



## HPK 540 Supervision in Health and Kinesiology COURSE SYLLABUS: FALL 2012

**Instructor:** Dr. Tara Tietjen-Smith, Associate Professor  
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### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings:

##### Textbooks (Both Required):

- (1) Bolman, L.G. & Gallos, J. V. (2011). *Reframing Academic Leadership*. Josey-Bass **(You can get the hardback or Kindle version.)**
- (2) Clifton, D.O., Anderson, E.C., & Schreiner, L.A. (2006). *Strengths Quest: Discover and Develop Your Strengths in Academics, Career, and Beyond*, Gallup Press. **(You must buy this book new or the code won't work!)**

**Course Description:** Philosophy, history, principles, organization, and techniques of supervision and their application to the supervision of health and kinesiology.

**Student Learning Outcomes:** At the successful completion of the course, students will:

1. Discuss opportunities and challenges in academic leadership.
2. Apply leadership theories to supervisory roles.
3. Develop and explain the role of vision and mission statements within an organization and how they influence supervisors.
4. Discuss leadership challenges and possible solutions.
5. Recognize and manage the dynamics of change in the workplace.
6. Discuss how to manage conflict effectively.
7. Identify personal strengths as well as strengths of others and how to develop and use those strengths.

### COURSE REQUIREMENTS

#### Instructional / Methods / Activities Assessments

We will identify, analyze, discuss, and research various issues in supervision and leadership. We will do this through online class discussions, assignments, and projects.

**Assignment 1: Discussions** (10 online discussions at 30 points = 300 points)

Ten discussions will take place online during the term over assigned topics. Students should research (reputable, professional sources) each assigned topic online before joining the debates.

**Student Learning Outcomes #1, #2, #3, #4, #5, #6, #7**

1. Discuss opportunities and challenges in academic leadership.
2. Apply leadership theories to supervisory roles.
3. Develop and explain the role of vision and mission statements within an organization and how they influence supervisors.
4. Discuss leadership challenges and possible solutions.
5. Recognize and manage the dynamics of change in the workplace.
6. Discuss how to manage conflict effectively.
7. Identify personal strengths as well as strengths of others and how to develop and use those strengths.

Grade Earned	Discussions Rubric: Evaluation Criteria	Points Awarded
<b>A</b>	<ul style="list-style-type: none"> <li>Participates significantly in discussions, including meeting the minimum word requirement of 150 for initial posts and 75 for response posts.</li> <li>Posted a minimum of 3 times.</li> <li>Discussions are well-organized, effective, and include information from assigned readings.</li> <li>Posts contribute to the current knowledge and further discussion on topics.</li> <li>Discussion posts are supported with fact (research).</li> <li>Discussion is well-written with minimal sentence structure, spelling, and grammatical errors.</li> <li>Appropriate references are cited in APA format.</li> </ul>	90-100% 27 - 30 points
<b>B</b>	<ul style="list-style-type: none"> <li>Participates in discussions, including meeting the minimum word requirement.</li> <li>Posted a minimum of 3 times.</li> <li>Discussions are well-organized, effective, and include information from assigned readings.</li> <li>Posts mostly contribute to the current knowledge and further discussion on topics.</li> <li>Discussion posts are supported with fact (research).</li> <li>Discussion is mostly well-written with minimal sentence structure, spelling, and grammatical errors.</li> <li>Appropriate references are cited in APA format.</li> </ul>	80-89% 24 – 26.9 points
<b>C</b>	<ul style="list-style-type: none"> <li>Participates in discussions, including mostly meeting the minimum word requirement.</li> <li>Discussions are mostly well-organized, effective, and include information from assigned readings.</li> <li>Posts somewhat contribute to the current knowledge and further discussion on topics.</li> <li>Discussion posts are mostly supported with fact (research).</li> <li>Discussion is mostly well-written with minimal sentence structure, spelling,</li> </ul>	70-79% 21 – 23.9 points

	<ul style="list-style-type: none"> <li>and grammatical errors.</li> <li>Some appropriate references are cited in APA format.</li> </ul>	
<b>D</b>	<ul style="list-style-type: none"> <li>Participates in discussions (may or may not meet the minimum word requirement).</li> <li>Discussions may not be well-organized, effective, and include information from assigned readings.</li> <li>Posts may or may not contribute to the current knowledge and further discussion on topics.</li> <li>Discussion posts may not be supported with fact (research).</li> <li>Discussion is not well-written with minimal sentence structure, spelling, and grammatical errors.</li> <li>Some appropriate references are cited, and may or may not be in APA format.</li> </ul>	60-69% 18 – 20.9 points
<b>F</b>	<ul style="list-style-type: none"> <li>Does not participate significantly in discussions, including meeting the minimum word requirement.</li> <li>Discussions are not well-organized, effective, and include information from assigned readings.</li> <li>Posts do not contribute to the current knowledge and further discussion on topics.</li> <li>Discussion posts are not supported with fact (research).</li> <li>Discussion is not well-written with minimal sentence structure, spelling, and grammatical errors.</li> <li>Appropriate references are not cited in APA format.</li> </ul>	<60% 0 – 17.9 points

## **Assignment 2: Assignments** (6 assignments at 50 points each = 300 points)

Six assignments related to leadership and supervision will be completed.

- Assignment 1: Strengths Quest
- Assignment 2: Theory Identification and Discussion
- Assignment 3: Visions and Missions
- Assignment 4: Research
- Assignment 5: Application
- Assignment 6: Group Application

Details about each assignment are provided in eCollege.

### **Student Learning Outcomes # 2 - 7,**

2. Apply leadership theories to supervisory roles.
3. Develop and explain the role of vision and mission statements within an organization and how they influence supervisors.
4. Discuss leadership challenges and possible solutions.
5. Recognize and manage the dynamics of change in the workplace.
6. Discuss how to manage conflict effectively.
7. Identify personal strengths as well as strengths of others and how to develop and use those strengths.

Grade Earned	Assignments: Evaluation Criteria	Points Awarded
A	<ul style="list-style-type: none"> <li>All questions are answered correctly.</li> <li>All key elements of topic are covered in a substantive way.</li> <li>All requirements for the assignment are met or exceeded.</li> <li>Content is comprehensive and accurate.</li> <li>References are cited in APA format.</li> </ul>	90-100% 45-50
B	<ul style="list-style-type: none"> <li>Most questions are answered correctly.</li> <li>Most key elements of topic are covered in a substantive way.</li> <li>Most requirements for the assignment are met.</li> <li>Most content is comprehensive and accurate.</li> <li>References are cited in APA format.</li> </ul>	80-89% 40-44.9
C	<ul style="list-style-type: none"> <li>Some questions are answered correctly.</li> <li>Some key elements of topic are covered in a substantive way.</li> <li>Some requirements for the assignment are met.</li> <li>Some content is comprehensive and accurate.</li> <li>Some references are cited in APA format.</li> </ul>	70-79% 35-39.9
D	<ul style="list-style-type: none"> <li>Some questions are answered correctly.</li> <li>Some key elements of topic are covered in a substantive way.</li> <li>Some of the requirements for the assignment are met.</li> <li>Content is not comprehensive and accurate.</li> <li>All references are may not be cited or may not in APA format.</li> </ul>	60-69% 30-34.9
F	<ul style="list-style-type: none"> <li>Most or all questions are answered incorrectly.</li> <li>Key elements of topic are not covered in a substantive way.</li> <li>Requirements for the assignment are not met.</li> <li>Content is not comprehensive and accurate.</li> <li>References are not cited or are not in APA format.</li> </ul>	<60% 0-29.9

### **Assignment 3: Major Project** (2 parts at 200 points each = 400 points)

Students will choose a leadership theory (approved by the instructor). Students will write a research paper based on this theory and create a PowerPoint presentation.

**Guidelines for the paper portion is as follows:**

8 - 10 pages (actual writing not including the cover page, references, etc.)

APA format

At least 6 references (at least 4 of them current (2006 – 2012), professional, refereed journal articles)

NOTE: Each student should have a separate topic. (If you have a topic in mind, please let me know ASAP.)

### **Student Learning Outcomes #2**

2. Apply leadership theories to supervisory roles.

Grade Earned	Major Project Part I – Research Paper: Evaluation Criteria	Points Awarded
A	<ul style="list-style-type: none"> <li>Paper was 8 pages minimum, in APA format.</li> <li>All key elements of topic are covered in a substantive way.</li> </ul>	90-100% 180 – 200

	<ul style="list-style-type: none"> <li>Complete and detailed literature search and write-up is submitted on topic.</li> <li>Analysis of research is comprehensive and accurate.</li> <li>Reference list is comprehensive, and references are cited in APA format.</li> </ul>	points
<b>B</b>	<ul style="list-style-type: none"> <li>Paper was 8 pages minimum, in APA format.</li> <li>Most key elements of topic are covered in a substantive way.</li> <li>A mostly complete and detailed literature search and write-up is submitted on topic.</li> <li>Analysis of research is mostly comprehensive and accurate.</li> <li>Reference list is mostly comprehensive, and references are cited in APA format.</li> </ul>	80-89% 160 – 179.9 points
<b>C</b>	<ul style="list-style-type: none"> <li>Paper was 6 pages minimum, in APA format.</li> <li>Some key elements of topic are covered in a substantive way.</li> <li>A literature search and write-up is submitted on topic.</li> <li>Analysis of research is somewhat comprehensive and accurate.</li> <li>Reference list is somewhat comprehensive, and references are mostly cited in APA format.</li> </ul>	70-79% 140 – 159.9 points
<b>D</b>	<ul style="list-style-type: none"> <li>Paper was 5 pages minimum.</li> <li>Some key elements of topic are covered in a substantive way.</li> <li>A partial literature search and write-up is submitted on topic.</li> <li>Analysis of research is not comprehensive and accurate.</li> <li>Reference list is not comprehensive, and references may not be cited in APA format.</li> </ul>	60-69% 120 – 139.9 points
<b>F</b>	<ul style="list-style-type: none"> <li>Paper was not 8 pages minimum and was not in APA format.</li> <li>Key elements of topic are not covered in a substantive way.</li> <li>Complete and detailed literature search and write-up is not submitted on topic.</li> <li>Analysis of research is not comprehensive and accurate.</li> <li>Reference list is not comprehensive, and references may not be cited in APA format.</li> </ul>	<60% 0 – 119.9 points

Grade Earned	Major Project Part II - Proposal PowerPoint Presentation: Evaluation Criteria	Points Awarded
<b>A</b>	<ul style="list-style-type: none"> <li>Contains all slides required.</li> <li>Quality of Presentation is outstanding</li> <li>Presented in a professional manner using APA format throughout and in Reference Section.</li> <li>Readable, well-sized fonts. Italics, boldface, and indentations enhance readability. Text is appropriate length. Background and colors enhance readability. Aesthetically pleasing.</li> <li>Contributes to message with appropriate use of headings and white space.</li> <li>No grammar or spelling errors.</li> <li>Tables/ graphs/ etc. are professional and in APA format</li> </ul>	90-100% 180 – 200 points
<b>B</b>	<ul style="list-style-type: none"> <li>Contains all parts/subtopics required.</li> <li>Presented in a professional manner, mostly using APA format throughout and in Reference Section.</li> <li>Sometimes fonts are readable, but in a few places fonts, italics, boldface,</li> </ul>	80-89% 160 – 179.9 points

	<ul style="list-style-type: none"> <li>long paragraphs, color, or background detract.</li> <li>Uses white spaces appropriately.</li> <li>Mostly uses Standard American English with rare misspellings.</li> </ul>	
<b>C</b>	<ul style="list-style-type: none"> <li>Contains most parts/subtopics required.</li> <li>Presented in a somewhat professional manner mostly using APA format throughout and in Reference Section.</li> <li>Overall readability is difficult with lengthy paragraphs, too many fonts, dark or busy background, overuse of boldface, or lack of appropriate indentations.</li> <li>Shows some structure but is cluttered, busy, or distracting.</li> <li>Mostly uses Standard American English with rare misspellings.</li> </ul>	70-79% 140 – 159.9 points
<b>D</b>	<ul style="list-style-type: none"> <li>Contains most parts/subtopics required.</li> <li>Attempted to present in a professional manner using APA format throughout and in Reference Section.</li> <li>Text is very difficult to read. Long blocks of text, small fonts, inappropriate colors, or poor use of headings, indentations, or boldface.</li> <li>Cluttered and confusing. Spacing and headings do not enhance readability.</li> <li>Shows some structure but is cluttered, busy, or distracting.</li> <li>Mostly uses Standard American English with rare misspellings.</li> </ul>	60-69% 120 – 139.9 points
<b>F</b>	<ul style="list-style-type: none"> <li>Does not contain all parts/subtopics required.</li> <li>Not presented in a professional manner using APA format throughout and in Reference Section.</li> <li>Very little text or unreadable text. No (or few) headings, indentations, or boldface.</li> <li>Cluttered and confusing or inadequate information.</li> <li>May not have used Standard American English.</li> </ul>	<60% 0 – 119.9 points

### Grading

<b>Assignment 1: Discussions (10)</b>	<b>300 points (30%)</b>
<b>Assignment 2: Assignments (6)</b>	<b>300 points (30%)</b>
<b>Assignment 3: Major Project</b>	<b>400 points (40%)</b>
<b>TOTAL</b>	<b>1000 POINTS (100%)</b>

### Grade Scale:

900 - 1000 = A	600 - 699 = D
800 - 899 = B	0 - 599 = F
700 - 799 = C	

### TECHNOLOGY REQUIREMENTS

The following information on technological requirements has been provided to assist you in preparing to use technology successfully in this course. You should have access to a computer with:

- Internet access/connection – high speed recommended (not dial-up)
- Microsoft Office (more specifically, MS Word and PowerPoint)

You also have access to a personal MyLeo account and a **MyLeo email address**. This is the email address that I will use to send you information regarding this course. Please check it regularly, and be sure to send me emails from this address, also.

## ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>. You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org).

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement:

The best way to reach me is via email ([Tara.Tietjen-Smith@tamuc.edu](mailto:Tara.Tietjen-Smith@tamuc.edu)) as I check it frequently. I will reply within 24 hours (during the regular work week) to your MyLeo email address. Please be courteous and professional in all of your interactions with me and fellow students.

### **eCollege Student Technical Support**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to Discussions etc...)

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures:

#### **Attendance:**

Please see syllabus for due dates on all assignments. Late assignments will incur a 10% point deduction per day late.

#### **Academic Honesty Policy**

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Be aware that the intent to deceive the reader does not have to be present for plagiarism to occur. For more information, please go to <http://www.plagiarism.org/>. **If you are in any doubt as to whether your work constitutes plagiarism or academic dishonesty, please discuss this with me confidentially.**

### University Specific Procedures:

*ADA Statement for Students with Disabilities*

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**  
**Texas A&M University-Commerce**  
**Gee Library 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

### *Student Conduct*

This course will cover topics related to health and human performance. Students may have widely differing views. Students should feel comfortable discussing their individual views and experiences concerning each subject. Students should also respect each other's differences and points of view. **If the instructor deems that individual students are not being respectful toward each other or the instructor, then these students will be asked to drop the course.** Please refer to pages 42 – 45 of the TAMU-C Students' Guidebook Codes of Conduct for details. All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).