

Date Adopted: _____

Date Reviewed: Aug 2015

Date Revised: Aug 2015

MST 111 – Elements of Supervision

I. MST 111 – Elements of Supervision – 3 Semester Hours

II. Course Description

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management and employee training and rating.

III. Prerequisite

None

IV. Textbook

Textbook: Supervisory Management, 9th Edition

Publisher: Southwestern

Authors: Mosley, Mosley Jr., Pietri

V. Course Objectives

1. The student will understand “Management Mindedness.”
2. The student will understand how to develop leadership.
3. The student will understand the importance of job knowledge.

VI. Course Outline of Topics

The student will understand “Management Mindedness” by:

1. defining management mindedness.
2. recognizing management responsibilities.
3. defining self-development.
4. defining/explaining the barriers and bridges of communication.
5. explaining “change” as it applies to management.
6. explaining the importance of working well with one’s boss.

The student will understand how to develop leadership by defining/explaining the following:

1. human relations
2. motivation
3. Maslow’s Hierarchy of Needs
4. Hawthorne experiment
5. employee training techniques
6. employee “control”
7. union/management relations

The student will understand the importance of job knowledge by defining/explaining the following:

1. time management
2. delegation
3. performance appraisal
4. decision making
5. product/service knowledge
6. quality circles

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).