Fall 9-1-2018

BMGT 216.50: Psychology of Management & Supervision

Anthony W. Becker
University of Montana - Missoula, Anthony.Becker@umontana.edu

Recommended Citation

Becker, Anthony W., "BMGT 216.50: Psychology of Management & Supervision" (2018). *University of Montana Course Syllabi*. 8406.
https://scholarworks.umt.edu/syllabi/8406

Missoula College

THE UNIVERSITY OF MONTANA

Course Syllabus
BMGT216_AU18–Becker

Course Number and Title: BGMT 216 - Psychology of Management & Supervision
Term: Autumn 2018

Credits: 4

Faculty: Anthony Becker
Office: MC413
Office Hours: Mondays: 3:00 – 4:00pm, Tuesdays: 8:00 – 9:00am, and
                                       Thursdays: 1:00 – 2:00pm, or by appointment.
Phone: 243-7817
E-Mail: Anthony.Becker@umontana.edu
Pre-réquisits: None

Required Textbook:

SUPERVISION and LEADERSHIP in a CHANGING WORLD by Gary Dessler
ISBN-13: 978-0-13-505865-7   ISBN-10: 0-13-505865-1

Course Description:
Management theory, research and the practice of management. Topics include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

Course Objectives:
This course will provide the students the knowledge and skills required to effectively manage organizations and human resources.

Students Will:

1. Demonstrate their ability to apply the concepts discussed in class.

2. Communicate effectively using written and oral techniques.

3. Participate in experiential learning exercises.

4. Discuss often conflicting messages in business ethics and the need for social responsibility.

5. Understand the need for balancing a concern for output and a concern for the people who perform the work.

Grading:

Students' final grade will be based upon cumulative quiz/test scores, case studies, special projects and assigned work. Unless special circumstances exist, students will receive no credit for assigned work turned in after the due date. A student may not pass this course if the final exam is not taken on the assigned date. Please refer to your schedule book for final schedules. Quizzes may be given announced or unannounced. Students who are absent from class when a quiz is announced will not be excused from the quiz when it is administered. It remains the students responsibility to obtain information missed if absent.

Make-up quiz tests:

Make up quizzes will ONLY be allowed if the student meets the following criteria:

1. The student has a legitimate reason for missing the time period when the quiz test is administered.
2. The student contacts instructor PRIOR to the quiz/test being administered. This may be done by email or via telephone/voice mail. You may NOT use another student to communicate your absence.
3. The make-up test must be taken prior to the next quiz/test unless extended illness or legitimate reason is indicated.

Grading Scale:

91-100%	**A**
81-90%	**B**
71-80%	**C**
64-70%	**D**
< 64%	**F**

Final Exam:

The final exam must be taken in order to pass this course. There are no exceptions.

Attendance:

Though this is an online course, there is an expectation that you will actively check each week as frequent as needed to check for new listings of; Reading assignments, Lecture notes, Homework assignments, and associated due dates. How frequent you visit the Moodle course shell is recorded and can be authenticated by instructor. Course materials are *exclusively* available via Moodle.

Missed Notes/Assignments:

We recognize that urgent matters or illness occurs, and an infrequent absence may be required. If you have missed an assignment or no grade has been posted for an assignment, contact instructor as soon as possible to resolve the issue. If however, a long absence becomes necessary, you will need to see your advisor to make arrangements to drop the course.

Outside Class Work:

Assignments, case studies and special projects will be assigned throughout the semester. These assignments are the sole responsibility of the student and will not be accepted late. Assignments are due as indicated in Moodle. All assignments are expected to be typed, and include the **student's name**, course name; **BMGT 216** and section number; **50**. Outside work makes up a large portion of your grade and should not be ignored.

Incomplete Grades:

An "I" incomplete grade will not be given for not doing well in the course, or dropping after scheduled deadline.

Field/Lab Assignments (If applicable):

In order to facilitate experiential learning, some assignments may require visiting area businesses, conducting observations, or interviewing business leaders. These activities can be an advantage to the businesses as well as and economic hardship should customer traffic or purchasing be affected. Additionally, our reputation, and your education can be adversely affected. Because of these factors, the following guidelines should be followed.

1. Do not visit locations in groups of more than 3. Larger groups create traffic barriers that impact Customer purchasing.
2. Keep noise and distractions to a minimum.
3. Dress appropriately – you represent the best our college offers.
4. Do not create additional work for business personnel. If you remove an item from inventory, Please return it to the appropriate location.
5. Be courteous and thank the business for their time and efforts.
6. Never use inappropriate language.

*It is a privilege for us to learn from these businesses and not take them for granted.

Questions or Concerns:

We encourage you to contact us with any concerns or questions. It is possible that another source may not have accurate or complete information pertaining to a question you may have. You may e-mail us with your questions. We will answer these as soon as possible. You may also make an appointment with either of us should this be required. We will do everything possible to make this course a positive learning experience.

Academic Misconduct

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

Course Outline

I. Planning & Control
   a. Exercising control over people and processes
   b. Managing information and solving problems

II. Staffing with Human Resources
   a. Forecasting workforce requirements
   b. Interviewing job applicants
   c. Selecting the best prospects

III. Training and Developing Employees
   a. Orientation
   b. Factors in learning

IV. Appraisal of Employee Performance
   a. Performance evaluations
   b. Problem performance

V. "Unhiring" Employees

VI. Motivating Employees
   a. Motivational Theory
   b. Leadership and motivation

VII. Employee Safety and health under OSHA

VIII. Management's Role in Labor relations

IX. The Nature of Management
   a. Defined
   b. Effective Vs efficient use of resources

X. Management's Social and Ethical Responsibilities
   a. Definition's and perspectives
   b. Ethical dimension of Management

XI. Planning and Decision Making
   a. Coping with uncertainty
   b. Essentials of planning

XII. Decision Making and Creative Problem Solving
   a. Challenges for decision makers
   b. Making decisions
   c. Programmed Vs non-programmed decisions

XIII. Organizational Cultures

XIV. Group Dynamics and Teamwork

XV. Influence Processes and Leadership