.asp), all individuals attending classes on a regular basis MUST be officially enrolled in the class, attending the class based on formal arrangements to make up a prior grade of Incomplete, or enrolled as an auditor.

- Students making up an Incomplete from a prior term should be added to the Learning Management system roster as well at the Student Performance roster (part of IU FLAGS system).
- Students who are officially auditing a course (http://registrar.iupui.edu/auditcrs.html) must follow the course attendance and work expectations agreed to by the course instructor.
- One time visitors to classes may be allowed only on an exception basis with prior permission of the instructor.
- Individual academic units may have stricter policies based on the types of instruction occurring within the unit.

Note: This policy does not apply to individuals who provide assistance to a student with a documented disability, such as Adaptive Educational Services sign language interpreters, individuals who are involved in the course in an instructional role, or administrative personnel.

**Adaptive Educational Services:** Adaptive Educational Services (AES) provides accommodations for students with special challenges or disabilities that may affect their classroom performance. If you are eligible you may register with AES by calling 274-3241 and making an appointment; or visiting them in Taylor Hall, UC Suite 100. Visit [http://aes.iupui.edu/](http://aes.iupui.edu/) for more information.

**Counseling and Psychological Services (CAPS):** During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting IUPUI's Counseling and Psychological Services (CAPS). All IUPUI students are eligible for individual counseling services at minimal fees. Group counseling services are free of charge. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in Walker Plaza, Room 220 (719 Indiana Avenue) and can be contacted by phone (317-274-2548). For more information, see the CAPS web-site at: [http://life.iupui.edu/caps/](http://life.iupui.edu/caps/).

**IUPUI Writing Centers & Resources**

**Technical Communication Writing Center:** Technical Communication tutors offer individual tutoring on campus or online (hours vary by semester) to help students with their writing assignments or other communication tasks. Contact the TCM Writing Center (located in ET 232) via email tcmwc@iupui.edu or click here to schedule an appointment.

**University Writing Centers:** The University Writing Center provides tutoring for students, staff, and faculty on all kinds of writing assignments and projects. A tutoring staff consisting of faculty and peer tutors work with their clients to understand assignments; brainstorm ideas; relate purpose and audience; develop, organize, revise, and edit pieces of writing. The University Writing Center Hotline can be reached online or by phone at 317.274.3000 or 317.274.3288 (branch in University College).

**University Library Writing Tutorials:** These very brief tutorials will help you make good choices and apply proper format to all of your writing assignments. Note that Adobe 9 is required for viewing many of these tutorials. Some tutorials must be downloaded. Mac users will need to download all the tutorials before viewing. Follow the link to APA Practices Exercises on the last slide of the Citing Sources Adobe Connect Tutorial below to practice formatting sources into proper APA style.

- [Avoiding Plagiarism](#)
- [Citing Sources](#)
- [Discovering Resources](#)
- [Open and Hidden Web](#)
- [Popular or Scholarly?](#)
- [Basic Services](#)
**Purdue Online Writing Lab:** To learn how to synthesize reference material (ideas, quotes, paraphrasing, and summaries) from sources into the body of your written work, format APA cover and Reference pages, or see examples of APA Style, visit the Purdue OWL.

**Course Outcomes**

At the completion of this course, the student should be able to:
1. Understand the major responsibilities of a supervisor
2. Apply the concepts of management/supervision in the workplace
3. Gain an understanding of your personal preferred management style
4. Identify traits of effective supervisors
5. Understand the theoretical principles of supervision

**Assessment of Learning**

<table>
<thead>
<tr>
<th>Component</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>750</td>
</tr>
<tr>
<td>Supervisor Interview Project</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>160</td>
</tr>
<tr>
<td>Group Project</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1310</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

- 100% to 97 A+ 79.99 to 77 C+
- 96.99 to 93 A 76.99 to 73 C
- 92.99 to 90 A- 72.99 to 70 C-
- 89.99 to 87 B+ 69.99 to 67 D+
- 86.99 to 83 B 66.99 to 63 D
- 82.99 to 80 B- 62.99 to 60 D-

**Assignments:**

You may earn a total of 1310 points in this class. Remember to use APA format for ALL assignments (or points will be deducted.) Points are earned in the following manner:

1. **Course readings:** Read the assigned material in the course textbook, Supervision Today! 8th Edition

2. **Quizzes:** Take the online quizzes as assigned.
   - You will have 16 quizzes.
   - Quizzes will be available online according to the course schedule.
   - You may use your book and notes to take the quiz.
   - Each quiz has a thirty-minute time limit.
• You can earn a total of 160 points (10 points per quiz)

3. Discussion Forums:
• Write a response to each weekly discussion forum question, exercise, or case study. I recommend that you compose your response in Microsoft Word and spell check it. Be aware of your punctuation and grammar or you will lose points. When you are finished composing your message and checking it for errors, copy and paste it to the discussion forum by the due date. These are due on Fridays.

• You are also required to respond to at least 2 other students’ comments in the discussion forum each week. Give your classmates feedback on their responses and/or ask a question. Make sure to review the responses to your own posting and answer any questions that other students may have posted for you – all by the due date. These are due on Sundays.

• Discussion forum assignments are worth 750 points. Written responses are worth 450 points (30 points each) and participation (responses to classmates) is worth 300 points (20 points for each discussion forum.)

4. Group Project: Profile of a Leader – 100 pts

• You will be assigned a group during the second week of class. Your group will need to identify a leader to lead your group and let the instructor know by the end of the third week of class.

• Using chat rooms, email, and a discussion forum, your group will identify an effective leader. This individual can be dead or alive, a business leader, coach, or political leader. Once a leader has been identified, your group will utilize the same communication tools to discuss and create a PowerPoint presentation to be turned into your instructor by the due date.

Your group will submit a Power Point presentation with at least 6 slides (& no more than 10 slides total) containing the following information:
♦ Title Slide – listing a title for your presentation, course number and all group members
♦ Who your group chose and why (which leader)
♦ Background information on the leader.
♦ The characteristics that your group identified that made this leader effective.
♦ The dominate leadership and decision making styles that this leader utilized.

♦ References (at least 3) should be listed on the last slide in proper APA format

• You will be evaluated as a team based on the quality of the information contained on the Power Point presentation. The group leader and participants may report team members who did not participate or did not meet expectations. Only the group leader needs to submit the assignment.

5. Supervisor Interview Project – 100 pts
• Overview: Locate and interview a working supervisor of your choice. Think of this as a career
development opportunity, in addition to a class requirement, and use this assignment to develop a relationship with a new mentor, or to research a company, or to research a field of interest.

Be sure to review the provided samples before you submit the assignment. [Click here for sample 1](#) [Click here for sample 2](#) [Click here for sample 3](#)

Steps to complete this assignment:

• Schedule and conduct the interview
• Write a report of your findings

You must discuss, compare, and contrast supervisory theory with comments made by your interviewee. Be sure to use APA style in-text citations drawn from your references to support or refute the supervisory opinions expressed by you and your interviewee. Be certain to specifically answer the following questions in your paper:

• What did you think was the most interesting aspect of the supervisor’s job?
• What did you think was the least interesting aspect of the supervisor’s job?
• What did you learn from the interview?
• If you are currently working, what will you do differently as a result of the interview?
• If you are not currently working, what will you use in the future from what you learned in the interview?
• How will this project help your career or career selection?

Required format:

• Select and use at least five reference sources (text book included) to support your paper
• Refer to at least four of these sources in your paper and include the correct APA in-text citation
• Use APA style to list the five reference sources
• Write a minimum of 3 pages, or 750 words, and no more than 6 pages, or 1500 words
• Use APA format for your paper including a title and references pages
• If needed you should visit the TCM Writing Center in ET232 and have them send instructor confirmation of your visit

Submit the paper to Turnitin and run a report to check for plagiarism. Make corrections as needed.
Submit the interview paper to the “Supervisor Interview Project ” assignment box by the due date indicated in “Assignments” or "Modules" or "Syllabus."

Late completions of assignments lose points, but it is better late than never!

6. Final exam – 200 pts

• Comprehensive final exam is worth 200 points.

• Exam will include 100 multiple choice and true/false questions.

• The final exam will be administered online and will be available for a fixed period via the class Canvas site under Quizzes to be taken.

Course Schedule

Week 1 Module
1. Read Chapter 1 and Chapter 2 of your text.

2. (Optional) Ask your instructor questions about the course. Go to the Course Chat Room on Wednesday, 9:00 – 9:30 pm to participate in a live chat with your instructor. If you have never taken an online course before, this may be helpful for you to ask questions or just to say “hello”.

3. Go to the Discussion forum labeled “Introductions:” and introduce yourself to the class with a posting. Use your name as the title of your post. Please feel free to respond to others if you find similar interests. This is a good way to get to know everyone as our class gets started! Deadline is midnight on Friday.

4. Post a response to the Discussion forum for Chapters 1. You will find the discussion forum question/topic under the discussion forum tab for the Week 1 module. Deadline is midnight on Friday.

5. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

6. Post a response to the Discussion forum for Chapter 2. You will find the discussion forum question/topic under the discussion forum tab for the Week 1 module. Deadline is midnight on Friday.

7. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

8. Take the online quizzes for Chapters 1 and 2. The quizzes will be available until midnight Sunday.
Week 2 Module

1. Read Chapters 3, 4 and 5 in your textbook.

2. Post a response to the Discussion forum for Chapter 3. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

4. Post a response to the Discussion forum for Chapter 4. Deadline is midnight on Friday.

5. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

6. Post a response to the Discussion forum for Chapter 5. Deadline is midnight on Friday.

7. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

8. Take the online quizzes for Chapters 3, 4, and 5. The quizzes will be available until midnight Sunday.

Week 3 Module

1. Read Chapters 6, 7, and 8 in your textbook.

2. Post a response to the Discussion forum for Chapter 6. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

4. Post a response to the Discussion forum for Chapter 7. Deadline is midnight on Friday.

5. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

6. Post a response to the Discussion forum for Chapter 8. Deadline is midnight on Friday.

7. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.
Week 4 Module
1. Read Chapters 9 and 10 in your textbook.

2. Post a response to the Discussion forum for Chapter 10. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.


5. Take the online quizzes for Chapters 9 & 10. The quizzes will be available until midnight Sunday.

Week 5 Module
1. Read Chapters 11 and 12 in your textbook.

2. Post a response to the Discussion forum for Chapter 11. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

4. Post a response to the Discussion forum for Chapter 12. Deadline is midnight on Friday.

5. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

6. Take the online quizzes for Chapters 11 and 12. The quizzes will be available until midnight Sunday.

7. Using chat rooms, email, and a discussion forum, your group will identify an effective leader. This individual can be dead or alive, a business leader, coach, or political leader. Once a leader has been identified, your group will utilize the same communication tools to discuss and create a PowerPoint presentation to be turned into your instructor.

• Your group will submit a Power Point presentation with at least 6 slides containing the following information:
  o Who your group chose and why.
  o Background information on the leader.
  o The characteristics that your group identified that made this leader effective.
  o The dominate leadership and decision making styles that this leader utilized.

  o Your references should appear on the last slide in proper APA format.

• You will be evaluated as a team based on the quality of the information contained on the Power Point presentation. The group leader and participants may report team members who did not participate or did
not meet expectations. Only the group leader needs to submit the assignment. The presentation is due in the “Group Project” assignment box by midnight Sunday.

**Week 6 Module**
1. Read Chapter 13 and Chapter 14 in your textbook.

2. Post a response to the Discussion forum for Chapter 13. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

4. Post a response to the Discussion forum for Chapter 14. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

Take the online quiz for Chapter 13 and Chapter 14. The quizzes will be available until midnight Sunday.

**Week 7 Module**
1. Read Chapter 15 and Chapter 16 in your textbook.

2. Post a response to the Discussion forum for Chapter 15. Deadline is midnight on Friday.

3. In the same Discussion Forum, read at least 2 responses from others in the class and reply to their posting or ask a question. Remember to check any responses to your posting and answer any questions. Deadline is midnight on Sunday.

4. No Discussion Forum for Chapter 16.

5. Take the online quiz for Chapter 15 and Chapter 16. The quizzes will be available until midnight Sunday.

6. The Supervisor Interview Paper is due by Sunday at midnight under the appropriate assignment tab on Canvas.

**Week 8 Final Exam Week**

No chapter readings, forums, or quizzes this week. The final exam will be comprised of 100 multiple-choice and true/false questions worth two points each. You will have three hours to complete the final
exam. The final exam will be administered online on the Canvas site under Quizzes like the course quizzes. Students will only be able to take the exam once.

**NOTE:** The instructor reserves the right to modify anything in the course or syllabus that may be necessary throughout the semester. If a change does occur, students will be notified immediately, and there will also be an announcement posted in Canvas of the changes. Please be assured that adequate time will be provided to students for any changes in requirements.