MGMT 3600-01 Introduction to Management
July 2013, Mon-Fri, 3:00 pm - 5:15 pm
RCOB 2213

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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 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)

REQUIRED TEXT
  bookstore).

Articles and Cases for in-class discussion: Articles are available through the library on-line, or are posted
on Desire2Learn as noted on the syllabus. Additional readings may be announced in class, posted on
Desire2Learn, or distributed in class as the course progresses.

USE OF DESIRE2LEARN: Desire2Learn is an absolutely necessary resource for this class. All information,
instructions, and updates will be posted on Desire2Learn. Also, Desire2Learn is the preferred method of
communication with your instructor and classmates. You should get in the habit of checking
Desire2Learn frequently.

DETERMINANTS OF THE TERM GRADE

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Three exams (30 points each)</td>
<td>90</td>
<td>60</td>
</tr>
<tr>
<td>Video case study: “Enron: The Smartest Guys in the Room”</td>
<td>15</td>
<td>10</td>
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<tr>
<td>Exercises, including plagiarism tutorial (varies)</td>
<td>20</td>
<td>13.34</td>
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<tr>
<td>Group Project: Challenger Case Study</td>
<td>25</td>
<td>16.66</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>150</strong></td>
<td><strong>100%</strong></td>
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Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90.0 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60.0 – 69.9%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.9%</td>
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EXAMS: You will have a total of three exams. Each exam is worth 30 points or 20% of your total grade. Exam format could be multiple choice, short answer, true/false, or discussion.

- Be on time to take tests. Being late is not a good reason to request a make-up exam. No one arriving 15 minutes after the start of an exam, or after one student has turned in his or her exam, will be allowed to take it. Tests will be collected 80 minutes after the start of the class.
- If you are doing poorly on exams, please see the instructor as soon as possible; waiting will not increase your chances of improving your grade.
- Exams are the property of the instructor and the University of West Georgia and may not be taken or duplicated.

Exam weighting and number are subject to change at the discretion of the instructor.

VIDEO CASE STUDY: Each student must watch the documentary “Enron: The Smartest Guys in the Room” (available here [http://archive.org/details/Enron_TheSmartestGuysInTheRoom](http://archive.org/details/Enron_TheSmartestGuysInTheRoom)) and respond the questionnaire posted on Desire2Learn. Turn in your submissions using D2L’s dropbox function.

This video case study is worth 15 points, or 10% of your grade.

IN-CLASS EXERCISES: there are several team or individual assignments to be completed during a class period. Some, but not all, of these exercises are listed in the class schedule. These in-class exercises total 25 points, and number of points per exercise varies.

GROUP PROJECT: You will also have a group project based on a case study of the “Challenger” disaster. This project will be worth 25 points or 16.66% of your grade.

DEADLINES, MAKE-UP ASSIGNMENTS AND EXAMS, AND LENGTH LIMITS: Please let me know if under rare and extreme circumstances you will be late in submitting an assignment. A minor delay (less than a week) will result in a penalty of 10% of the grade. A major delay (over a week) will result in 0 points for the assignment.

A similar policy is in place for projects that exceed length limits. Minor excesses (10% or less) will normally result in penalties of 5% of the grade, and significant excesses (more than 10%) in a penalty of 10% of the grade.

Make-up exams, assignments, case studies, in-class exercises will be given only in the event of extraordinary circumstances and university-accepted documented situations:

1. You need to contact the instructor and provide all relevant documentation, 72 hours before the exam for pre-scheduled events (such as university-endorsed functions), and up to 72 hours after the exam for fortuitous events (such as illness).
2. Absences for the in-class exercises will be permitted to make up the absence by providing written essay answers (3 pages minimum, double spaced, 12 point New Times Roman font) related to topics assigned by the instructor. A maximum of one make-up assignment will be allowed for absences.
3. Scheduling of all make-up assignments and exams is at the discretion of the instructor.

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 HONOR CODE: At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism*, cheating*, fabrication*, aid of academic dishonesty, lying, bribery or threats, and stealing.

Definitions:
• Cheating - “using or attempting to use unauthorized materials, information or study aids”
• Fabrication - “falsification or unauthorized invention of any information or citation”
• Plagiarism - “representing the words or ideas of another as one’s own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged”

Every student must take the plagiarism tutorial as indicated on the syllabus and Desire2Learn. Any violation of the honor code will result in a grade of F and an official notification to the relevant authorities. Further details regarding Student Conduct can be found in Appendix A of the UWG Connection and Student Handbook.

OTHER IMPORTANT INFORMATION: Students, please carefully review the information available at this link: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf It is your responsibility to read the information available in this website, as 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 the information at least once each semester.

The instructor reserves the right to make changes to this syllabus.
<table>
<thead>
<tr>
<th>Date</th>
<th>Readings</th>
<th>Exercises</th>
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| M July 1 | Syllabus  
CHAPTER 1: Management                                               |                                                                  |
| TU July 2 | CHAPTER 2: History of Management  
CHAPTER 3: Organizational Environments and Culture                     |                                                                  |
| W July 3 | CHAPTER 4: Ethics and Social Responsibility  
CHAPTER 14: Leadership                                                   |                                                                  |
| TH July 4 | Independence Day – No class                                              |                                                                  |
| F July 5 | Movie: The Smartest Guys in the Room  
Available here http://archive.org/details/Enron_TheSmartestGuysInTheRoom | Workbook exercise:  
• Developing your leadership style  
• Leadership Case 1 |
| M July 8 | Review and Group Projects                                                | Workbook exercise: Decision Making                              |
| TU July 9 | **Exam One**                                                            |                                                                  |
| W July 10 | CHAPTER 5: Planning and Decision Making                                  |                                                                  |
| TH July 11 | CHAPTER 6: Organizational Strategy  
CHAPTER 7: Innovation and Change                                         |                                                                  |
| F July 12 | CHAPTER 8: Global Management  
CHAPTER 9: Designing Adaptive Organizations                              | Workbook: Motivating Potential Score                             |
| M July 15 | CHAPTER 10: Managing Teams  
CHAPTER 11: Managing Human Resource Systems                               | Workbook Exercise: Performance appraisal case 1                 |
| TH July 16 | CHAPTER 12: Managing a Diverse Workforce                                 | Gender Pay Gap                                                   |
| W July 17 | Review and Group Projects                                                |                                                                  |
| TH July 18 | **Exam Two**                                                            |                                                                  |
| F July 19 | CHAPTER 13: Motivation                                                  | Workbook exercises:  
• Motivating your employees  
• Motivation case 1                                                 |
| M July 22 | CHAPTER 15: Managing Communications                                      | CHALLENGER Case study  
Teams, motivation, leadership, and communication                   |
| TU July 23 | CHAPTER 16: Control  
CHAPTER 18: Managing Service and Manufacturing Operations               | Workbook exercise:  
Operations Management Quantitative Exercises                        |
| W July 24 | Review  
Group Presentations                                                    |                                                                  |
| F July 26 | **Exam Three**                                                          |                                                                  |