

ARIZONA WESTERN COLLEGE  
SYLLABUS

## MGT 250 PERSONNEL SUPERVISION

Credit Hours: 3 Lec: 3

PREREQUISITE: None

COURSE DESCRIPTION

Student will cultivate the functional relationship between management and the labor force; principles of handling the human factor to maximize the productive efficiency of the firm through sound procurement, development, utilization and maintenance of the human resources in the enterprise.

1. COURSE GOAL

Develop skills towards personnel supervision by acquiring techniques, tools and talents to better supervise personnel. Develop personal organizing skills, team leadership skills, improving listening skills, interviewing strategies, and understand appropriate concepts to solve personnel supervision problems.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1. explain the role of the supervisor
- 2.2. explain the modern supervision challenges of ensuring high quality
- 2.3. explain the concepts of working teams in the workplace
- 2.4. explain the need for meeting high ethical standards in supervision
- 2.5. explain the use of modern technology in the workplace
- 2.6. explain the functions of supervisors in reaching goals and objectives
- 2.7. explain the structures of organization and how to use organizational resources
- 2.8. explain the characteristics of a successful leader
- 2.9. explain problem solving and decision making processes and guidelines
- 2.10. explain the skills needed by a supervisor, such as communication, motivating employees, improving productivity, supervising the problem employee
- 2.11. explain the need for managing stress and time management
- 2.12. explain managing conflict and changes in the workplace
- 2.13. explain supervision and human resources in selecting employees, providing orientation and training, and appraising employees performances

3. METHODS OF INSTRUCTION

- 3.1. Lecture and discussion of topic material and relevant issues
- 3.2. Moderate the debates of controversial topics
- 3.3. Assist with hands on class exercise and team building exercises
- 3.4. Ask and answer questions
- 3.5. Relate recent articles and current events to class discussions
- 3.6. Simulate office or company situation
- 3.7. Initiate practice in writing and critical thinking through individual and group settings

4. LEARNING ACTIVITIES

- 4.1. Read the assigned chapters and complete all assigned projects and tests
- 4.2. Participate in class discussion
- 4.3. Participate in class activities of role playing
- 4.4. Write critiques on problem solving in real case scenarios

4.5. Prepare written reports on current events that relate directly to the course content

5. EVALUATION

- 5.1. Quizzes/Exams
- 5.2. Current event synopsis
- 5.3. Case analysis
- 5.4. Team-building exercise (group)

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course