

**SPRING 2008**

Class Nbr: 3911

**MFGT 350—INDUSTRIAL SUPERVISION** [3 units]

**PREREQUISITE:** Junior class standing

**CLASS MEETINGS:** Mon, Wed, & Fri, 1:00-1:50 pm, Langdon 105

**INSTRUCTOR:** Dirk H. Vanderloop, DPA

**OFFICE:** OCNL 423  
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**OFFICE HOURS:** Mon 2:00-3:00pm, Wed 3:00-4:00pm, & Fri 10:00am-12noon

**CATALOG DESCRIPTION:**

Current supervisory and managerial procedures used in industry for supervisors, managers, field and sales representatives, and inspectors.

**COURSE OBJECTIVES:**

This course prepares future supervisors for the day-to-day management of facilities, equipment, materials, work processes, *and people*. Upon completion of this course, you should be able to identify *and apply* the basic principles of:

- Communicating with people
- Dealing with people's behavior
- Influencing people's performance
- Managing a productive workforce
- Developing employees within an organization
- The roles and responsibilities of managers in industry

**REQUIRED TEXTBOOK:**

Goetsch, D. L. (2002). *Effective Supervision: A Guidebook for Supervisors, Team Leaders, and Work Coaches*. Upper Saddle River, NJ: Prentice-Hall.  
ISBN 0-13-031583-4

**Book for Extra Credit** (one-third letter grade increase in the course):

Carnegie, D. *How to Win Friends and Influence People*. (1<sup>st</sup> ed. 1936, **any** edition OK).

**EVALUATION CRITERIA** (course grade based on a performance curve):

Midterm Exams (2)	50%
Final Exam	25%
Misc. Assignments & Quizzes	15%
Class Participation	10%