

Richards College of Business, University of West Georgia

MGNT 3600: Management Spring Semester 2016

Sec. # 03 – TuTh 2:00 pm - 3:20 pm, Classroom 2202 Miller Hall RCOB

Instructor: Kim Green, Ph.D., CFA

Office hours: Tue & Thur: 8:00a – 11:00a,

Office: Miller Hall RCOB 2319

1:00p – 2:00p, 3:30p – 4:30p,

E-mail address: Through CourseDen
or kgreen@westga.edu

or other by email or appointment

Email: Course Den (D2L) is the preferred method to contact the Instructor about any course-related questions, suggestions, or concerns.

PREREQUISITES: BUSA 2106 and GPA 2.0 or above

CREDIT HOUR POLICY (3 credit hours): Each week for approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

COURSE DESCRIPTION: This course consists of a study of the basic concepts and processes of management. The course includes the study of the legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations.

COURSE OBJECTIVES: Learning objectives for the course include:

1. Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
2. Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
3. Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
4. Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6)

COURSE MATERIALS:

Required Textbook: Williams, Chuck. (2015, 2016) *MGMT 8*. South-Western Cengage Learning. The online student resources that accompany the text are good for additional study materials as you prepare for exams.

COURSE EVALUATION

COURSE EVALUATION CRITERIA

You will have five exams and class participation activities to assess the knowledge learned while taking this course.

Exams (Five exams)	95% (Total weight for average of the five exams)
Class Participation	5% (Total weight for participation exercises)
Course Total	100%

DETAILS ABOUT ASSIGNMENTS

EXAMS: You will have a total of **five** exams during the semester. An optional comprehensive final will be offered at the scheduled final exam time for those who wish to drop their lowest test grade and take the final in its place. Exam format could be multiple choice, short answer, true/false, problems, or discussion. The exam questions will cover material from the textbook, cases, articles, class lectures and in-class discussions and exercises. The exam average counts **95%** of your total grade in the course. Only five exams will count.

All **approved** make-up exams will be given on the day of finals, **Tuesday, April 26**. If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam. Make-ups will **ONLY** be provided if the reason for missing the test is **approved** by the Instructor. You will always have the option to take the final to make up for a missed exam.

CLASS PARTICIPATION: You will be expected to participate in all class participation activities. Activities could be group assignments, case studies, etc. The activities are used to help in your understanding of various topics covered during class lectures and are worth **5%** of your total grade. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate. Every activity is worth up to 1 point with 5 activities as the minimum to reach the 5 points/5% goal. Every so often, an activity may be posted in D2L after class.

You may also have the opportunity to earn extra points towards exams on some of the activities. In addition, questions from class participation activities could be on any of the exams.

Extra Credit and Extra Points

No one student will be given extra credit opportunities or extra points at the beginning, middle, or end of the course. The Instructor reserves the right to give the entire class an extra credit opportunity at her discretion. There are **NO** exceptions.

Requests for Modifications

Any students requiring modifications should make an appointment to meet with the Instructor as soon as possible. An official letter from UWG documenting the accommodations is required in order to receive accommodations.

On exam days, only students who have a documented disability that includes the need for frequent restroom visits will be permitted to leave the classroom during an exam. All other students are asked to take all restroom breaks before the exam, or be prepared to turn in the exam before you leave the classroom.

FINAL GRADE FOR THE COURSE

The final grade for this course will be assigned on the basis of your average grade, weighted as described above. There is no adjustment for trends over time (either positively or negatively).

The grading scale is as follows:

- A: 89.5% - 100%
- B: 79.5% - 89.4%
- C: 69.5% - 79.4%
- D: 59.5% - 69.4%
- F: 59.4% and below

COURSE POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES: Carefully review the information at this link:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review this information each semester. Information available through this link includes policies regarding the Americans with Disabilities Act, UWG e-mail, credit hours, and the honor code.

ATTENDANCE POLICY: Classroom attendance is strongly recommended. However, roll will not be taken. Note that while there is no formal attendance requirement, you are expected to attend every class session unless classes have been officially canceled by the University or you have a University-sanctioned excuse. You must attend class in order to participate, and good attendance practices could positively affect your overall grade in this course. If you miss a class, you are responsible for the material covered and announcements made during that class. If the professor is more than 15 minutes late for class, the class is considered canceled and the students may leave.

DEADLINES: No late assignment will be accepted unless the student notifies the professor in advance or, in the event of an unforeseen emergency, immediately after the assignment was due and provides a legitimate reason (as determined by the instructor).

You must have a **legitimate** reason for missing an exam (death in the family, serious illness, university-sanctioned travel, etc.). A doctor's excuse **is necessary** if an exam must be made up due to illness. If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam. Make-ups will **ONLY** be provided if the reason for missing the test is **approved** by the Instructor. **All approved make-up exams will be given on the day of finals, Tuesday, April 26.** You will always have the option to take the final to make up for a missed exam.

ACADEMIC INTEGRITY: The basic principle of academic integrity is that students take credit only for ideas and efforts that are their own. Behavior outside that guideline is prohibited. Without truthfulness, honor, and responsibility we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of the college degree. Therefore, we shall not tolerate academic dishonesty.

Penalties for Breach of Academic Integrity: Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.

NOTE: *Violations of the academic honesty policy may result in expulsion from the University.*

DISPUTES: If you feel your grade on an assignment is inaccurate, you may return the assignment or exam for re-grading. Please employ the following process: Type all comments on another sheet and turn it in to me within three days of the assignment's return to you. Your request for re-grading must clearly indicate why you believe you deserve a higher grade. I will not discuss the problem with you until it is put into a written request. Reviews can lead to either an increase or decrease in total points.

PERSONS WITH DISABILITIES: The University and the instructor are committed to providing equal educational opportunities for all students. The University provides, on a flexible and individualized basis, reasonable accommodations to students who have disabilities. Students with disabilities needing academic accommodation are encouraged to:

1. Register with and provide documentation to the coordinators of UWG Accessibility Services in the Counseling Center
2. Submit a letter to the instructor indicating the need for accommodation and what type. During the first or second week of class, students must present a letter to the professor stating that the disability has been documented and requesting specific accommodations. Additionally, it is the responsibility of the

student to give the professor one week's notice prior to each instance where an accommodation will be needed.

It is expected that students will follow the policies and procedures of Student Accessibility Services. Further details regarding student disabilities can be found in the Student Handbook.

PERSONAL TECHNOLOGY DEVICES: The use of technology (i.e. laptops, cell phones for Internet access) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester. **Cell phones for talking or texting should always be turned off or on silent and NEVER used during class.**

ONLINE PRIVACY: This course may require you to work with other sites and entities beyond UWG and CourseDen (D2L) where some personal information (e.g. your name, affiliation with UWG, or current employment) may be displayed. You have the right to regulate the displaying of information pertaining to yourself on the Internet. If you are uncomfortable displaying information that you deem overly personal, you may take steps to post in a more anonymous manner (such as posting online your first name and last initial only or other pseudonym). You also agree to respect other people's wishes to remain anonymous.

LINKS TO AND FROM THIRD-PARTY SITES: There may be links established between this course and other entities and sites on the World Wide Web, Internet or other areas that are not under the control of, nor maintained by your professor or the University of West Georgia (UWG). These links do not necessarily constitute an endorsement by your professor or UWG, and UWG has no obligation to monitor such sites, and the user agrees that neither your professor nor UWG is responsible for the content of such sites or for any technical or other problems associated with any such third-party site, links, or usage.

COURSE COMMUNICATION & GRADING: Instructor response time to email is 24 – 48 hours M – F. There may be a delay on weekends. Grades for activities and assignments will be posted within 7 – 10 days in CourseDen. However, some grading may take longer than 7 – 10 days depending upon the assignment. Students will be notified in CourseDen if an assignment's grade will not be posted within the 7 – 10 day window.

SYLLABUS CHANGES: This syllabus provides a general plan for the course. The instructor reserves the right to make changes to the syllabus plan as necessary. Changes will be announced in class.

CLASS SCHEDULE: MGNT 3600 PRINCIPLES OF MANAGEMENT

[NOTE: Schedule is subject to change at discretion of instructor.]

Week	Date	Topic	Notes
1	Tu, Jan 12	Introduction to the course and the study of Management	
	Th, Jan 14	Management (Ch. 1)	
2	Tu, Jan 19	History of Management (Ch. 2)	
	Th, Jan 21	Organizational Environments and Culture (Ch. 3)	
3	Tu, Jan 26	Ethics and Social Responsibility (Ch. 4)	
	Th, Jan 28	Exam One	
4	Tu, Feb 2	Planning and Decision Making (Ch. 5)	
	Th, Feb 4	Organizational Strategy (Ch. 6)	
5	Tu, Feb 9	Innovation and Change (Ch. 7)	
	Th, Feb 11	Chapters 6 & 7, continued	
6	Tu, Feb 16	Global Management (Ch. 8)	
	Th, Feb 18	Exam Two	
7	Tu, Feb 23	Designing Adaptive Organizations (Ch. 9)	
	Th, Feb 25	Managing Teams (Ch. 10)	
8	Tu, Mar 1	Managing Human Resource Systems (Ch. 11)	
	Th, Mar 3	Managing Individuals and a Diverse Work Force (Ch. 12)	
9	Tu, Mar 8	Exam Three	
	Th, Mar 10	Motivation (Ch. 13)	
10	Tu, Mar 15	<i>No class</i>	SPRING BREAK
	Th, Mar 17	<i>No class</i>	SPRING BREAK
11	Tu, Mar 22	Leadership (Ch. 14)	
	Th, Mar 24	Leadership (Ch. 14, continued)	
12	Tu, Mar 29	Managing Communications (Ch. 15)	
	Th, Mar 31	Exam Four	
13	Tu, Apr 5	Control (Ch. 16)	
	Th, Apr 7	Managing Information (Ch. 17)	
14	Tu, Apr 12	Managing Service and Manufacturing Operations (Ch. 18)	
	Th, Apr 14	Managing Operations (Ch. 18, continued)	
15	Tu, Apr 19	Exam Five	
	Th, Apr 21	Course Wrap-Up and Review for Final	
Finals	Apr 25 – 29	Optional Comprehensive Final and Make-Up Exams at scheduled exam time Tuesday, April 26, 2:00pm – 4:30 pm	