

Western Kentucky University
School of Engineering and Applied Sciences
MFGE 430: Technology Management / Supervision / Team Building

Instructor: Mark Perdue
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Office Hours: by appointment
Phone: 270 647 0108 (mobile)
Pre-requisites/Co-requisites: None
Credit: 3 credit hours

CATALOG DESCRIPTION

This course will provide an introduction to the fundamentals of industrial supervision. Students will develop the skills, knowledge, and philosophies required to function in a highly technical, industrial environment in a supervisory capacity. Content includes a study of leadership, management, management-labor relations, supervisory intuition, and various legal issues.

COURSE OBJECTIVES

Upon completion of this course, students should be able to:

1. Develop individual leadership abilities for the supervisor
2. Develop management skills in planning, organizing, and controlling
3. Identify and describe the characteristics of effective team building and team dynamics
4. Discover and apply motivational skills for the supervisor
5. Explore typical problems faced by the supervisor, such as performance appraisals, worker complaints, and discipline
6. Assess and evaluate personal supervisory style, skills and create plans for improvement

COURSE TOPICS

The course will introduce students to the world of work and the functions of a supervisor with an emphasis placed on supervisory roles and the skills needed to be successful in today's ever-changing work environment. Supervisory positions are also being influenced by several environmental factors. What these factors are and how they affect the supervisory function are discussed. Supervisory skills such as planning and goal setting, organizing, staffing and recruiting, and controlling will be discussed. Motivating others, leading followers, communicating effectively, and developing team's skills will be discussed and practiced.

REQUIRED TEXTBOOK

Supervision Today by Robbins, DeCenzo & Wolter, 2019, 9th addition (8th ed. will work as well), Pearson Prentice Hall, Upper Saddle River, NJ.

GRADING / COURSE EVALUATION

• Exam 1	20%
• Exam 2	20%
• Exam 3	20%
• Final Exam	20%
• Assignments / Quizzes / Discussions	20%

- All deliverables **MUST** be completed in order to pass the course
- See course schedule for weekly activity details and due dates

GRADING SCALE

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Less than 60

COURSE AND UNIVERSITY POLICIES / PROCEDURES

CLASS EXPECTATIONS

Students are expected to complete the class work individually, unless stated otherwise. You are expected to thoughtfully complete the assigned readings, to bring questions and offer thoughtful and constructive comments to discussions, and to actively participate in discussions and class activities. You are expected to do all required assignments and turn them in on time, as late assignments are not accepted. I also expect you to act honestly and ethically at all times and to treat one another with respect.

MAKE-UP EXAMINATIONS

Make-up examinations will only be granted under extenuating circumstances and at my discretion. It is your responsibility to inform me (ahead of time, whenever possible) of extenuating circumstances that might prevent you from completing work by the assigned

LATE SUBMISSION

All assignments have specific deadlines and must be submitted via blackboard on time. In general, a late submission will not be graded and receive a score of zero. With prior arrangements, students may be allowed to submit their late assignments after the due date. However, students who submit assignment up to 3 days late will be penalized by 10 percent per day applied to the grade achieved on the late assignment. Students who submit assignments more than 3 days late will receive a grade of zero on the assignment.

COMMUNICATION POLICY

Email is the preferred method of communication. My response time is within 24 hours Monday – Friday, and 48 hours on the weekends. Email Subject Line: Please start your subject line in email correspondence with Course Number-name: Subject_Of_Message (for example, MFGE430: Question regarding A1)

HOW TO LABEL YOUR WORK

All assignments should be labeled as follows: name-class#-assignment#.docx. For example, a student named John Hilltopper would name his assignment JHilltopperMFGE430-Exam1.docx. Your name and the assignment number must be included in the text of the document attached. Failure to follow these guidelines could result in loss of points.

ATTENDANCE

Attendance is encouraged because missing classes can have a significant impact on your grades. If you do not regularly attend classes, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, you are expected to attend classes and come fully prepared to actively participate. There are many ways to participate, including reading class materials, asking questions, joining in class discussions, volunteering to answer questions raised during class, and being fully engaged and part of classroom demonstrations. You are highly expected to read the indicated lecture materials and reading assignments prior to class so that you will be actively engaged in the classroom discussions.

COURSE WITHDRAWAL

Students should refer to the Drop/Add deadlines and to information for withdrawing from a class for the particular term. It is the student responsibility to officially withdraw from the class if you wish no longer to continue in the course. The university policy states “Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.”

ACADEMIC HONESTY

All Western Kentucky University policies are in effect. Academic dishonesty will not be tolerated in any form. Plagiarism is defined as the use of the words and ideas of another as one's own without crediting the source. References must be cited, and quotation marks should be used in direct quotes. Academic dishonesty includes cheating on exams, quizzes, assignments and representing someone else's work as your own work. Plagiarism and cheating are serious offenses and may be punished by failure on the exam, assignment, paper, or project.

STUDENT ACCESSIBILITY RESOURCE CENTER

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX/Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. 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.

ADA Accommodation Statement

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Pregnant and Parenting Students

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir, via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix/.

Ogden Student Course Attendance Statement

The faculty and staff of Ogden College of Science and Engineering are committed to providing you with learning experiences and opportunities. You must assume ownership of your education and be an active participant in the classroom and laboratory to take advantage of these opportunities. **Active participation requires you to attend.** Scientific studies have shown that attendance during scheduled classroom and laboratory meetings is directly correlated to your performance on assignments and exams and the potential to earn higher grades. Additionally, if you do not regularly attend class, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, as a student enrolled in an Ogden course, you are expected to attend every class meeting and to inform your instructor regarding the reasons for any absences as soon as practical. **Your instructor may incorporate class attendance/participation as part of the grading criteria.**