



Course Syllabus

BA 362 - Supervision

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: William King

UIU Faculty Email: kingw@uiu.edu

Course Description

Semester Credits: 3 credits

Catalog Course Description: Exploring the fundamental concepts, principles, and dynamics of supervisory processes, this course prepares students to effectively manage teams and improve workplace efficiency. The course covers a wide range of supervisory challenges, providing practical solutions and strategies for aspiring supervisors.

Prerequisites: BA 210 and BA 361

Course Fee: None

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).

Supervision: Concepts and Practices of Management

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Edwin C. Leonard & Susan Fant Cassity

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Course Outcomes

- Define the role of supervisor.
- Identify the supervisory problems resulting from the way people think, organize information, communicate, and interact with each other.
- Explain the planning, organizing, staffing, and leading responsibilities of supervisors.
- Assess the legal constraints supervisors encounter.

Program Student Learning Outcomes

- 1. Explain the fundamental aspects of human resources management and their application in a variety of business settings including diversity of cultures and worldviews.
- 2. Use Human Resource Information Systems to research, collect, analyze, and interpret data and effectively communicate information in a professional manner.
- 3. Develop and evaluate training and development programs that foster employee and organizational learning and development.

- 4. Explain the processes involved with personnel selection and evaluation as they relate to the overall human resource management strategy.
- 5. Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Course Requirements

The course is completely developed in uiuLearn and consists of 4 units (covering 15 chapters). All course materials will be available and all work should be completed in uiuLearn. All units are available at the start of the session so you can work at your own pace but keep in mind there is an end date to the session. Completing prior to the end of the session is acceptable based on your pace. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work in a timely fashion.

Participation

As noted, this is a web-based, self-paced, course. As such, it is not a typical situation where students are collaborating together in discussions. There are no specific participation related points in this course. All points are tied to assignments

and quizzes/exams. You will submit all assignments into the appropriate folder in the Assignments tab in uiuLearn. Quizzes/exams can be found under the Quizzes tab and these will be done online.

Assignments

Each UNIT will have specific chapters tied to that unit. Each chapter will have a discussion question (What Have You Learned) to review and submit an answer against. Additionally, each chapter will have an Experiential Exercise for Self-Assessment that you will review and submit your answer against.

There will also be 2 Hot Topics due in the course. You will find additional guidance on these in the Content sections where they are due for submission to the appropriate folder in the Assignments tab. You can use a Power Point format or a Word doc format.

Lastly, there will be one additional writing assignment called Session Reflections. You will find guidance on this assignment in Unit 1 and also again in Unit 4 Content but it is intended to be done once you have completed all assignments and quizzes/exams. In that guidance you will see specific questions to respond against. No APA requirements in this case.

Quizzes/Exams

There will be an exam to complete for each of the Units assigned in this course. Again, each unit has specific chapters tied to that Unit.

Key Points

You will have access to only one UNIT at a time. Once all assignments and quizzes/exam are completed for that UNIT, then the next Unit will open. It will be very important for you to continue to progress consistently in this course. You can potentially finish prior to the end date of the course. I typically provide feedback on submissions within 24-48 hours.

Course Policies

Try to do your best to keep a consistent as possible approach to getting units completed in a timely fashion and avoid needing to have a late push by the end of the session to complete all assignments and quizzes/exams. If possible, try to make sure you are checking UIU email daily just in case I need to notify the students of anything.

AI-Free Assignments

Use of generative AI is not permitted for assignments requiring independent analysis, critical thinking, or personal reflection (e.g., take-home exams, reflective essays). Unauthorized use constitutes a violation of academic integrity and may fall under the Academic Misconduct Policy.

Grading Criteria

Criteria	Points	Percentage
What Have You Learned (chapter discussion questions)	$5 * 15 = 75$	18.75 %
Experiential Exercises for Self-Assessment	$10 * 15 = 150$	37.5 %
Exams (4 total)	$4 * 25 = 100$	25 %
Hot Topics (2 total)	$2 * 25 = 50$	12.5 %
Session Reflections writing assignment	$1 * 25 = 25$	.6.25%
TOTAL	400	100 %

Grading Scale

Letter Grade	Points	Percentage
A	372 - 400	93 - 100 %
A- (minus)	360 - 371	90 - 92 %
B+	348 - 359	87 - 89 %
B	332 - 347	83 - 86 %
B- (minus)	320 - 331	80 - 82 %
C+	308 - 319	77 - 79 %
C	292 - 307	73 - 76 %
C- (minus)	280 - 291	70 - 72 %
D+	268 - 279	67 - 69 %
D	252 - 267	63 - 66 %
D- (minus)	240 - 251	60 - 62 %
F	below 240	below 60 %

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines
AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

UNIT 1 ... covering chapters 1, 2, 3 and 4 :

On a Word doc format, for each of the following chapter assignments in Unit 1, complete the assigned discussion question (What Have You Learned) and the Experiential Learning for Self-Assessment exercise, and submit to the appropriate folders in the Assignments tab. Note - you will use a Word doc format as well for subsequent Units. Here are the assignments for Unit 1:

Chap 1 What have you learned?

Answer question 5

Chap 1 Complete Experiential Exercise for Self-Assessment 1.1

Who are you? Who do you really want to be?

Chap 2 What have you learned?

Answer question 1

Chap 2 Complete Experiential Exercise for Self-Assessment 2.1

Measure your management skills.

Chap 3 What have you learned?

Answer question 5 (note: TQM is total quality management)

Chap 3 Complete Experiential Exercise for Self-Assessment

Planning for Personal Development

Chap 4 What have you learned?

Answer question 9

Chap 4 Complete Experiential Exercise for Self-Assessment 4.1

Cultivating Cultural IQ

Complete the exam covering all chapters in Unit 1.

UNIT 2 ... covering chapters 5, 6, 7 and 8 :

Chap 5 What have you learned?

Answer question 4

Chap 5 Complete Experiential Exercise for Self-Assessment

Leadership Integrity (including self-scoring)

Chap 6 What have you learned?

Answer question 7

Chap 6 Complete Experiential Exercise for Self-Assessment

The Communication Quiz

Chap 7 What have you learned?

Answer question 3

Chap 7 Complete Experiential Exercise for Self-Assessment 7.1

What Motivates Employees

Chap 8 What have you learned?

Answer question 3 (both a and b)

Chap 8 Complete Experiential Exercise for Self-Assessment

Assess Your Problem-Solving Skills

Complete the first Hot Topic assignment (read the guidance within the actual assignment under the Assignments tab as you will be critiquing a video. For the second Hot Topic you will find some additional guidance in Unit 4 Content within uploaded docs. You can use a Word doc or a Power Point format for the second Hot Topic. Summarize the key point of the article you choose and submit to the appropriate folder in Assignments tab.

Complete the exam covering all chapters in Unit 2.

UNIT 3 ... covering chapters 9, 10, 11 and 12 :

Chap 9 What have you learned?

Answer question 5

Chap 9 Complete Experiential Exercise for Self-Assessment

How Do Your Time Management Skills Measure Up ?

Chap 10 What have you learned?

Answer question 7

Chap 10 Complete Experiential Exercise for Self-Assessment

Exploring Pre-Employment Assessments (complete all questions)

Chap 11 What have you learned?

Answer question 5

Chap 11 Complete Experiential Exercise for Self-Assessment

Team Assessment

Chap 12 What have you learned?

Answer question 1

Chap 12 Complete Experiential Exercise for Self-Assessment

Recognizing Personal Bias

Complete the exam covering all chapters in Unit 3.

UNIT 4 ... covering chapters 13, 14 and 15 :

Chap 13 What have you learned?

Answer question 5

Chap 13 Complete Experiential Exercise for Self-Assessment

Can a Personal Time Study Boost Your Personal Effectiveness? (discuss your reasoning)

Chap 14 What have you learned?

Answer question 1

Chap 14 Complete Experiential Exercise for Self-Assessment

What Is Your Conflict Resolution Style?

Chap 15 What have you learned?

Answer question 5

Chap 15 Complete Experiential Exercise for Self-Assessment

How Full is Your Supervisory Toolbox?

Complete the second Hot Topic assignment. You will find some additional guidance in Unit 4 Content for uploaded docs. You can use a Word doc or a Power Point format. Summarize the key point of the article you choose and submit to the appropriate folder in Assignments tab. Note: this is similar to how you did the first Hot Topic but a different chosen topic for focus.

Complete the exam covering all chapters in Unit 4.

Complete the Session Reflections writing assignment and submit to the appropriate folder in the Assignment tab.

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Technology Requirements

Computer, appropriate software. and internet access.

Late Work

See course policies section. The important thing to keep in mind for a self-paced course is to stay consistent from start to finish on getting assignments and quizzes/exams turned in so you don't get into a crunch situation towards the end date of the session. This also helps avoid a potential Automatic Withdrawal situation.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to [uiu.edu/financial aid](http://uiu.edu/financialaid).

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate

professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

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Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.