

MGNT 3600-03 - MANAGEMENT

Fall 2019

TTH 12:30-1:45 PM

Instructor: Mrs. Lantz Ferrell
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Office Hours: T/TH 9:30 AM – 12:00 PM
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/>

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](#).

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.

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

*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.