

## **Management 3600-01D**

Spring 2018 Tues and Thurs, 9:30am-10:45am, Miller Hall, Room 1201

Instructor: Monica Williams Smith

*Assistant Dean and Senior Lecturer of Management*

Office Hours: Instructor is typically in the office daily. Please call or email in Course Den as needed.

Telephone: (678) 839-6467

Office: Room 1209

*Email: Course Den is the preferred method to contact the Instructor*

### **Required Text**

Williams, Chuck. (2016) *MGMT 9*. South-Western Cengage Learning. The online student resources that accompany the text are good for additional study materials as you prepare for exams.

### **Prerequisites**

BUSA 2106, ECON 2105 or permission of department chair.

### **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.

### **Learning Objectives Related to Learning Goals**

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)

### **Evaluation of course objectives**

You will have four exams, online quizzes, a discussion question and a team presentation to assess the knowledge learned while taking this course.

### **Grading Scale**

Your final grade will be calculated using the average of the five exams. The grading scale is as follows:

A: 90-100    B: 80-89    C: 70-79    D: 60-69    F: 59 and below

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## Evaluation of Course Objectives

<b>Exams</b>	<b>85%</b>
<b>Online Quizzes</b>	<b>3%</b>
<b>Discussion</b>	<b>4%</b>
<b>Team Assignment and Presentation</b>	<b>8%</b>

You will have a total of **four exams** in this course. Exam format could be multiple choice, short answer, true/false, or discussion. The exams are worth **85%** of your total grade in the course.

There are three chapters that will not be covered on your exams (chapters 3, 8, and 9). Instead, you will be given **online quizzes** to assess your understanding of the material. The online quizzes are worth **3%** of your total grade.

A **discussion question** will be posted during the semester. In order to receive credit, you must thoroughly answer the question. The question is worth **4%** of your grade.

A **team assignment and presentation** will be assigned in this course. You and one classmate will be assigned to work together to complete this project that will be worth **8%** of your grade. You will have the opportunity to learn more about leaders and the leadership structure of various companies who are headquartered in Georgia. Those companies will be chosen before the first exam of the course.

Your presentations should include the following: Name and location of the company, information about the products sold, background information about the CEO, explanation about the leadership structure of the company, and two to three “fun” facts about the CEO or the company. Each group will have 5 to 7 minutes to present their company and all team members must participate. Presentation dates are April 10, 12, 17, and 19. You will only have to come on the day that your team presents.

## Class Policies

### **Academic Dishonesty**

Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, a failing grade in the course, and/or referral to the Vice President for Academic Affairs.

## Accessibility Services

Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards.

If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.

## Attendance

You must have a *legitimate* reason for missing an exam (death in the family, serious illness, etc.). A doctor's excuse *is necessary* if an exam must be made up due to a serious 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. Other class days include the **first day of class** and your **team presentation day**. Optional class days are exam review days.

## Credit Hour Policy (3 credit hours)

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 each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

## 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.

## Online Course Information

- CourseDen Home page  
<https://westga.view.usg.edu>
- CourseDen Help & Troubleshooting  
<http://uwgonline.westga.edu>
- Distance Learning Library Services  
<http://westga.edu/~library/depts/offcampus/>
- Ingram Library Services  
<http://westga.edu/~library/info/library.shtml>
- UWG Bookstore  
<http://www.bookstore.westga.edu>
- Disability Services  
[http://www.westga.edu/studentDev/index\\_8884.php](http://www.westga.edu/studentDev/index_8884.php)

*Additional resources and links are available in the UWG/Online CourseDen (D2L) resources widget on your course homepage.*

This is a partially online course in which 85% of the course will be completed online. Students are required to come to campus during the semester for the first day of class, four exams, and a team presentation. Students are required to use CourseDen (D2L) throughout the semester to support faculty-to-student and student-to-student interaction, including but not limited to discussion boards, announcements, email, submitting assignments, etc.

The following are minimum requirements for completing this class successfully. You must meet these requirements to participate in this class:

- Must have access to a personal computer (PC or MAC)
- High-speed internet service (DSL, Cable, etc.) is strongly recommended. If high-speed internet is not available in your area, contact the Instructor immediately. Completion of course requirements will be very difficult and cumbersome without high-speed internet service.
- Software requirements: *Microsoft Office 2007* or higher (available for free through UWG ITS), [Adobe Reader](#), *BlackBoard Collaborate*, and other potentially required downloads listed in CourseDen (D2L)

### **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 disability 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.

### **Student Rights and Responsibilities**

Please carefully review the information at the following link:

[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/common\\_language\\_for\\_course\\_syllabi\\_v2.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/common_language_for_course_syllabi_v2.pdf)

The document at this link contains important information 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 the information each semester.

### **Syllabus**

The Instructor can change the syllabus as needed during the semester.

The **Wolf Pact** is a commitment to honesty, integrity, professionalism, accountability for ethical behavior, and to respect for the rights, differences, and dignity of others. We are committed to a culture of academic integrity, where members adhere to our shared values in all academic and non-academic endeavors.



*We believe these values are essential to student development; whether personal, academic, or professional. Most importantly- establishing yourself as an honest person of integrity, who acts in professional and ethical manner- will be as important as the academic skills you learn in the Richards College of Business*

## Course Schedule, Management 3600-01D (Spring 2018)

Date	Tentative Course Schedule
January 9	Syllabus/Class Overview
January 23	Review (Chapters 1,2,4,5)
January 25	<b>Exam One</b>
February 20	Review (Chapters 6,7,10,11)
February 22	<b>Exam Two</b>
March 27	Review (Chapters 12,13,14,15)
March 29	<b>Exam Three, Discussion Question due in Course Den, 11:00pm</b>
April 10	Team Presentations
April 12	Team Presentations
April 17	Team Presentations
April 19	Team Presentations
April 24	Review (Chapters 16,17,18)
April 24	<b>All Quizzes are due by 11:00pm (Chapters 3,8,9)</b>
April 26	<b>Exam Four</b>
May 1	<b>Make Up Exams</b>



