



**Course Syllabus: Supervisory Skills**  
**Dillard College of Business Administration**  
**MGMT 4613.201**  
**Spring January 16, 2024 to May 03, 2024**

**Contact Information**

- Instructor: Dr. DeAndrea Y. Davis, CFP<sup>®</sup>, MBA, RICP<sup>®</sup>
- Office: 221
- Office hours: Monday & Wednesday 11:00 A.M. to 12:00 P.M.; 2:00 P.M. to 4:00 P.M. Tuesday 2:00 to 3:00 P.M. and by Appointment
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**Course Description**

Introduction to the challenges of leadership and the inherent tendencies for individuals and departments to sub-optimize. Ways to improve motivation, communication, coordination, and cooperation will be studied.

**Textbook & Instructional Materials**

Required Materials: Samuel Certo, SUPERVISION, 11<sup>th</sup> Edition, McGraw-Hill Higher Education, 2019. ISBN 978-1-260-68296-0 (Bound Edition) or MHID-1-260-68296-X (Bound Edition). The book should be an option for you-check MSU Bookstore for renting, etc. options).

**Study Hours and Tutoring Assistance**

ASC offers a schedule of selected subjects tutoring assistance. Please contact the ASC, (940) 397-4684, or visit the [ASC homepage](#) for more information

**Student Handbook**

Refer to: [Student Handbook](#)

**Artificial Intelligence**

Large Language Models cannot be credited with authorship as they are incapable of conceptualizing work without human direction and cannot be accountable for the integrity, originality, and validity of the work.

You must describe the content created or modified as well as appropriately cite the name and version of the AI tool used; any additional works drawn on by the AI tool should also be appropriately cited and referenced. Standard tools that are

used to improve spelling and grammar are not included within the parameters of this guidance.

Students who use AI tools in the writing of an assignment, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing this information. Students are fully responsible for the content of their work, even those parts produced by an AI tool, and are thus liable for any breach of plagiarism.

**Acceptable and Unacceptable Use of AI** The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Fine tuning your research questions
- Finding information on your topic
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways is subject to the Academic Misconduct Policy & Procedures described below. Discipline for these infractions could include receiving a "0" up to and including being dropped from the course. When in doubt about permitted usage, please ask for clarification.

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

## Grading

**Table 1: Course Activities**

<b>Assignments</b>	<b>Points</b>
Assignment 1	10
Assignment 1a	10
Assignment 2	10
Assignment 2a	10
Assignment 3	10
Assignment 3a	10
Assignment 4	10
Assignment 4a	10
Assignment 5	10
Assignment 5a	10
Assignment 6	10
Assignment 6a	10
Assignment 7	10
Assignment 8	10
Assignment 8a	10
Presentation	50
Class Participation	100
Quiz 1	100
Quiz 2	100
Quiz 3	100
Discussion Question 1	100
Discussion Question 2	100
Discussion Question 3	100
Discussion Question 4	100
<b>Total Course Points</b>	<b>1000</b>

**Table 2: Total points for final grade.**

<b>Actual Points</b>	<b>Percentage</b>	<b>Letter Grade</b>
900 and Above	90 and Above	A
800 to 890	80 to 89	B
700 to 790	70 to 79	C
600 to 690	60 to 69	D
Less than 590	Less than 59	F

### **Brief Description of Course Activities**

#### **Fifteen Assignments**

There are eleven assignments throughout the semester. Each of the assignments consists of application-oriented questions in the field of management skill.

#### **One Presentation**

##### **Leadership Philosophy and Its Impact on Teamwork**

This assignment aims to reflect on your personal leadership philosophy and articulate how your leadership style would positively influence Teamwork. By exploring fundamental leadership principles, you will gain a deeper understanding of your approach to leadership and its potential impact on team dynamics. Students will give a 20-minute power point presentation discussion as outlined below.

#### **Instructions:**

##### **Part 1: Leadership Philosophy**

###### **1. Introduction:**

- Begin your presentation with a brief introduction to leadership and its importance in various settings.
- Share your personal definition of leadership.
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###### **2. Leadership Principles:**

- Identify and discuss at least three key leadership principles or values that are important to you. These could include integrity, communication, accountability, empathy, etc.
- Provide examples or anecdotes illustrating how you have applied these principles in past experiences.

### **3. Leadership Style:**

- Describe your leadership style, whether it's transformational, servant leadership, situational, or a combination of various styles.
- Explain why and how your chosen style aligns with your values.

## **Part 2: Influence on Teamwork**

### **Team Dynamics:**

- Share your insights into effective Teamwork. What, in your opinion, makes a team successful?
- Discuss any personal experiences where Teamwork played a crucial role.

### **Leadership's Impact on Teamwork:**

- Articulate how your leadership style positively influences Teamwork. How do your leadership principles contribute to creating a collaborative and motivated team?
- Consider potential challenges or conflicts that may arise within a team and how your leadership philosophy addresses or mitigates them.

### **Continuous Improvement:**

- Reflect on how you plan to continuously develop and refine your leadership skills to support your teams better.
- Outline specific strategies or actions you intend to take to enhance your leadership effectiveness over time.

### **Submission Guidelines:**

- The assignment should be typed in a professional format using a standard font and size.
- Use proper citations if you refer to any external sources in your discussion.
- Submit your assignment electronically through the designated platform or as per the instructor's instructions.

### **Note to Students:**

Feel free to draw upon relevant readings, personal experiences, and other resources to support your reflections. This assignment is an opportunity for self-discovery and thoughtful consideration of your role as a leader within a team context.

## **Four Discussion Questions**

Four discussion questions are posted on D2L. You are required to respond to all the four questions with your best rationale. In addition, to obtain full credit, you are required to read and respond to at least two other students' posts.

### **Three Quizzes**

Three quizzes will be given throughout the semester and cover topics discussed in your chapter readings.

### **Class Participation**

Active participation is a vital component of your success in this course. Engaging in class discussions, collaborative activities, and other interactive elements is not only a requirement but also a valuable opportunity for you to enhance your understanding of the material and contribute to the learning community. When guest speakers are present, you must come with at least prepared questions to ask.

### **Extra Credit**

There may be extra credit opportunity in this course. You will be informed if an opportunity becomes available.

### **Late Work**

No late submission will be accepted and graded. Students who experience an emergency need to contact the instructor for late submission permission. Valid documentation is required.

### **Make Up Work/Tests**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. Valid documentation is needed for the acceptance of late assignments. The student will receive a score of zero for all late submissions.

***\*Note: The due dates and times for the activities will adhere to the Central Time Zone.***

### **Important Dates**

- Last day for change of schedule and late registration: January 16-19 2024
- Final Deadline to file for graduation: February 12, 2024
- Last Day to drop with a grade of "W:" 4:00 P.M.- Drops after this date will receive grades of "F" March 25, 2024

It is the student's responsibility to visit with their academic advisor prior to withdrawing from a class. A student must come to the Dean of Students office located in the Clark Student Center, room 104, to fill out a withdrawal slip.

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

## **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

## **Instructor Class Policies**

### **Grading and Feedback:**

All the course activities will generally be graded one week after the set due date on an absolute scale. You can check your grades by going to Gradebook. If there is any discrepancy in the grade, you must contact me immediately. I will provide

individual feedback or general feedback on the performance of the course activity.

### **Discussion Participation:**

Discussion Board will primarily be used for discussing course content-related topics and issues. There will be three discussion topics for the semester. Each discussion topic is worth 10 points.

For each graded discussion question, you must respond to the question directly. In addition, you are required to read and respond to at least two other students' posts in order to receive full credit. Please ensure that the responses to the questions are meaningful, reflective, refer to personal experience and support your course readings. Avoid postings that are limited to "I agree" or "great idea," etc. If you agree (or disagree) with a posting then say why you agree (or disagree) by providing your rationale.

You are responsible for reading all of the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class. Use a person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better. Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

### **Midterm Progress Report:**

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. Only at-risk students will receive the Midterm Progress Report.

Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the course instructor.

### **Netiquette:**

Anything you type in the discussion area is public - which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting)
- Be courteous and respectful to other people on the list



- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- If the posting is going to be long, use line breaks and paragraphs
- Fill in a meaningful Subject Line
- Write your full name at the end of the posting
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

**Note:** If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges. For additional help, please refer to netiquette.

### **Course Incomplete**

A student is expected to complete a course of study during a semester. In an emergency, the instructor may assign a grade of "incomplete" with complete documentation for the situation. It is important to note that "incomplete" is rarely given. A student needs to complete the course within 30 days of the beginning of the next long semester or the incomplete grade will become an F.

### **Cheating/Plagiarism/Academic Dishonesty:**

"Plagiarism" includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

### **Student Honor Creed**

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so." As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University

officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed. Written and adopted by the 2002-2003 MSU Student Senate.

### **Attendance and Class Participation**

Regular and active participation is an essential, unmistakably important aspect of this online course. The expectation of the instructor is that students will log on a minimum of three times every seven days. It is critical that you read all of the lecture and assignment materials as well as all of the public discussion materials. Your full participation on a weekly basis is not only a requirement; it is also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and makeup assignments no later than the due dates. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### **Safe Zones Statement**

The instructor considers the course and course environment to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that all students consider the class a safe environment.

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors

to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies**

### **Campus Carry Rules/Policies**

Refer to: [Campus Carry Rules and Policies](#)

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

\***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### **Course Schedule:**

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use at the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of MSU to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Course Schedule

<b>Week or Module</b>	<b>Activities/Assignments /Exams</b>	<b>Learning Objectives</b>	<b>Due Date</b>
<b>Week 1 Module</b>	Course orientation The critical role of management skills	Define what a supervisor is  Identify characteristics of successful supervisors	Familiarize with course syllabus  <b>Read Chapter 1 Complete Quiz 1 Complete Assignment 1 &amp; Assignment 1a</b>
<b>Week 2 Module 01/21 to 01/27</b>	Read Chapter 2 Read Chapter 3	Discuss personality traits Discuss leadership traits Discuss leadership theories	<b>Complete Assignment 2, 2a, 3, and 3a</b>
<b>Week 3 Module 01/28 to 02/03</b>	Read Chapter 4 Read Chapter 5	Define CSRs Define Ethics Define Diversity Discuss changing workforce	<b>Complete Assignment 4 and 4a3  Complete Discussion Post</b>
<b>Week 4 Module 02/04 to 02/10</b>	Read Chapter 6 Read Chapter 7	Describe organizational planning  Describe organizational charts	<b>Complete Quiz 2  Complete Discussion Board</b>
<b>Week 5 Module 02/11 to 02/17</b>	Read Chapter 8 Read Chapter 9	Identify rational decision making  Product quality control	<b>Complete Assignment 5, 5a, 6, 6a</b>
<b>Week 6 Module 02/18 to 02/24</b>	Read Chapter 10 Read Chapter 11	Describe communication Difference between listening and hearing	<b>Complete Quiz  Complete Assignment 7</b>
<b>Week 7 Module 02/25 to 03/02</b>	Read Chapter 12 Read Chapter 13	Identify common types of problem solving  Evaluate how supervisors use their time	<b>Complete Assignment 8 and 8a Complete Discussion Post</b>
<b>Week 8 Module 03/03 to 03/09</b>	Read Chapter 14 Read Chapter 15	Understanding Conflict Selection/Recruitment Process	<b>Complete Discussion Post</b>

<b>Week or Module</b>	<b>Activities/Assignments /Exams</b>	<b>Learning Objectives</b>	<b>Due Date</b>
<b>Week 9 Module</b> <b>03/10 to 03/16</b>	Spring Break	Spring Break	Spring Break
<b>Week 10 Module</b> <b>03/17 to 03/23</b>	Student Present Chapter 16 & 17	To demonstrate the ability to apply management skills concepts to managerial contexts	N/A
<b>Week 11 Module</b> <b>03/24 to 03/30</b>	Guest Speaker: Sal Di Gennaro & Ryan Graves	Leadership Topics	N/A
<b>Week 12 Module</b> <b>03/31 to 04/06</b>	Guest Speaker: Maria Avalos & Mark Wright	Leadership Topics	N/A
<b>Week 13 Module</b> <b>04/07 to 04/13</b>	Guest Speaker: Anthony Louis  Student Presentations	Leadership Topics	N/A
<b>Week 14 Module</b> <b>04/14 to 04/20</b>	Guest Speaker: David Toogood & Colonel Kirk Peterson, Deputy Commander 82 <sup>nd</sup> Training Group	Leadership Topics	N/A
<b>Week 15 Module</b> <b>04/21 to 04/27</b>	Student Presentations	Student Presentations	N/A
<b>Week 16 Module</b> <b>04/28 to 05/04</b>	Student Presentations	Student Presentations	N/A