



# BAKER COLLEGE OF CLINTON TOWNSHIP MGT 211 - SYLLABUS

Management and Supervision

Course Section: 03575 FALL 2012

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## COURSE DESCRIPTION:

Investigates the developmental role of the modern manager. Areas covered in the course are planning, decision making, forecasting, goal-setting, motivation, communication, staffing, and utilizing problem-solving concepts through group simulation and case studies.

## PREREQUISITE(S) / CO-REQUISITE(S):

None

## TEXTBOOK(S):

TITLE: #SUPERVISORY MANAGEMENT

EDITION/YEAR: 8

AUTHOR: MOSLEY

ISBN: 978-0-538-73707-4

PUBLISHER: CENGAGE

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## INSTRUCTOR INFORMATION

INSTRUCTOR: MARIAN METY  
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## POLICIES

### NOTE:

Baker College is committed to provide an educational environment that allows you the opportunity to obtain your academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in the Student Handbook section of the Catalog. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect. Please refer to the Student Handbook section of the Catalog for further details. To access the Student Handbook and campus specific information please visit the following Web site: [www.baker.edu/policies/main.cfm](http://www.baker.edu/policies/main.cfm).

### ATTENDANCE:

Attendance is necessary for your success in this course. Attendance will be taken within the first thirty minutes of class. If you arrive late to class, it is your responsibility to notify the instructor that you are present.

Automotive and Diesel Students Only: You must be in attendance 85% of the class/lab time for all auto and diesel courses. If you do not meet this requirement, you will be withdrawn or given an "F" for the class. You will be required to sign in and out of both lecture and lab and will be allowed to only make up one lab session.

**WITHDRAWALS:**

If you stop attending class without formally withdrawing, you may receive an "F" for the course. Any withdrawal may impact your eligibility for competitive entry programs and your academic standing. There are additional consequences for failing or withdrawing from a developmental education course. Please contact the Academic Office if you find it necessary to stop attending this quarter. Withdrawal from a course may not reduce your financial obligation. Please refer to the Student Handbook section of the Catalog for further details.

**EXTRA CREDIT:**

No extra credit is available per Baker College policy.

**HONOR CODE:**

Academic honesty, integrity, and ethics are required of all members of the Baker College community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at Baker College. They are the foundation for ethical behavior in the workplace. There are four possible consequences for violating Baker College's Honor Code:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the College
4. Rescinding a certificate or degree

**PLAGIARISM DETECTION SERVICE:**

Baker College utilizes plagiarism detection services and has the authority to submit any papers or assignments to such services to determine authenticity. Some assignments may need to be submitted electronically for this purpose.

**COPYRIGHT POLICIES:**

TEACH Act Doctrine: The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. Fair Use Doctrine: Materials used in connection with this course may be subject to copyright protection. Information regarding the TEACH Act and Fair Use Doctrines can be found on the Baker College Web site: [www.baker.edu/policies/copyright/main.cfm](http://www.baker.edu/policies/copyright/main.cfm).

**SOCIAL NETWORKING:**

Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in expulsion from the College.

**TUTORING:**

A variety of options are available to support optimal learning at Baker College. Services are available to all registered students, whether a student is struggling with a course or is doing well, but wants to do better. Online tutoring is offered for some courses, and both peer and professional tutoring may be available. To obtain current information on services available, check with the Learning Center on your campus.

**SPECIAL NEEDS/DISABILITY SERVICES:**

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities. Baker College recognizes that qualified students who have been diagnosed or identified as having a learning, physical, or emotional disability are entitled to reasonable accommodations. Baker College is committed to making every effort to providing reasonable accommodations. The Special Needs/Disability Services Coordinator and the student will work together to ensure appropriate accommodations. Information concerning the College's policies and procedures related to disability can be found in the Student Handbook and on the Baker College Web site: [www.baker.edu/departments/academic/counseling/specialneeds.cfm](http://www.baker.edu/departments/academic/counseling/specialneeds.cfm).

**INCOMPLETE GRADES:**

Incompletes are only considered if a significant unavoidable problem occurs. In order to receive an "Incomplete" grade, the student:

1. Must request an incomplete grade before the end of the course.
2. Must have completed 80% of the total coursework and have a chance to pass the course.
3. Must be unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances (documentation may be required).

**INCOMPLETE GRADES: CONTINUED**

4. Must complete an Incomplete Grade Contract with the instructor, with the due date no later than the last day of the following quarter. Permission from the dean may also be required.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

**CHILDREN ON CAMPUS:**

Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children may not accompany students who are on campus to study, conduct library research, or participate in other class-related activities. Children may not be left unattended anywhere on campus especially in the Student Center or Library. Children are not allowed to use College resources including computers and printers.

**ELECTRONIC DEVICES:**

Please keep all electronic devices (cell phones, PDAs, etc.) in an inaudible mode while in the classroom.

**FOOD AND DRINK:**

Please use care in keeping facilities and equipment clean and orderly. Food and beverages can only be consumed in the Student Center, with the exception of bottled water with a securable lid being allowed in some classrooms. It is your responsibility to know and adhere to the rules in place for food and beverage consumption on this campus.

**TOBACCO USE:**

Tobacco use is not allowed on the campus. Students may only smoke in their vehicles. There are penalties for anyone found to be in violation of the tobacco use policy. It is your responsibility to know and adhere to the rules in place for tobacco use on this campus.

**GRADING SCALE:**

This standard grading scale is used in all courses except for Health Science programs and related courses (further details below).

**Standard Grading Scale**

A	= 93-100%
A-	= 90-92%
B+	= 87-89%
B	= 83-86%
B-	= 80-82%
C+	= 77-79%
C	= 73-76%
C-	= 70-72%
D+	= 67-69%
D	= 63-66%
D-	= 60-62%
F	= 0-59%

Courses under the following prefixes will use the Health Sciences Grading Scale: CCP, DAS, DHY, DMS, ECT, EMS, ESM, HIT, HSC, HT, MED, MIS, MLT, NUR, OCC, OTA, OP, OPT, PHT, PTA, PST, PN, RDT, RAD, RHS, RSC, SPT, STC, MSG, VAS, and VET.

The following pre-requisite courses will also use the Health Sciences Grading Scale: SCI100F, SCI101C, SCI102C, SCI111, SCI211, SCI220A, SCI271A, SCI311.

**Health Sciences Grading Scale**

A	= 94-100%
A-	= 91-93%
B+	= 89-90%
B	= 87-88%
B-	= 84-86%
C+	= 81-83%

**GRADING SCALE: CONTINUED**

C	= 78-80%
C-	= 75-77%
D+	= 72-74%
D	= 69-71%
D-	= 65-68%
F	= 0-64%

**GRADE DEFINITIONS:**

A = Outstanding Achievement: The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

B = Commendable Achievement: The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

C = Acceptable Achievement: The student demonstrates average mastery of the content. A "C" is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

D = Marginal Achievement: The student demonstrates below average mastery of the content. A "D" is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and the overall performance is marginal.

F = Failing: The student demonstrates little or no mastery of the content. An "F" is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

Note: A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range. Certain programs or courses may have a higher standard for "Acceptable Achievement."

**SYLLABUS DISCLAIMER:**

Tobacco use is not allowed on campus. Students may only smoke in their vehicles. There are penalties for anyone found to be in violation of the tobacco use policy. It is your responsibility to know and adhere to the rules in place for tobacco use on this campus.

**INSTRUCTOR REQUIREMENTS FOR THIS COURSE****COURSE REQUIREMENTS AND GRADING (EVALUATION):**

ITEM	POINTS	PERCENT
3 Exams (50 points each)	150.00	15.00
Review Questions (16 Chapters - 15 points each)	240.00	24.00
Individual Term Paper	225.00	22.50
Individual Presentation to the Class and Power Point	160.00	16.00
Interactive Class Activities - (8 weeks @25 points)	200.00	20.00
Term Paper Topic and Outline Due Week 5	25.00	2.50
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TOTALS	1000.00	100.00

**TENTATIVE CALENDAR:**

**WEEK 01 2012/09/23 - 2012/09/29**

**WEEK OVERVIEW:**

**WEEK OVERVIEW: CONTINUED**

Review of Syllabus, lecture on Chapters 1-2, and discussion of term paper and other class requirements. Interactive Class Activity.

**DUE**

9/27/2012

**ASSIGNMENT**

Introduction to Course  
 Syllabus and Class Policy Review  
 Chapter 1 - Supervisory Management Roles and Challenges  
 Chapter 2 - Fundamentals of Planning  
 Discussion of Term Paper Requirements  
 Distribution of Rubric for Term Paper  
 Interactive Class Activity

**WEEK 02 2012/09/30 - 2012/10/06****WEEK OVERVIEW:**

Lecture on Chapters 3-4 and submission of weekly assignments. Interactive Class Activity.

**DUE**

10/04/2012

**ASSIGNMENT**

Chapter 3 - Decision-Making, Problem Solving, and Ethics  
 Chapter 4 - Fundamentals of Organizing  
 Homework Due: Chapter 1 - Questions for Review and Discussion p. 30  
 Homework Due: Chapter 2 - Questions for Review and Discussion p. 57  
 Interactive Class Activity

**WEEK 03 2012/10/07 - 2012/10/13****WEEK OVERVIEW:**

Lecture on Chapters 5-6; submission of weekly assignments. Review Sheet for 1st Exam. Interactive Class Activity.

**DUE**

10/11/2012

**ASSIGNMENT**

Chapter 5 - Delegating Authority and Empowering Employees  
 Chapter 6 - Communication  
 Homework Due: Chapter 3 - Questions for Review and Discussion p. 89  
 Homework Due: Chapter 4 - Questions for Review and Discussion p. 128  
 Distribute Review Sheet for 1st Exam  
 Interactive Class Activity

**WEEK 04 2012/10/14 - 2012/10/20****WEEK OVERVIEW:**

1st Exam on Chapters 1-6, lecture on Chapters 7-8, and submission of weekly assignments. Interactive Class Activity.

**DUE**

10/18/2012

**ASSIGNMENT**

Exam 1 - Chapters 1-6  
 Chapter 7 - Motivation  
 Chapter 8 - Leadership  
 Homework Due: Chapter 5 - Questions for Review and Discussion p. 151  
 Homework Due: Chapter 6 - Questions for Review and Discussion p. 187  
 Interactive Class Activity

**WEEK 05 2012/10/21 - 2012/10/27****WEEK OVERVIEW:**

Lecture on Chapters 9-10 and submission of weekly assignments. Submission of Paper Topic and Outline. Interactive Class Activity.

**DUE****ASSIGNMENT**

<b>DUE</b>	<b>ASSIGNMENT</b>
10/25/2012	Chapter 9 - Group Development and Team Building Chapter 10 - Meetings and Facilitation Skills Homework Due: Chapter 7 - Review Questions p. 219 Homework Due: Chapter 8 - Review Questions p. 255 Submission of Paper Topic and Outline Interactive Class Activity

**WEEK 06 2012/10/28 - 2012/11/03****WEEK OVERVIEW:**

Lecture on Chapters 11-12 and submission of weekly assignments. Interactive Class Activity.

<b>DUE</b>	<b>ASSIGNMENT</b>
11/01/2012	Chapter 11 - Coaching for Higher Performance Chapter 12 - Managing Conflict, Stress, and Time Homework Due: Chapter 9 - Questions for Review and Discussion p. 285 Homework Due: Chapter 10 - Questions for Review and Discussion p. 317 Interactive Class Activity

**WEEK 07 2012/11/04 - 2012/11/10****WEEK OVERVIEW:**

Exam 2 - Chapters 7-12; lecture on Chapters 13-14 and submission of weekly assignments. Interactive Class Activity.

<b>DUE</b>	<b>ASSIGNMENT</b>
11/8/2012	Exam 2 - Chapters 7-12 Chapter 13 - Exercising Control Chapter 14 - Controlling Productivity, Quality, and Safety Homework Due: Chapter 11 - Questions for Review and Discussion p. 348 Homework Due: Chapter 12 - Questions for Review and Discussion p. 380 Interactive Class Activity

**WEEK 08 2012/11/11 - 2012/11/17****WEEK OVERVIEW:**

Lecture on Chapters 15-16 and submission of weekly assignments. Interactive Class Activity.

<b>DUE</b>	<b>ASSIGNMENT</b>
11/15/2012	Chapter 15 - Selecting, Appraising, and Disciplining Employees Chapter 16 - The Supervisor, Labor Relations, and Legal Issues Homework Due: Chapter 13 - Questions for Review and Discussion p. 405 Homework Due: Chapter 14 - Questions for Review and Discussion p. 441 Interactive Class Activity

**WEEK 09 2012/11/25 - 2012/12/01****WEEK OVERVIEW:**

Individual Presentations and Submission of paper and power point for the presentation.

<b>DUE</b>	<b>ASSIGNMENT</b>
11/29/2012	Individual Presentations (Submission of Paper and Power Point Presentation)

**WEEK 10 2012/12/02 - 2012/12/08****WEEK OVERVIEW:**

Final Exam Chapters 13-16.

**WEEK OVERVIEW: CONTINUED****DUE**

12/06/2012

**ASSIGNMENT**

Final Exam Chapters 13 - 16

**CLASS EXPECTATIONS:**

Be prepared and expect to conduct yourself in a professional and courteous manner at all times. Excessive talking with your neighbor during lecture or class discussion is rude and unprofessional and will not be tolerated. If it continues, you may be asked to leave the class. Prepare for class as if you were preparing for work: be ready to participate, have all necessary supplies with you, and stay for the entire class period. You can only do as well in the class as your efforts show.

**PARTICIPATION:**

Regular class participation is an essential part of each course at Baker College. You are expected to participate in class discussion and activities on a weekly basis and to communicate your ideas in a clear, concise, and professional manner. Failure to participate regularly will adversely impact your grade.

**HOMEWORK:**

Timely completion and submission of all homework assignments is expected in this course. Remember that reading assignments are also homework and are expected to be completed in a timely manner. Reading the assigned chapters prior to the class session will ensure that you are prepared to effectively participate in classroom activities and discussion.

**LATE ASSIGNMENT POLICY:**

Any assignment may be turned in early; however, all late work, regardless of the reason, will be given 75% of the possible points, if returned within seven days of the due date. No credit will be given for late work that is turned in after seven days. Being absent does not remove your responsibility to turn in work on time, especially since it can be emailed to me in your absence. Assignments will be collected at the beginning of class and will be considered late if not submitted at that time.

**MAKE-UP WORK/EXAMS:**

Three non-cumulative exams will each consist of 50 multiple-choice questions. All exams must be completed on the scheduled date. Make-up exams are not permitted unless documentation is provided regarding the situation that prohibited you from taking the exam on the assigned date. All approved make-up exams must be scheduled with me and completed by the next scheduled class or you will earn a zero for that exam. In fairness to the students that took the exam on time, make-up exams are different than scheduled exams. Bring a pencil and scantron for each exam. It is your responsibility to let me know if you are unable to take a scheduled exam.

**FINAL EXAM:**

Final exams are not cumulative and CANNOT be made up. If you arrive to class after the exam has begun you will be permitted to take the exam, but will be required to turn in your exam at the same time as the rest of the class.

**RETURN OF STUDENT WORK:**

I will endeavor to return projects, tests, quizzes, etc to you during the next class period. After the quarter ends, any assignments, test scantrons, etc in my possession will be kept until the start of the next quarter. If you wish to have materials returned to you, provide me with a self-addressed, stamped envelope with sufficient postage attached. Keep all assignments returned to you as proof of submission.

**UNANTICIPATED ABSENCE:**

Contact me as soon as possible if an emergency situation prevents your attendance in class. Let me know if you will be absent so that you are not dropped from the class. If I am unable to attend class or am running late, the Academic Office will post a sign on the door regarding that class meeting. Wait at least 15 minutes after the scheduled class time to ensure that you do not miss a scheduled class.

**OTHER REQUIREMENTS:**

A term paper is required that is based on the textbook concepts discussed in class. Discuss your agreement or disagreement with these concepts and incorporate real-life examples, and concepts from the text to support your analysis. Your paper must be a minimum of 7-10 pages (exclusive of cover page, references and table of contents), typed, double-spaced, and have 1-inch margins on both sides. In-text citations must be noted. Not doing so is considered plagiarism. Follow APA format and check spelling and grammar, since they will affect your overall grade for the assignment. A rubric outlining the

**OTHER REQUIREMENTS: CONTINUED**

paper requirements will be handed out during the first week of class.

Updated: 2012/09/09 For: CLINTON TOWNSHIP CAMPUS