Wayne State University  
College of Education

Division: Administrative and Organizational Studies  
3 South Education  
5425 Gullen Mall  
Detroit, MI  48202-3489

Program Area: General Administration and Supervision

Course: Supervision  
EDA 8630-1709-002  
Spring, 2017  
4 credits

Location: On-line Course
Day/Time: Arranged

Professor: Dr. Matt Outlaw
Phone: 810 588-2744
Email: moutlaw92@yahoo.com

COURSE DESCRIPTION AND OVERVIEW

This course addresses “basic issues in motivation, job satisfaction, and goal attainment in educational and human service organizations. Establishing productive supervisor/staff relations. Monitoring employee performance.” (WSU Graduate Bulletin, 2006-08)

The purpose of this course is to help students gain knowledge and skills that enable them to effectively supervise employees in educational and human service settings. The course will focus on four major areas:

- **Knowledge for supervision**, including areas such as adult and teacher development within the context of the school and research on effective teaching.
- **Interpersonal skills related to supervision** with an emphasis on the use of developmental supervision. Examples of topics addressed in this area include the supervisory behavior continuum, the theory of developmental supervision, use of directive control and informational behaviors, use of collaborative strategies, and use of non-directive behaviors.
- **Technical skill development** in areas such as assessing and planning, observational techniques, and research and evaluation skills.
- **Personal skill building with an emphasis on developing communication skills for addressing interpersonal relationship issues in the workplace.**
EDA 8630 is intended for experienced human service agency/school personnel who are knowledgeable in organizational structure, content area(s) and procedures. Students who do not have background knowledge and experience in these areas may experience difficulty in the completion of course assignments.

COURSE OBJECTIVES

1. Develop an awareness of the historical approaches/situations that complicate the supervisory role, purposes, philosophy, and issues relating to supervision for the new millennium in the educational and/or human service organization workplace.
2. Identify and analyze power, locus of control, demographics, federal and state mandates and politics surrounding supervisory and staff relations for your subject area(s).
3. Analyze situations, review cases and role play various behavioral approaches for use within the educational and human service workplace involving work groups, empowerment, motivation, staff restructuring, assessment, and performance evaluation.
4. Identify and analyze concepts of coaching, mentoring, and technical skills associated with the tasks of training new staff for the millennium in the changing educational and/or human service organization workplaces.
5. Review recent learning, instructional and curricular theories, and current issues regarding federal mandates, state content reform, human performance evaluation, and integration of new technologies. Discuss procedures for collaboration and infusing relevant research findings in work-varied clients including students, staff, parents, and community.
6. Identify and develop your own personal philosophy, style and skills as a supervisor.

REQUIRED TEXT


COURSE REQUIREMENTS

1. Class Meetings – There will be 2 class meetings that will be hosted on Adobe Connect. These sessions will begin at 6:30 p.m. and last until the discussion is completed. Discussion topics will include progress on assignments, student questions as well as course themes. A link with instructions will be sent for these meetings. The following are the days and times of the class meetings:
   a. Thursday, September 7th – 6:30 p.m.
b. Wednesday, November 8\textsuperscript{th} – 6:30 p.m.

2. **On-line Learning Modules (120 Points – 20 points each)** – There are 6 on-line learning modules that all students will complete. Each module has specific instructions and varying products to submit for credit. The following are the 6 on-line learning modules (It is recommended to begin these early and space them out throughout the class, but they are all officially due by December 8):
   a. Module 1 - Introduction to the Supervision-Management-Supervision and the people that work for us
   b. Module 2 – Integrity and intent
   c. Module 3 – Capabilities and results
   d. Module 4 – Staff demotion and dismissal
   e. Module 5 – Leading as a multiplier and being a talent magnet
   f. Module 6 – Practices of a multiplier

3. **On-line mini-lessons (40 points – 10 points each)** – There are 4 mini-lessons which are shorter learning modules on varying topics. The following are the mini-lessons (It is recommended to begin these early in the course, but the official due date is December 8):
   a. Motivation
   b. 13 behaviors of high trust leaders
   c. Teacher evaluation
   d. Leadership exemplars

4. **Blackboard bi-weekly discussion question (30 points – 3 posts)** – I will post a question bi-weekly that will touch on a contemporary issue in leadership. You will read the article or quote and respond as follows:
   a. One original response to the question (4 points)
   b. Two responses to other classmates original response (3 points each)

5. **Interviews and reflection (60 Points Total - 20 points for each interview)**:
   Students will complete three interviews and reflections during the semester. Instructions for each interview will be on Blackboard (all due: December 8)
   a. **Interview #1**: Person being supervised (recommended completion: By the end of the first month)
   b. **Interview #2**: Supervisor (recommended completion: By the end of the second month)
   c. **Interview #3**: Supervision in Practice

6. **Final Paper: Personal Supervision Philosophy Statement.** (50 points).
   Students will identify key knowledge and skill areas for effective supervision and assess their strengths and areas for development according to each of the identified knowledge and skill areas. They will set specific short and long-term goals for continued growth in supervision. Detailed instructions will be on Blackboard and discussed during a in-person class session. The paper
length should be no less than 3 pages and no more than 5 pages. Due: December 15th at the latest

7. Total Points: There are 300 possible points for the course

**GRADING**

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<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
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<td>87-89</td>
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<td>B</td>
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<td>B-</td>
<td>80-82</td>
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<td>C+</td>
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<td>C</td>
<td>73-76</td>
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<td>C-</td>
<td>70-72</td>
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Incomplete Grade: If a student wishes to request an incomplete grade, a signed request with reasons that the incomplete is being requested must be given to the instructor. Upon the instructor’s acceptance of the request, a proposed contract specifying how the incomplete will be completed must be submitted to the instructor.

**CLASS POLICIES**

1. All policies as outlined in the current WSU Graduate Bulletin will be followed. It is the responsibility of the student to be familiar with these policies.

2. Policies of particular note are provided below:
   a. To all students regarding academic dishonesty and plagiarism. The College of Education has a ‘zero tolerance’ approach to plagiarism and other forms of academic dishonesty. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University Undergraduate Bulletin, the Undergraduate Student Handbook and the Student Due Process Policy. It is each student’s responsibility to read these documents to be aware which actions are defined as academic dishonesty. Sanctions include failure in the course involved, probation and expulsion. Students are advised to think carefully and thoroughly, ask for help from the instructor if it is needed, and to make smart decisions about their academic work.
   b. Withdrawal Policy
      - Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
         o WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
         o WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
         o WN will be awarded if no materials have been submitted, and so there is no basis for a grade
      - Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day.
Students are sent two communications each semester regarding course withdrawals and deadlines for withdrawing. The medical withdrawal process can be initiated for up to three months following the end of a term, and is not impacted by this change in withdrawal deadline. Exceptions for other reasons would be considered only when circumstances beyond a student’s control affect ability to complete course requirements, and occur after the end of the withdrawal period and prior to the beginning of the final examination period. In no case will a late withdrawal be approved after a student has taken the final exam, or received a final grade in the class. The appropriate remedy for a poor grade is normally to repeat the course. If questions exist about exceptions for course withdrawal after the deadline, please consult with the Office of the Registrar prior to advising a student to seek an exception.

Adding Classes

Students may add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

c. Religious Observance Policy:

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

d. Attention Students with Disabilities:

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those
accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

e. Technology access:

**Please note that there are on-line class sessions and assignments included in this course.** As educators and supervisors, your competencies and knowledge base include the use and integration of technology. The university assigns an access code for every student enrolled at WSU as part of the tuition and fees you pay. The Adamany Undergraduate Library (AUGL) has more than 100 computer stations with free access to computers 24 hours/day. If you live outside the southeastern Michigan or in Canada, the C & IT Help-line will provide you with appropriate dial-in access numbers. The Internet Toolkit is available free of charge from the C & IT Help Desk located in the AUGL. In addition to the media and technology services offered by university libraries, the College of Education has computer laboratories for student use in room 144 of the Education Building.

3. All written work must:
   b. Be print or computer generated work using a 12 point font size for print material, 28-36 point font for slides or transparencies. Be sure to use a clear dark cartridge or laser printer.
   c. Use page numbers on all documents

**Academic Dishonesty**

No form of academic dishonesty will be tolerated. You are in this class to learn, and you must commit the effort to obtaining your own knowledge and skills. You should already be aware, but for specific examples of academic dishonesty, including what constitutes plagiarism, you should read the Undergraduate and Undergraduate Bulletins found at [http://www.bulletins.wayne.edu/](http://www.bulletins.wayne.edu/), The Student Due Process Policy at [http://students.slis.wayne.edu/policies/index.php](http://students.slis.wayne.edu/policies/index.php) and any other formal documents that are created for students at WSU found through [www.wayne.edu](http://www.wayne.edu).

You will be asked to sign a "denial of academic dishonesty/pledge of authenticity" statement and attach it to each product turned in for credit in this class. Any academic dishonesty will clearly be considered premeditated and not accidental. Expulsion is probably not worth the few hours of work you will avoid by cheating, so please think carefully and thoroughly, ask for help when needed, and make smart decisions.

**WSU Plagiarism Policy:** Plagiarism includes copying material (more than 5 consecutive words) from outside texts or presenting outside information as if it were your own or by not crediting authors through citations. (APA cites require author, year, and page number for direct quotes in quotation marks and for paraphrases with no quotation marks.) It can be deliberate or unintended. If in doubt about the use of a source, cite it. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. Students caught plagiarizing information from other sources will receive a failing
grade in the course. To enforce this policy, all outside references must be submitted with assignments. [Check out web resources related to plagiarism to learn more. For instance a good plagiarism definition can be found at: http://www.suite101.com/content/a-definition-for-plagiarism-a10232; and paraphrasing examples good and bad at http://library.csusm.edu/plagiarism/howtoavoid/how_avoid_paraphrase.htm.

Anti-Discrimination and Harassment Policies
Wayne State University respects and protects the personal and academic freedom of its students, faculty and academic staff. The programs and activities of the University are open to all qualified persons without regard to race, religion, marital status, sex, sexual orientation, age, national or ethnic origin, political belief, or physical handicap, except as may be required by law. The University seeks to demonstrate, through all its programs and activities, its appreciation of human diversity and to maintain an atmosphere of tolerance and mutual respect that will nourish human liberty and democratic citizenship. Source: WSU’s Mission Statement (http://www.wayne.edu/MissionStatement.htm).

Professional Behavior (Required for only SCP Syllabi)
Consistent with NASP's goals, and as outlined in the SCP program's portfolio requirements document, you are expected to maintain good conduct in six areas of professional work behavior. You will be evaluated on these in this course, as well as throughout the program by department faculty. Because these skills (listed below) are critical to the development of successful psychology practitioners, problems in these areas will be noted in your portfolio reviews and typically require intervention by the department faculty as a whole.

1. Respect for human diversity
2. Communication skills
3. Effective interpersonal relations
4. Ethical responsibility
5. Adaptability
6. Initiative and dependability

The Writing Center
The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for graduate and undergraduate students at Wayne State University. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is not an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: http://www.clas.wayne.edu/writing/. To submit material for online tutoring, consult the Writing Center HOOT website (Hypertext One-on-One Tutoring) http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330.

MORE POLICIES CAN BE FOUND AT http://students.slis.wayne.edu/policies/index.php