

Management 3600-01D, Spring 2020

Tues and Thurs, 8:00am-9:15am, Room 1201

Instructor: Monica Williams Smith

Assistant Dean and Senior Lecturer of Management

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Office: Richards College Advising Center, Miller 1209

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

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

Required Text

Williams, Chuck. (2018) *MGMT 10*. 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)

Grading Scale

Your final grade will be calculated using the average of four exams, quizzes class participation, and team project grades. The grading scale is as follows: A: 90-100, B: 80-89, C: 70-79, D: 60-69, and F: 59 and below.

Evaluation of Course Objectives

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 seven chapters in your text that will be covered on class days (chapters 2,4,6,10,13, 15, and 17),

and eight chapters that will be covered via online chapter reviews in the content folder in CourseDen (chapters 1,5,7,11,12,14, 16 and 18).

Online Quizzes

Three chapters, chapters 3,8,9, will not be included in your class exams. Please review those chapters and take the short quizzes provided under the assessment tab. This assignment is worth **3%** of your total grade in the course.

Class Participation

On designated class days, 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 will be worth **2%** of your grade. You must complete at least two in class activities, although more than two activities will be offered during the course. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate.

Management Article Review

In this course, you will have the opportunity to review an article about management. You can choose an article of your choice, but you can't choose an article that another student has chosen. The articles can range from something written about an executive at a company, such as the CEO, or even a list of management or leadership strategies and tips. You will post your articles in CourseDen for the class to review by **February 25th**.

A two to three page, double-spaced paper about the article is due on **April 7th**. You must include one or two concepts from the course in your paper as it relates to the article. For example, in chapter 14, you will learn about various leadership traits that most managers have. You may be able to connect a trait to something mentioned in the article. The format of your review should be as follows: Introduction (brief overview of the article), Body (One of two management concepts related to the chosen article), and Conclusion (conclusion of the paper). The articles will be presented and discussed in class on **March 31st** and **April 14th**. The format of the discussion will be provided in class. This assignment, which includes the article post, paper, and discussion, is worth **10%** of your grade.

Class Policies

Academic Dishonesty and Attendance

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.

You are expected to prepare for, attend, and actively participate in class on the designated class days. 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 an exam is **approved** by the Instructor. All **approved** make up exams will be given on the day of finals.

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/UWGSyllabusPolicies/>

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 3600-01D (Spring 2020)

- January 7- Syllabus and Course Overview
- January 14- Chapter 2: History of Management and Team Decisions
- January 21-Chapter 4: Ethics and Social Responsibility
- January 28-**Exam One (Chapters 1,2,4 and 5)**
- February 4-Chapter 6: Organizational Strategy
- February 11-Chapter 10: Managing Teams/Team Presentations
- February 18-**Exam Two (Chapters 6, 7,10 and 11)**
- February 25-Chapter 13: Motivation (Article post are due)
- March 3-Chapter 15: Managing Communications/Team Presentations
- March 10-**Exam Three (Chapters 12,13,14 and 15)**
- March 17- *Spring Break*
- March 24- Chapter 17: Managing Information
- March 31-Article Discussions (in class)
- April 7- *NO CLASS/ Article Review and all Quizzes are due by 11pm*
- April 14-Article Discussions (in class)
- April 21- Exam Four (Chapters 16,17 and 18)
- April 28-Reading Day
- May 5- Make up Exams