

MGNT 3600 - MANAGEMENT
SPRING 2020
MW 3:30-4:45 PM

Instructor: Mrs. Samantha White Office Hours: M/W 1:00-3:30 PM
Telephone: (678) 839-4827 Office: Miller Hall #2220
Email: sdwhite@westga.edu

Required Text:

Williams, Chuck. MGMT10. South-Western Cengage Learning.

Prerequisite: 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 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)

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.

Student Rights and Responsibilities

Please carefully review the information at the following link: [Common Language for Course Syllabi](#)

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.

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, failing grade in the course and/or referral to the Vice President for Student Affairs.

Wolf Pact:

Students in this course are expecting to behave ethically and professionally, with integrity and honesty, in all activities.

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.

CourseDen:

Announcements and changes in the schedule will be made through CourseDen. Copies of the syllabus, PowerPoint slides and other materials will be available on CourseDen.

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. You must have a legitimate reason for missing an exam (death in the family, serious illness, etc.). If you are going to miss an exam, you must contact me prior to the test otherwise you will receive a zero for the exam. **With prior approval, missed exams can be made up on the date of the final exam.**

Exams:

Exam format will be multiple choice, short answer, and/or discussion. The comprehensive final exam is optional and can be used to replace your lowest exam grade.

Quizzes/Assignments:

Quizzes and in-class activities will be given at random throughout the semester. The top 10 quiz grades will be averaged into the quizzes portion of your grade. In-class assignments will count toward this portion of your grade. **Regardless of the reason for the absence, there will be no make-ups for quizzes.**

Article Review – Discussion Post

During the semester, students will be required to post article reviews in the appropriate discussion board. Each discussion post should summarize the article and explain how it related to class. In addition, each student will be required to respond to at least TWO classmate's posts. More detailed instructions will be posted in CourseDen.

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.**

Communication Expectation

The Management Department and this faculty member believe in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.

Office Hours

My office hours are posted on the syllabus. I will generally be available in my office (Miller Hall #2220) during those times. Outside of those times, students may request an appointment to meet. My goal is effective and timely communication with students, and this may take the format of face-to-face meetings, emails, or other forms of communication.

Grading:

Exam 1: 20%

Exam 2: 20%

Exam 3: 20%

Exam 4: 20%

Article Reviews: 10%

Quizzes/Assignments: 10%

Grading Scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: <60

Important Links:

- [CourseDen \(D2L\) Home Page](#)
- [CourseDen Help & Troubleshooting](#)
- [Textbook Website](#)
- [UWG Online Student Page](#)
- [SITS](#)
- [Ingram Library Services](#)
- [Distance Learning Services](#)
- [University Bookstore](#)

Tentative Schedule

Date	Topic	Assignment
January 6 th	Introduction, Chapter 1 – Management	Review Syllabus, Read chapter
January 8 th	Chapter 3 – Org. Environments & Culture	Read chapter
January 13 th	Chapter 4 – Ethics & Social Responsibility	Read chapter
January 15 th	Chapter 15 – Communication	Read chapter, Non-verbal Communication Ex.
January 20 th	MLK Jr. Day	No class!
January 22 nd	Exam Review	Review study guide
January 27 th	Exam 1 – Chapters 1, 3, 4, 15	Study for Exam
January 29 th	Article Review Discussion Post #1 Due	Online Day
February 3 rd	Chapter 5 – Planning	Read chapter
February 5 th	Chapter 6 – Strategy	Read chapter
February 10 th	Chapter 9 – Designing Adaptive Org.	Read chapter
February 12 th	Chapter 11 – HRM	Read chapter
February 17 th	Chapter 11 – HRM	Read chapter
February 19 th	Exam Review	Review study guide
February 24 th	Exam 2 – Chapters 5, 6, 9, 11	Study For Exam
February 26 th	Article Review Discussion Post #2 Due	Online Day
March 2 nd	Chapter 10 – Managing Teams	Read chapter
March 4 th	Chapter 12 – Diversity	Read chapter
March 9 th	Chapter 13 – Motivation	Read chapter
March 11 th	Chapter 13 – Motivation	
March 16 th	Spring Break	<i>No class!</i>
March 18 th	Spring Break	<i>No class!</i>
March 23 rd	Chapter 14 – Leadership	Read chapter
March 25 th	Exam Review	
March 30 th	Exam 3 – Chapters 10, 12, 13, 14	Study for Exam
April 1 st	Article Review Discussion Post #3 Due	Online Day
April 6 th	Chapter 7 – Change, Chapter 8 – Global Management	Read chapter
April 8 th	Chapter 16 – Control	Read chapter
April 13 th	Chapter 18 – Service & Manufacturing Op.	Read chapter
April 15 th	Exam Review	
April 20 th	Exam 4 – Chapters 7, 8, 16, 18	Study for Exam
April 22 nd	Article Review Discussion Post #4 Due	
April 27 th	Final Exam Review – Optional	
April 29 th	Final Exam/Make-Up Day	2:00-4:00 PM

*The comprehensive final exam will be optional to replace your lowest exam grade. If you choose to take the comprehensive final, you must take the grade on the final exam to replace your lowest exam grade.