A&M-COMMERCE

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ORGL 201 1CW Supervision
COURSE SYLLABUS
Fall I (09/06/2022 – 10/21/2022)

INSTRUCTOR INFORMATION

Instructor: Molly Baur
Office Location: Online
Office Hours: Email or Telephone or Virtual by Appointment
Office Phone: 903-886-5064
University Email Address: Molly.Baur@tamuc.edu
Preferred Form of Communication: E-mail
Communication Response Time: Within 24 hours or sooner if during 8-5 M-F

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class.

Textbook(s) Required

Consider copying and pasting these links into Chrome or Firefox.

Book 1: https://courses.lumenlearning.com/boundless-management/
Book 2: https://2012books.lardbucket.org/books/management-principles-v1.0/index.html
Book 3: https://open.umn.edu/opentextbooks/textbooks/34

Supplemental Materials

Links and files will be provided in the document sharing tab within the course.

Organizational Leadership Program Description

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

Course Description

This course builds students' understanding of supervising through real-life concepts, examples, and practice so they can apply what they've learned effectively on the job. The responsibilities and demands of a supervisor

are ever changing as our workforce becomes more diverse in terms of race, gender, and ethnic background. This course teaches students how to adjust the challenges of technological change – and how to help their subordinates adapt. It gives students an overview of an increasingly competitive marketplace, resultant corporate restructuring, and workflow redesign.

Student Learning Outcomes

Course Objective: Describe the foundation of fundamental skills through a pyramid of understanding the expanded scope of responsibilities for first-time, first-line supervisors through the chairman of the board in private, service, or public organizations.

This course introduces you to the world of work and the functions of a supervisor. Emphasis is placed on analyzing supervisory roles and the skills and competencies needed to be successful in today's ever-changing work environment. You learn to identify and discuss current environmental factors that influence and affect supervisory positions and each of the key functions of supervisors. The foundation of supervision is effectively planning the work to be done; properly grouping work activities and employees; hiring the people who possess the proper skills, knowledge, and abilities to do those jobs; and monitoring the activities of the work being done. In particular, you deepen your understanding of the major elements that help you establish and attain organizational and departmental goals.

Once goals are established, you learn how to effectively group employees to support those goals, determine the work to be done, find qualified job candidates, develop them, and keep their skills up-to-date. With plans, structures, and employees in place, supervisors must next design and implement controls to ensure that goals are met. Each area of planning, organizing, staffing, and controlling requires a high level of decision-making and problem-solving skills. Based on viewing interactive presentations, readings in the textbook, and completing assignments and exercises, you learn to develop a staffing, recruiting, and retention strategy, and a control process strategy. You propose a decision-making strategy, discuss motivational leadership in the context of today's workforce, and develop effective communication strategies and group- and team-building skills. You analyze the performance appraisal process, and propose conflict resolution strategies. After you analyze factors that impact change management and the supervisor's role in the collective bargaining processes, you demonstrate your mastery of what you've learned by taking a posttest composed of multiple choice and essay questions.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

Assessment

Students must achieve 80% or higher for the both the posttest and Discussion Questions to demonstrate competency and pass the course.

Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pre-test, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator.	100 points	Required before completing any other work in the course. The grade on the pre-test does **not** count in the final grade for this course.

Discussion Questions

The discussion questions are for you to reflect on past experiences with past supervisors, possible discrimination and work life balance. A **score of 80% or higher is required.**

Content	Description	Value	Notes
Discussion Questions	Gives you the opportunity to reflect and share past experience with supervisors, possible discrimination and work life balance.	100 points	Required and you must score 80% or higher. **Due by Thursday of the last week of the 7 week sub-term.**

Post-test

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Post-test	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE: Wednesday of the last week of class to allow time for retakes if necessary.**

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the post-test score is less than 80% within three attempts,

students will receive a grade of F in the course and will be required to retake the course in the new term. Students who fail the post-test should review feedback from the instructor before attempting the post-test.

GRADING

A score of 80% or higher on both the Discussion Questions and Posttest is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Worth
Posttest	100 points
Discussion Questions	100 points
Total	**200 points**

Grading Scale

A = 90%-100% (180-200 points)

B = 80%-89% (160-179 points)

F = 79% or Below (159 or fewer points)

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:
View the Learning Management System Requirements Webpage.

LMS Browser Support:
Learn more on the LMS Browser Support Webpage.

YouSeeU Virtual Classroom Requirements:
Visit the Virtual Classroom Requirements Webpage.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage.](#)

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:
- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Learning Objectives	Assignments
LO1: Effective Supervisor's Competencies and skills	Read the material assigned. Reading 1.1, 1.2, 1.3
LO2: Contemporary Workplace Considerations	Read the material assigned. Reading 2.1, 2.2, 2.3
LO3: Goal-setting & Organizing Skills	Read the material assigned. Reading 3.1, 3.2, 3.3
LO4: Staffing, Recruiting & Retention Strategy	Read the material assigned. Reading 4.1, 4.2, 4.3
LO5: Leadership	Read the material assigned. Reading 5.1, 5.2, 5.3
LO6: Additional Roles and Skills of Managers	Read the material assigned. Reading 6.1, 6.2, 6.3
LO7: Motivational Leadership	Read the material assigned. Reading 7.1, 7.2, 7.3

Learning Objectives	Assignments
LO8: Effective Communication and Conflict Resolution Strategies	Read the material assigned. Reading 8.1, 8.2, 8.3
LO9: Group and Team Building Skills	Read the material assigned. Reading 9.1, 9.2, 9.3
LO10: Performance Appraisal Process	Read the material assigned. Reading 10.1, 10.2, 10.3
LO11: Diversity and Globalization	Read the material assigned. Reading 11.1, 11.2, 11.3