

**Course:** IT 240 Principles of Supervision

**Textbook:** Supervision: Key Link to Productivity, Ninth Edition, by Rue & Byars

**Description:**

*Principles of Supervision* is designed to prepare supervisors or those who intend to be supervisors in any industry. The text outlines the role of the first line supervisor in the corporate structure and details the job functions. Areas of study are: planning, scheduling, budgeting, organizational communication, training, and quality. The text's emphasis on productivity makes it an appropriate compliment to Southern Illinois University's Industrial Technology curriculum.

**Objective:**

To cultivate understanding in the role of the supervisor and increase the working knowledge of the required duties. This course includes: text study, lecture, in-class discussion, homework, literature reviews and possibly interviews with supervisor(s) from local workplaces.

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Course schedule:	Chapters 1 thru 10	Assignments due November 7 & 8
	Chapters 11 thru 17	Assignments due November 21 & 22
	Chapters 18 thru 20	Assignments due December 5 & 6

Grading:	Exam I	100 pts
	Exam II	100 pts
	Literature review & oral presentation	100 pts
	Homework assignments	100 pts
	Interview summary	50 pts

Grading: A = 90 – 100; B = 80-89; C = 70-79; D = 60-69; F = Below 60.

**Note:**

To successfully complete IT 240 it is imperative that assigned reading is accomplished prior to class. Success for this course requires an organized, well-prepared student. The text prepares the student for the discussions and exams.

## **IT 240 Literature Review & Oral Presentation**

This Review & Presentation requires researching an ASSIGNED event relevant to employee & employer relationships.

### **IT 240 Literature Review**

The Student will be assigned a topic.

The Student will research the topic, provide a detailed written report, and present an oral summation discussing the event and its impact on employee & employer relationships.

### **Standard Report Format**

The report will be in standard format report and submitted on the day of the oral presentation.

1. Minimum 3 pages, double-spaced.
2. Cover page with class title, professor's name; date; references; student's name.
3. Staple in upper left corner. Do not use binders or report covers.

### **IT 240 Literature Oral Presentation**

Each student will deliver a 3-5 minute presentation.  
The presentation will be professional in its delivery.

The presentation criteria is as follows:

- I. Introduction
  - a. Student introduces themselves
  - b. Student introduces the event they are reporting.
  
- II. The presentation should include:
  - a. A thorough discussion of the event
  - b. A brief discussion of its impact on employee & employer relationships
  - c. Student's commentary of the event and its impact

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Written response to homework assignment is due: **Saturday, November 7, 2009**

**Section One Foundations of Supervision**

**Chapter 3 Improving Communications Skills**

Read and provide written responses for Review Questions 1-9, 11.  
Read and be prepared to discuss Exercise 3-1 & 3-2.

**Chapter 10 Understanding Work Groups and Teams**

Read and provide written responses for Review Questions 1-9, 11.  
Read and be prepared to discuss Exercise 10-2.

**Chapter 4 Motivating Today's Employees**

Read and provide written responses for Review Questions 1-6.  
Read and be prepared to discuss Exercise 4.2.

**Chapter 1 Supervision in the Diverse Workplace**

Read and provide written responses for Review Questions 1, 5, 6, 7, 9.  
Read and be prepared to discuss Exercise 1-3 & 1-4.

**Chapter 2 Making Sound and Creative Decisions**

Read and provide written responses for Review Questions 2, 3, 4, 5, 6, 8.  
Read and be prepared to discuss Exercise 2-1.

Written response to homework assignment is due: **Sunday, November 8, 2009**

**Section Two Contemporary Issues**

**Chapter 5 Managing Change and Innovation**

Read and provide written responses for Review Questions 1-8.  
Read and be prepared to discuss Skill Building Questions 1 & 2.

**Chapter 6 Ethics and Organization Politics**

Read and provide written responses for Review Questions 1-11.  
Read and be prepared to discuss Skill Building Question #1; Exercise 6-3.

**Section Three Planning and Organizing Skills**

**Chapter 7 Supervisory Planning**

Read and provide written responses for Review Questions 1-6, 8, 13.  
Read and be prepared to discuss Exercise 7-1 & 7-3.

**Chapter 8 Managing Your Time**

Read and provide written responses for Review Questions 1-2.

**Chapter 9 Organizing and Delegating**

Read and provide written responses for Review Questions 2, 4, 5, 6, 7, 8-12, 14.

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**Written responses to the homework assignment are due: Saturday, November 21, 2009**

**Section Four Staffing Skills**

**Chapter 11 Staffing and Training Skills**

Read and provide written responses for Review Questions 1-7.

Read and be prepared to discuss Exercise 11.1.

**Chapter 12 Understanding Equal Employment Opportunity**

Read and provide written responses for Review Questions 1-8.

Read and be prepared to discuss Incident 12-1.

**Chapter 13 Counseling and Supporting Employees**

Read and provide written responses for Review Questions 1, 2, 3, 4, 5, 7, 10.

Read and be prepared to discuss Exercise 13-1.

**Written responses to the homework assignment are due: Sunday, November 22, 2009**

**Section Five Leadership Skills**

**Chapter 14 Developing Leadership Skills**

Read and provide written responses for Review Questions 1, 2, 3, 4, 5, 6, 8, 9.

Read and be prepared to discuss Exercise 14.3.

**Chapter 15 Handling Conflict and Stress**

Read and provide written responses for Review Questions 1-12.

Read and be prepared to discuss Exercise 15-2, 15-3, 15-4.

**Chapter 16 Appraising and Rewarding Performance**

Read and provide written responses for Review Questions 1-7.

Read and be prepared to discuss Skill Building Question #3.

Read and be prepared to discuss Exercise 16-2. Review Appendix.

**Chapter 17 Employee and Labor Relations**

Read and provide written responses for Review Questions 1-8, 11.

Read and be prepared to discuss Exercise 17-1.

**Written responses to the homework assignment are due: Saturday, December 5, 2009**

**Section Six Controlling Skills**

**Chapter 18 Supervisory Control and Quality**

Read and provide written responses for Review Questions 1, 2, 3, 4, 6, 8, 10.

**Chapter 19 Improving Productivity**

Read and provide written responses for Review Questions 1, 2, 3, 4, 8, 9, 10, 11, 12.

**Chapter 20 Providing a Safe and Healthy Work Environment**

Read and provide written responses for Review Questions 1, 2, 3, 7-10.

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