

Office of Academic Affairs  
Tarleton State University  
Date Prepared: 12/1/08  
Dates Revised:

## Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems  
Course Prefix/Number: MGMT 303  
Course Title: Supervisory Management  
Master Syllabus Approved by Department on: 12/1/08

### **Course Description**

Investigates the role, function, and responsibilities of the supervisor in modern organizations through study of sociological and psychological theories in human relations. The primary emphasis is on development of supervisory skills in communications, motivation, discipline, morale, and grievances as they arise in superior-subordinate relationships.

Prerequisite: MGMT 301 or approval of department head.

### **Expanded Course Description**

Course is designed to develop the knowledge base of principles and practices of management at the first or supervisory level of management. Students will develop practical skills that will allow them to become successful first level managers.

### **Expected Student Outcomes**

Knowledge upon completion of the course students will have an understanding of:

- Issues of supervision in a diverse workplace
- Process of sound and creative decisions
- Principles of interpersonal communication
- Theories and practices of motivating today's employees
- Principles of managing change and innovation
- Ethics and organization politics
- Supervisory planning
- Time management
- Organizing and delegating
- Understanding work groups and teams
- Staffing
- Training and employee development process
- Equal employment opportunity requirements and compliance

- Counseling and supporting employees
- Principles and theory of leadership
- Handling conflict and stress
- Principles appraising and awarding performance
- Employee and labor relations
- Supervisory control and quality
- Improving productivity
- Providing a safe and healthy work environment

Skill upon completion of the course students will have developed skill in:

- Supervision in a diverse workplace
- Making sound and creative decisions
- Improving communication skills
- Motivating today's employees
- Managing change and innovation
- Ethics and organization politics
- Supervisory planning
- Time management
- Organizing and delegating
- Understanding work groups and teams
- Staffing and training skills
- Understanding equal employment opportunity
- Counseling and supporting employees
- Developing leadership skills
- Handling conflict and stress
- Appraising and awarding performance
- Employee and labor relations
- Supervisory control and quality
- Improving productivity
- Providing a safe and healthy work environment

**Course Requirements:** The following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

**Academic Honesty:** Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-

impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

**Students With Disabilities Policy:** It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

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Signature

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Date