

Management 3600-02

Spring 2018 Tues and Thurs, 8:00am-9:15am, 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 about any course related questions, suggestions, or concerns

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 five exams and online quizzes 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

Management 3600-02

Evaluation of Course Objectives

Exams	95%
Online Quizzes	5%

You will have a total of **five** exams in this course. An optional comprehensive final will be offered 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, or discussion. The exams are worth **95%** of your total grade in the course.

There are five chapters in your text that will not be covered during class lecture (chapters 3,8,9,14, and 16). Instead, you will read those chapters on your own. You will be graded on your reading with quizzes provided to assess your understanding of the material. The online quizzes are worth **5%** of your total grade.

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 could be worth extra credit on exams. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate. In addition, questions from class participation activities could be on any of the exams.

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 are expected to prepare for, attend, and actively participate in class. Although attendance will not be recorded on a regular basis, you must attend in order to participate. Good attendance practices could positively affect your overall grade in this course.

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.. You will always have the option to take the final to make up for a missed exam.

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.

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

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.

Technology

The use of technology (i.e. laptops) 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 should always be turned off or on silent and NEVER used during class.**



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 a professional and ethical manner- will be as important as the academic skills you learn in the Richards College of Business.

Course Schedule, Management 3600-02 (Spring 2018)

Date	Tentative Course Schedule
January 9	Syllabus
January 11	Management
January 16	History of Management
January 18	Organizational Environments and Culture (online assignment)
January 23	Ethics and Social Responsibility
January 25	Review
January 30	Exam One, Chapters 1,2,3, and 4
February 1	Planning and Decision Making
February 6	Organizational Strategy
February 8	Innovation and Change
February 13	Global Management (online assignment)
February 15	Review
February 20	Exam Two, Chapters 5,6,7, and 8
February 22	Designing Adaptive Organizations (online assignment)
February 27	Managing Teams
March 1	Managing Human Resource Systems
March 6	Managing Individuals and a Diverse Work Force
March 8	Review
March 13	Exam Three, Chapters 9,10,11, and 12
March 15	Motivation
March 20	<i>Spring Break</i>
March 22	<i>Spring Break</i>
March 27	Leadership (online assignment)
March 29	Managing Communications
April 3	Review
April 5	Exam Four, Chapters 13,14, and 15
April 10	Control (online assignment)
April 12	Managing Information
April 17	Managing Service and Manufacturing Operations
April 19	Review
April 19	All Quizzes are due by 11:00pm (Chapters 3,8,9,14,16)
April 24	Exam Five, Chapters 16,17, and 18
April 26	Last Day of Class/Review for Final
May 1	Optional Comprehensive Final
May 8	Make Up Exams, 8:00am-10:00am

