

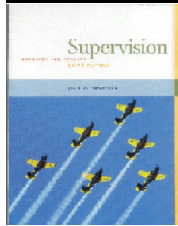
MANAGEMENT 1100 Supervision

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Prepares the individual to manage front-line workers and the responsibilities, problems, challenges, and opportunities facing a supervisor. Presents the range of supervisory methods from classical to behavioral. Focuses on the management and leadership of individuals and small groups. Prerequisite: none. (3 credit hours)

COURSE MATERIALS



Supervision: Managing for Results

John Newstrom

9th ed. Glencoe/McGraw-Hill, New York, New York, 2007

ISBN: 9780073545080

EVALUATION/GRADING

Five multiple-choice tests worth 44% of the total grade	= 440 points
22 assignments (56% of the total grade)	= 560 points
Total	= 1000 points

GRADING

The average of the percentage score for each assignment will be used to determine final grades.

Grade	Percent	Points
A	100% to 90%	1000-900
B	89.99% to 80%	899-800
C	79.99% to 70%	799-700
D	69.99% to 65%	699-650
F	64.99% to 0%	649-0

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Refer to the course syllabus for details.