

School of Leadership and Professional Studies  
College of Education and Behavioral Sciences  
Western Kentucky University

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**IMPORTANT:** This syllabus (and some of the course content) is subject to modification up until the first day of the semester in which the course is taught. It is made available for general information purposes only. Any or all parts of it may change before the course is offered. If you register for the course you may access the updated and correct syllabus on the first day of classes. I am including the syllabus here mainly for the textbook (see below) that you need to have in this class. It is a required textbook!

# WFA 300

## Workforce Administration and Practice

### SYLLABUS

#### Course Information

##### Course Description

The class is divided into five modules with each module covering two chapters from the textbook.

- In Module 1, we will cover the supervisory management rules and challenges (chapter 1) and planning and organizing (chapter 2).
- In Module 2, we examine delegating authority and empowering employees (chapter 5) and motivation (chapter 7).
- In Module 3, we investigate group development and team building (chapter 9) and coaching for higher performance (chapter 10).
- In Module 4, we will explore decision making, problem solving, and ethics (chapter 11); and the fundamentals of organizing (chapter 12).
- In Module 5, we will scrutinize exercising control (chapter 13) and selecting, appraising, and disciplining employees (chapter 15).

##### Course Objectives

Upon completion of the course, students will be able to:

- Evaluate the roles and challenges of supervisors;
- Explain the functions of planning, organizing, and controlling;
- Examine the decision-making process of supervisors;
- Distinguish and analyze supervisors' skills of motivating, coaching, delegating, and empowering subordinates.

## Textbook

Please visit the [WKU Store webpage](#) to see the required textbook for this course. This course requires access to an E-Book.

## Technology Requirement

- This is an online course and all the course content will be delivered through [WKU Blackboard](#) (<https://wku.blackboard.com/>). All your work will also be submitted through Blackboard.
- You are required to have your own computer for this course. You need to be able to access the course on a regular basis and will need to be on the computer to do work for extended periods.
- You will need a high-speed internet connection (DSL, LAN, or cable connection preferred) to stream videos and take the quizzes in a timely manner.
- You are required to have access to a word processor to complete the activities and assignments for this course. As a WKU student you have access to [Office 365 Pro Plus](#) ([https://www.wku.edu/its/sms/microsoft\\_sa.php](https://www.wku.edu/its/sms/microsoft_sa.php)) that allows you to install the Microsoft Suite in your computer, or you can have access to [Office 365](#) (<https://products.office.com/en-us/student/office-in-education?legRedir=true&CorrelationId=f5b5c62e-4140-4ae7-8952-8376980ec632>), which includes Word, Excel, PowerPoint and other tools available online.
- You must download the **Lockdown Browser** to take the quizzes. This software prohibits you from accessing files or searching the internet on your computer while taking the exam. More information about Lockdown Browser is available in Blackboard.

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Blackboard you can call the IT Helpdesk at 270.745.7000 (during their office hours) or visit [them online](#) (<https://www.wku.edu/its/service-desk/>).

## Assignments/Assessments:

### Blackboard

**This course will be delivered via Blackboard, your online learning community, where you will interact with your classmates and with me.** Within the course site you have access to learning materials, tutorials, and the syllabus. You can discuss issues, submit assignments, take quizzes, and email other students and me. Assistance and help are also available on the use of Blackboard.

The course will consist of readings from the assigned textbook, video lectures, activities, discussions, assignments, and quizzes.

**Assigned Readings:** The textbook and video lectures provide the content to support the completion of the activities, assignments, and quizzes.

**Notes Activity:** For every chapter you must read in this course there will be a note activity the follows for you to complete. The notes activities will help you focus on your reading and increase your comprehension and retention of the content.

**Assignments:** In every module there is a unique assignment that needs to be completed and submitted for grading. Detailed information about each assignment can be found in Blackboard.

**Discussions:** For the discussion boards in this course you will submit at least one original post and at least two response posts each week. Your first original post for each week must be a minimum of 200 words and submitted no later than Thursdays at 11:59 pm CST. Your response posts must be a minimum of 50 words and are due on Sundays at 11:59 pm CST.

**Quizzes:** There are 5 quizzes, one for each module. Each consists of 50 multiple-choice and/or true-false questions.

### Evaluation/Grading

Grades will be assigned based on the percent total of points earned in the course. The grading scale is:

A = 90 -100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% and below. To determine your grade at any time, add up the number of points earned, divided by the total number of points possible at that time and multiply by 100.

Graded Assignments	How many	Points each	Points
Notes Activity	10	10	100
Assignments	5	75	375
Intro Discussion	1	25	25
Discussions	5	25	125
Quizzes	5	75	375
<b>Total Points:</b>			<b>1000</b>

Grade	Points
A	900 – 1000
B	800 – 899
C	700 – 799
D	600 – 699
F	Below 600

Note: All assignments (quizzes, discussions, etc.) must be completed and submitted by their time and date due. Late assignments are not accepted!

## Course Policies & General Information

### Important Course Policies and Expectations

1. Assignments are to be submitted correctly, as specifically instructed. Assignments that are not sent to me as instructed by me will be rejected.
2. ALL assignments are to be received by the time (Central Daylight Time) and date that they are due. By "received" I really mean that the assignment has been sent and has been received by its due date/time!
3. ALL work must be YOUR work! Any work submitted that is not your work will receive a zero and may not be resubmitted. In such a case, other penalties may also apply!
4. ALL assignments (quizzes, discussions, etc.) will be done online.
5. You are responsible to take your quizzes on reliable devices hooked to a reliable Internet connection (excuses such as: "my computer froze on me or my connection got disconnected" are unacceptable).
6. When taking quizzes and tests on Blackboard, you have to do it on one sitting; meaning, you cannot save and come back to the quiz or go back to an answer and change it (no backtracking). Once you start a quiz, you have to finish it and once you submit an answer you cannot change it. The system will terminate your quiz if you try to backtrack, etc.
7. Late assignments are not accepted. No exceptions.
8. There will be no make-up assignments.
9. There will be no extra credit assignments!
10. Grades are posted on Blackboard (there is a link there titled "Check your grades").

### Communication Policy

#### Email Communication

Please send proper emails. Emails should come from a wku.edu address and make sure to put "WFA300" in the subject line. Emails will be answered daily during the week (Monday-Thursday) and emails sent on Friday-Sunday may not be answered until Monday. Your instructor is NOT online 24 hours per day, so please allow time for response.

#### Feedback on Assignments

All assignments are due on Sundays at 11:59 pm CST unless otherwise indicated. Students should expect to receive grades and possible feedback on Wednesdays of the following week, unless unforeseen circumstances.

#### Netiquette

When corresponding with your instructor and classmates through email or in the discussion boards, please use proper grammar and a positive tone. Please DO NOT use

“net speak” like, “u”, “omg”, “lol”, etc. Please also refrain from using all CAPITAL LETTERS, as this is often interpreted as shouting. Treat your instructor and fellow students with respect at all times, and in all communications.

## Academic Integrity

All Western Kentucky University policies are in effect. All your work must be your own, unless I authorize collaboration. Presenting the words, ideas, or expressions of another person in any form and claiming them as one’s own is plagiarism and will not be tolerated. The claim of ignorance is no excuse. (See [academic offenses](https://www.wku.edu/handbook/academic-dishonesty.php/) (<https://www.wku.edu/handbook/academic-dishonesty.php/>) in the WKU student handbook.) The University Catalog states, “Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal.”

## Student Accessibility Resource Center

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact [Student Accessibility Resource Center](https://www.wku.edu/sarc/) (<https://www.wku.edu/sarc/>) at Downing Student Union, 1074. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter or accommodation.

## Title IX

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at <https://www.wku.edu/policies/docs/251.pdf>. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

## Course Schedule

This course is a five-week term. Below is a course schedule to help you organize your time most effectively. Keep in mind: When a new module is posted, the previous (current) module is removed! As a result, it is crucial to stay on task.

All assignments and quizzes are due by Sunday midnight of the week they are assigned. However, discussions main posts are due Thursdays to allow enough time to your peers to reply to you by Sunday.

Week	Modules	Assignments
1	Module One: Chapters 1 and 2	<ul style="list-style-type: none"> <li>- Introductions Discussion Board Forum</li> <li>- Module One Notes Activities</li> <li>- Module One Quiz</li> <li>- Module One Discussion Board Forum</li> <li>- Module One Assignment</li> </ul>
2	Module Two: Chapters 3 and 4	<ul style="list-style-type: none"> <li>- Module Two Notes Activities</li> <li>- Module Two Quiz</li> <li>- Module Two Discussion Board Forum</li> <li>- Module Two Assignment</li> </ul>
3	Module Three: Chapters 5 and 7	<ul style="list-style-type: none"> <li>- Module Three Notes Activities</li> <li>- Module Three Quiz</li> <li>- Module Three Discussion Board Forum</li> <li>- Module Three Assignment</li> </ul>
4	Module Four: Chapters 9 and 11	<ul style="list-style-type: none"> <li>- Module Four Notes Activities</li> <li>- Module Four Quiz</li> <li>- Module Four Discussion Board Forum</li> <li>- Module Four Assignment</li> </ul>
5	Module Five: Chapters 12 and 13	<ul style="list-style-type: none"> <li>- Module Five Notes Activities</li> <li>- Module Five Quiz</li> <li>- Module Five Discussion Board Forum</li> <li>- Module Five Assignment</li> </ul>