MGNT 3600-03 - MANAGEMENT  
Fall 2019  
TTH 12:30-1:45 PM

Instructor: Mrs. Lantz Ferrell  
Office Hours: T/TH 9:30 AM – 12:00 PM  
Telephone: (678) 839-4825  
Email: lferrell@westga.edu  
Office:  Miller Hall #2227B

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:  
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'

**Examples of Academic Dishonesty include, but are not limited to:**

- Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.
- Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade or a recommendation from an instructor.
- Making any changes (including adding material or erasing material) on any test paper, problem set or class assignment being submitted for re-grade.
- Willfully damaging the efforts or work of other students.
- Stealing, defacing, or damaging academic facilities or materials.
- Collaborating with other students planning or engaging in any form of academic misconduct.
- Submitting any academic work under someone else’s name other than your own.

Failure to observe these standards may result in failing the course. Use of electronic devices during an examination will be deemed a violation and will result in a grade of “F” for the course. **NOTE: Violations of the academic honesty policy may result in expulsion from the University.**

**Penalties for Breach of Academic Integrity:**
Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.

For further details please refer to the UWG Student Handbook: [http://www.westga.edu/handbook/](http://www.westga.edu/handbook/)

**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. The Office of Accessibility Services can provide assistance with requesting and arranging accommodations. Accessibility Services can be accessed at: [Accessibility Services](http://www.westga.edu/handbook/)

**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 w/obituary notice, serious illness w/doctor’s excuse, 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 12 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 two article reviews in the appropriate discussion board. Article Review #1 should be a current news article (within the past 12 months) on a topic covered in Chapters 1-9. Article Review #2 should be a current news article (within the past 12 months) on a topic covered in Chapters 10-18. 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 classmates’ posts. More detailed instructions will be posted in CourseDen. **Assignments should be turned in via CourseDen by 11:59 PM on the date due. NO LATE SUBMISSIONS WILL BE ACCEPTED.**

**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 this syllabus. I will generally be available in my office (Miller Hall #2227B) 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 and Troubleshooting
- Textbook Website
- UWG Online Student Page
- UWG Online Student Help
- Ingram Library Services
- Distance Learning
- Distance Learning Library Services
- University Bookstore
- SITS
Tentative Schedule

*This is a tentative schedule and is subject to revisions by the instructor. Any changes will be announced in CourseDen. It is the student’s responsibility to check CourseDen for any changes.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Introduction</td>
<td>Review Syllabus</td>
</tr>
<tr>
<td>August 20</td>
<td>Chapter 1 – Management</td>
<td>Read chapter</td>
</tr>
<tr>
<td>August 22</td>
<td>Chapter 2 - History</td>
<td>Read chapter</td>
</tr>
<tr>
<td>August 27</td>
<td>Chapter 3 – Org. Environments &amp; Culture</td>
<td>Read chapter</td>
</tr>
<tr>
<td>August 29</td>
<td>Chapter 4 – Ethics &amp; Social Responsibility</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 3</td>
<td>Exam Review</td>
<td>Review study guide</td>
</tr>
<tr>
<td>September 5</td>
<td><strong>Exam 1 – Chapters 1-4</strong></td>
<td>Study for Exam</td>
</tr>
<tr>
<td>September 10</td>
<td>Chapter 5 - Planning</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 12</td>
<td>Chapter 6 - Strategy</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 17</td>
<td>Chapter 7 – Innovation &amp; Change</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 19</td>
<td>Chapter 8 – Global Management</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 24</td>
<td>Chapter 9 – Designing Adaptive Org.</td>
<td>Read chapter</td>
</tr>
<tr>
<td>September 26</td>
<td>Exam Review</td>
<td>Review study guide</td>
</tr>
<tr>
<td>October 1</td>
<td><strong>Exam 2 – Chapters 5-9</strong></td>
<td>Study For Exam</td>
</tr>
<tr>
<td>October 3</td>
<td>Fall Break</td>
<td>No Class!</td>
</tr>
<tr>
<td>October 8</td>
<td>Article Review Discussion Post #1 Due</td>
<td>Online Day</td>
</tr>
<tr>
<td>October 10</td>
<td>Chapter 10 – Managing Teams</td>
<td>Read chapter</td>
</tr>
<tr>
<td>October 15</td>
<td>Chapter 11 - Team Group Project</td>
<td></td>
</tr>
<tr>
<td>October 17</td>
<td>Chapter 11 – HRM</td>
<td>Read chapter</td>
</tr>
<tr>
<td>October 22</td>
<td>Chapter 12 – Diversity</td>
<td>Read chapter</td>
</tr>
<tr>
<td>October 24</td>
<td>Chapter 13 – Motivation</td>
<td>Read chapter</td>
</tr>
<tr>
<td>October 29</td>
<td>Chapter 14 - Leadership</td>
<td>Read chapter</td>
</tr>
<tr>
<td>October 31</td>
<td>Exam Review</td>
<td>Review study guide</td>
</tr>
<tr>
<td>November 5</td>
<td><strong>Exam 3 – Chapters 10-14</strong></td>
<td>Study for Exam</td>
</tr>
<tr>
<td>November 7</td>
<td>Guest Speaker (quiz grade)</td>
<td></td>
</tr>
<tr>
<td>November 12</td>
<td>Chapter 15 – Communication</td>
<td>Read chapter</td>
</tr>
<tr>
<td>November 14</td>
<td>Chapter 16 – Control</td>
<td>Read chapter</td>
</tr>
<tr>
<td>November 19</td>
<td>Chapter 17 – Managing Information</td>
<td>Read chapters</td>
</tr>
<tr>
<td>November 21</td>
<td>Chapter 18 – Service &amp; Manufacturing Op.</td>
<td>Read chapter and Article Review</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Break</td>
<td>No Class!</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving Break</td>
<td>No Class!</td>
</tr>
<tr>
<td>December 3</td>
<td>Exam Review</td>
<td>Review study guide</td>
</tr>
<tr>
<td>December 5</td>
<td><strong>Exam 4 – Chapters 15-18</strong></td>
<td>Study for Exam</td>
</tr>
<tr>
<td>December 10</td>
<td>Final Exam/Make-Up Day</td>
<td>8:00 – 10:00 AM</td>
</tr>
</tbody>
</table>

*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.*