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See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

<b>TRIAL COURSE OR NEW COURSE PROPOSAL</b>
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**SUBMITTED BY:**

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact			

This course will assist the student to transition from technical competence to supervision of technical employees. We will investigate the importance of teams, job roles, training, performance management, motivation, goal setting, work practices, and relations with HR department.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities

S = Social Sciences

**The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.**

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

# Outline Syllabus

## Supervising Others

### 1. Course information:

Supervising Others, CE F657A, One credit,

Prerequisites: Recommended Admission to the Graduate Certificate in Construction Management Program.

*Location and Meeting Time* will be specific to each offering of the course.

### 2. Instructor (and if applicable, Teaching Assistant) information:

*Instructors Name, Office Location, Office Hours*, as well as *Telephone and Email* contact information will be specific to each offering of the course.

### 3. Course readings/materials:

Handout of text material and assigned materials students will download from the Internet.

### 4. Course description:

This course will assist the student to transition from technical competence to supervision of technical employees. We will investigate the importance of teams, job roles, training, performance management, motivation, goal setting, work practices, and relations with HR department.

### 5. Course Goals (general)

## Rolls of Supervisors

### Class 2

Responsibilities of Supervisors

Motivating Workers

### Class 3

Workplace Safety

Problems

### Class 4

Quiz

Discipline

Handling Grievances

### Class 5

Change

Remote Employees

### Class 6

Former Peers

Class Presentations

## **9. Course policies:**

Due to the limited number of classes, attendance and class participation is expected in all classes, unless arranged otherwise with the instructor, and will be considered in determining final grade. Plagiarism will not be tolerated.

## **10. Evaluation:**

The final grade will be determined on the following basis:

Final presentation (written: 30%; oral: 25%)	55%
Quiz	20%
Class participation	13%
Attendance (6 @2%)	12%

## **11. Support Services:**

Administrative services for the course are provided by the Center for Distance Education 907-479-4757 and technical assistance by Video Conferencing Services 1-800-910-9601

## **12. Disabilities Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.

We

reasonable accommodation to students with disabilities.