**MGT 307: Management of Organizations**

**Section 5**

**Fall Semester 2017**

**Syllabus Version 1**

**Time of class:** Tuesdays and Thursdays 3:00 – 4:15 pm

**Location of class:** Bell Tower 2414

**Professor:** Dylan Cooper, PhD

**Office:**  Sage 2133

**Email:** dylan.cooper@csuci.edu

**Office hours:** Wednesday 10:00 – 11:30 am

 Thursday 4:30 – 6:00 pm

 In person or by Zoom

 And by appointment.

**Required text:** *Principles of Management* by Talya Bauer, Berrin Erdogan,

Jeremy Short, and Mason Carpenter. There are multiple versions available, including a free .pdf file. We will discuss in class.

**COURSE DESCRIPTION**

This course provides an introduction to concepts of management. Much of the course reviews managerial challenges and tasks relating to directing the organization (e.g., business or non-profit) as a whole, while the rest relates to teams and individuals. You will learn terms used in management, theories underlying managerial action, and tools used to address challenges. Developing skill and knowledge in these domains will help you gain and succeed in managerial positions. Just as importantly, if you do not wish to be a manager, it will help you understand many of the actions taken by managers. This course emphasizes developing critical thinking and communication skills within this domain, so that you can better analyze organizational situations and convey your insights.

**LEARNING OBJECTIVES**

Upon completion of the course, the student will be able to:

1. Describe orally and in writing the fundamentals of management within domestic and global enterprises (1,2,3,5)
2. Write analyses of complex cases related to management and organizational behavior principles (1,5)
3. Formulate and execute management policies, strategies, plans and procedures (1,5)
4. Identify, conceptualize, and develop solutions for successful resolutions to organizational problems (1,5,6)

\*Aligns with Program Learning Goals for: 1) Critical thinking, 2) Oral communication, 3) Written Communication, 4) Conduct (Ethics), 5) Competencies in discipline, 6) Collaboration

**COURSE OUTLINE**

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Text Book** | **Notable Assignments** |
| Aug 29Aug 31 | Introduction  | V3: Chapter 1V1: Chapter 1 | Introduction HW |
| Sept 5Sept 7 | History of ManagementForm Project Groups & Contract | V3: Chapter 2V1: Chapter 3 | Career HW #1 |
| Sept 12Sept 14 | Organizational Mission & VisionGroup Business Case | V3: Chapter 4V1: Chapter 4 | Group Contract |
| Sept 19Sept 21 | Groups and TeamsWork on Group Project | V3: Chapter 12V1: Chapter 13 | Group Case Write-Up |
| Sept 26Sept 28 | Strategic Management | V3: Chapter 5V1: Chapter 5 |  |
| Oct 3Oct 5 | Goals and ObjectivesSpeaker: Career Services | V3: Chapter 6V1: Chapter 6 |  |
| Oct 10Oct 12 | Organizational Control | V3: Chapter 14V1: Chapter 15 | Career HW #2 |
| Oct 17Oct 19 | Organizational Structure  | V3: Chapter 7V1: Chapter 7 | Individual Case #1 |
| Oct 24Oct 26 | Organizational ChangeWork on Group Project | V3: Chapter 7V1: Chapter 7 | Developmental Review |
| Oct 31 Nov 2 | Organizational Culture | V3: Chapter 8V1: Chapter 8 |  |
| Nov 7Nov 9 | Leadership Decision Making | V3: Ch. 9 & 10V1: Ch. 10 & 11 | Project Report #1 |
| Nov 14Nov 16 | Motivation | V3: Chapter 13V1: Chapter 14 | Project Report #2 |
| Nov 21 | Personality and Attitudes | V3: Chapter 3V1: Chapter 2 |  |
| Thanksgiving Break! |
| Nov 28Nov 30 | Communication | V3: Chapter 11V1: Chapter 12 |  |
| Dec 5Dec 7 | Human Resource Management | V3: Chapter 15V1: Chapter 16 | Individual Case #2 |
| Dec 14 | Wrap Up – **1:00 PM** |  | Career HW #3 |

**All dates and items on this syllabus are subject to change at my discretion.** V3 = Textbook Version 3. V1 = Textbook Version 1.

**COURSE WEBSITE AND EMAIL**

I will use the **CI Learn** 2.0 website (aka Canvas) to post announcements, assignments, readings, grades, class notes, and additional information. You should regularly check CI Learn 2.0 (or set up alerts) so you don’t miss anything important. You can access it through *my*CI, [www.myci.csuci.edu](http://www.myci.csuci.edu).

I will also send you **email**, through CI Learn 2.0 and my own CI account. Email to me must be sent from your CI email account, so that I know that it came from you. Please do not use a private account (e.g., gmail). This allows me to maintain your privacy and conform to federal laws protecting your rights as a student. I strongly suggest checking your CSUCI email several times a day. I have it set up in my phone to alert me whenever I receive a CI email.

**PERFORMANCE EVALUATION**

Your performance will be evaluated using several criteria, each weighted as follows:

|  |  |
| --- | --- |
| Business Cases |  |
|  | Group Business Case Write-Up | 50 points  |
|  | Individual Business Case #1 | 150 points |
|  | Individual Business Case #2  | 150 points |
| Group Project |  |
|  | Group Contract  | 20 points |
|  | Project Developmental Feedback | 50 points |
|  | Individual Project Grade  | 150 points |
|  | Group Project Grade  | 150 points |
| Homework Assignments |  |
|  | Career Exploration Assignments | 100 points |
|  | Other Homework Assignments | 80 points |
| Class Attendance | 50 points |
| Class Participation  | 50 points |
| Total | 1000 points |

Grades will be assigned according to the scale below.

 980+ points = A+ 930 – 979 points = A 900 – 929 points = A-

870 – 899 points = B+ 830 – 869 points = B 800 – 829 points = B-

770 – 799 points = C+ 730 – 769 points = C 700 – 729 points = C-

670 – 699 points = D+ 630 – 669 points = D 600 – 629 points = D-

1. **Business Case Analyses.** You will conduct three business case analyses for this class. You will discuss the first one as a group, but write-up the analysis individually. You will complete the other two cases individually. These cases make up a substantial portion of your grade, similar to the role that exams often take. See the business case document on CI Learn 2.0 for more details.
2. **Homework and In-class Assignments.** Homework will include three assignments related to personal career development. A document describing these assignments are available on CI Learn 2.0 and more information will be provided in class.

Most chapters have an online quiz that is due before class on Tuesday. **It is your responsibility to check CI Learn 2.0 to see if there is a quiz for the current chapter.** The point of the quizzes is to ensure you are prepared for class, so you may take each quiz as many times as you would like. Only the highest score counts toward your grade. There is no opportunity to make up for missing a quiz, but the lowest quiz grade will be dropped.

There may be other smaller homework assignments as well.

1. **Group Project.** This is a large part of your grade. You will form groups of four or five students. Each group will plan a fictitious organization (i.e., a company or non-profit organization). After deciding what the organization does, each group will 1) develop vision and mission statements, 2) develop a strategy for the organization, 3) set goals and objectives, 4) determine how objectives will be measured and which organizational controls will be employed, and 5) define the organizational structure. Your group will present this plan in a written document. **You will receive a group grade for the project and an individual grade for one part of project that is your specific assignment**. A document describing this project is available on CI Learn 2.0. Further details will be provided in class.
2. **Class Attendance.** You will receive credit just for showing up to class. This reflects the reality that consistent attendance at work is an important, if implicit, part of many employee performance reviews. You will lose points for absences and tardiness. If you miss class for an emergency (e.g., medical necessity) and provide documentation, you will receive credit for attendance, but not participation or any in-class activities.
3. **Class Participation.** This part of your grade will be based on the quality and quantityof your spoken participation in classroom discussions. All students are expected to be prepared and willing to discuss topics in class. On some days I may randomly call on students. I grade participation because employees who communicate their ideas with their supervisors and work teams are often seen as more valuable, leading to better assignments, promotions, raises, etc. I would like you to practice the skills that will help you be one of these employees. Start by concentrating on making sure that you contribute something. You do not have to worry about it being the world’s greatest comment. I keep track of who speaks each day and, when applicable, that they had a particularly insightful comment. Remember that attendance does not count as participation.
4. **Extra Credit.** It is possible that opportunities for extra credit may arise during the semester. Please do not rely on such opportunities. I do not have any extra credit currently planned.
5. **Late assignments.** In some cases, I will accept late assignments. However, your grade will be reduced by at least one letter grade. Turning the assignments in on time is a better plan.

**WRITING AND MULTILITERACY CENTER**

The Writing and Multiliteracy Center (WMC) provides all CI students with FREE support services and programs that help them become more effective writers and communicators. Peer consultants help you at any stage of the composition process in any discipline for writing or speaking (such as slideshow presentations). You are also welcome to bring in other types of non-academic work such as resumes, letters of application, and personal statements. The online writing consultants will also work with you if you don’t live on campus or if you have trouble physically getting to our Center. Speaking groups help those who want to talk about or wish to learn new skills in speaking in academic contexts, whether it's oral presentations, in-class discussions, or talking with professors during office hours. To make an appointment to see a consultant or learn more, visit <http://www.csuci.edu/wmc>. You can also go directly to the Center or call 805-437-8934.

**NOTICE TO STUDENTS WITH DISABILITIES**

CSU Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Resource Programs is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning, or other disabilities are encouraged to contact Disability Resource Programs (<http://www.csuci.edu/drp/>) at 805-437-3331 for personal assistance and accommodations.

# ACADEMIC DISHONESTY

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for you and/or any member or members of the academic community. *All forms of academic dishonesty are subject to sanctions under the Policy on Academic Dishonesty.* Sanctions include: oral warning, failing grade for work involved, and failing grade in the course. Various forms of academic dishonesty include, but are not limited to cheating, fabrication of information or citations, plagiarism, and/or facilitating academic dishonesty.

*Extra note on plagiarism:* plagiarism is attempting to pass off someone else’s work or ideas as your own. If you copy words (e.g., a sentence) from another source, you have to (1) put those words quotes and (2) provide a reference saying where you copied the words from. In addition, if you reword or paraphrase ideas from another source, you have to provide a reference. Academics do not make things; all we have is our ideas. So if you try to pass off someone’s ideas as your own, academics see that as theft.

**ADDITIONAL NOTES**

Please respect the other members of this class by not talking or otherwise disrupting the class. If someone is interfering with your ability to concentrate or participate in class please let me know. If you are too shy to tell me, please move to a different part of the classroom.

Because we are all adults, I do not have specific rules about using your electronic devices in class. However, I suggest avoiding them (or at least disabling internet access) during class time, because there is evidence that internet usage in class reduces your learning and grades! Check out this article about it: <https://www.scientificamerican.com/article/students-are-better-off-without-a-laptop-in-the-classroom>. In addition, if we are having a class discussion and I notice that you are doing something else with your phone, tablet, or computer, it will negatively impact your participation grade.

You should never consider class to be officially cancelled unless an announcement is made or I do not show up to class until 20 minutes after the start time of class.

A small number of supplementary, non-textbook readings may be assigned during the semester. Make sure the read them before attending class.

I look forward to working with you this semester!