**COURSE SYLLABUS**

 **MANAGEMENT OF ORGANIZATIONS**

 **CLASS: MGT 307**

**Fall 2017**

**Instructor:** J. Andrew Morris

**Office Hours** M/W 10- 1:00 & T 1-4; other times by appointment

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Texts: We will use a free, open source text which I have uploaded to your CI account. My lecture notes have also been posted for you. Finally I have uploaded four articles which are to be read on the dates noted in the course outline.

**Course objectives:**  The purpose of the course is to enable you to think like a manager and to provide you with an introduction to the field of Management. You will learn about: the environment managers operate within, various management functions, and different tools managers use, along with a lot of vocabulary. By learning about what managers do, you will be better able to function in a management position and to decide whether or not you are interested in a career in Management.

A second and equally important purpose of the class is to draw upon the liberal arts foundation of CSUCI to enhance your critical thinking ability and communication skills. In the finest tradition of the liberal arts, this course is structured in such a way as to encourage/require that you not only learn facts about management (important) but that you also further develop the ability to use & combine these new facts to see an overall “bigger” picture. Moreover, the class is designed to help you also better express your thoughts about the “larger” patterns you now understand. Simply put, rote memorization isn’t the point. Rather the class is about using new information about managers and for-profit organizations to see and understand a more complex and interconnected world.

**Learning Objectives:** Students who complete this course 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 drawing upon enhanced management competencies to include: critical thinking, emotional intelligence, communication, and global awareness (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

**General Professionalism/Class Policies**

1. Work is due when it is requested. **Only with prior approval will late work be accepted but will always be graded at LEAST one letter grade lower than on time work.**

2. While there is no mandatory class attendance policy you are expected to come to class on time. It shows respect for you, me, and CSUCI.

3. There is no provision made for earning extra credit in this course. Consequently, it is important that you do your best work on each exam and assignment.

 4. Turn off your cell phones and/or other electronic devices. If you are using a laptop DON’T surf other sites---it’s annoying, unprofessional and disruptive.

1. Truth, integrity, justice, and honesty are a given part of our class. There can be no exceptions - ever. For a full discussion of what this means and the consequences of failing to comply with this students are expected to have read CSUCI’s Honor Code/Policy on Academic Honesty. This can be found at:

http://www.csuci.edu/studentlife/judicial-affairs/

1. **We exhibit appropriate demeanor, and never accept offensive, sarcastic, or belittling behavior of each other.**

**GRADING**: Exam 1 35%

Exam 2 35%

Exercises 30%

 **Total 100%**

Final grades will be assigned as follows:

|  |  |  |
| --- | --- | --- |
|  | >94.0= A | 90.0-93.99= A- |
| 87.00 -89.99 = B+ | 84.0–86.99= B | 80.0-83.99 = B- |
| 77.00 -79.99 = C+ | 74.0–76.99=C | 70.0-73.99 = C- |
| 67.00 -69.99 = D+ | 64.0-66.99= D  | 60.0-63.99 = D-  |
| (<59.99= F) |  |  |

\*\* Students under the 2016 and later catalog – All business core classes MUST BE at the C- or higher level to count towards completion of the business major!!!

**Exams**

Two examinations, covering assigned text chapters, notes, lecture and class discussion will be given on the dates noted in the course outline. Students should (must) make every effort to attend the examinations when scheduled. Should extreme circumstances arise which prevent a student from taking the exam the student can WITH PRIOR APPROVAL take an all essay based make-up exam on a date to be determined. **KEY IS PRIOR APPROVAL – NO PRIOR APPROVAL NO MAKE UP!**

The first exam will be 80% objective choice (both multiple choice and fill-in-blanks) and 1 or 2 short essay questions. The second exam will have more short answer questions since we have 2 hours for the exam. **The final exam will be partly cumulative**, that is, several short answer and/or essay questions may come from earlier materials.

**Exercises**

**THREE** exercises are assigned during the semester and are due on the dates noted in the course outline. While each exercise is described below, students will (in general) turn-in 1 typewritten page responses/analyses to the presented problem(s). **As a consequence each exercise is worth 10%** of your final grade. With the exception of exercise 1 all exercises will be graded using the following scale: Adequate=75-80; Good=85; Excellent=90-92; Outstanding/best in class=95

**Exercise 1**: Go to: <http://www.wordgametime.com/games/traveler-iq-challenge> -- its an interactive geography game. Play as many times as you want. Once you are satisfied with your score print screen your final score and submit with your name on the Exercise 1 due date. Just a heads up – it’s almost impossible for any two persons to have the same final score and same final print screen since the final print screen shows the last place attempted – finding such would be strong evidence of unethical behavior with all the attendant consequences.

 The game will be scored as follows: scores below 100,000=D; between 100,001-150,000=C-; 150001-200000=C; 200001-250000=c+; 250001-3000000=b-; 3000001--350000=B; 350001-400,000=B+; 4000001-450,000=A-; 450001-500000=A; above 500000=A+. THE student with the highest score in the class will earn 100 pts on exercise 1 **AND also earn +10 towards exercise 2.**

**Exercise 2:** Draw from the CSU Channel Island’s mission statement to:

(A) Indicate TWO things it tells you regarding what we do, how we do it, and who we “serve”

(B) Drawing explicitly from our discussion of organizing discuss how CI uses one of the 5 listed organizing tools (the list of 5 organizing tools can be found on approx pg 26-27 of Book of Notes) to help us better accomplish our mission. Really? Explain.

(C) Based on your experience with CI – what’s wrong with our mission statement? Simply put, what’s BS, not true, incomplete, etc? OK, what can be done to fix this problem? Really?

**Exercise 3**: There are 4 short cases (Harvard Business Review or similar) to be discussed in the class. Each of the cases illustrates a topic(s) related to management. Students **MUST** submit a **1 typewritten page analyses of any 2 of the 4 cases. Students can decide which two, however, once a case has been discussed in class it can no longer be submitted for write-up.** Each written analyses should:

|  |  |
| --- | --- |
| Content | Percentage |
| In ONE sentence identify the main problem in the case.  | 10% |
| Identify at least 2 concepts discussed in the textbook/notes that the case illustrates. Explain why you choose these 2. | 40% |
| In no more than ONE paragraph discuss the action that needs to be taken to fix the main problem. | 50% |

**Disabilities Statement**:

Students who have disabilities or special needs and require accommodations in order to have equal access to classrooms MUST register with the designated staff member in Student Affairs in order for CSUCI to better accommodate special needs. Students are required to provide documentation of a disability when accommodations are requested

**COURSE OUTLINE AND ASSIGNMENTS**\*

|  |  |  |
| --- | --- | --- |
| **Date** | **TOPIC** | **ASSIGNMENT** |
| 8/28 | Overview of class  |  |
| 8/30 | Management functions  | Chapter 1 |
| **9/4** | **SCHOOL CLOSED**  |  |
| 9/6 | Emotional Intelligence  | **Complete an on-line measure of EQ (www.queendom.com); Read poems under course information – nothing to turn in** |
| 9/11 | Management History  | Chapter 3;**Reading: Management Myth** |
| 9/13 | Overall Environment  | **Reading: Drought**  |
| 9/18 | Going Global  |  |
| 9/20 | Culture | **Reading: Across Borders** |
| 9/25 | Ethics |  |
| 9/27 | Ethical Business Culture | **Reading: Up to Code**  |
| 10/2 | Decision-making  | Chapter 11;  |  | **Exercise 2**  |
| 10/4 | Creativity & Planning | Chapter 4 |
| 10/9 | Strategic Planning  | Chapters 5 & 6 |
| 10/11 | Planning Con’t  | Exam Review; **Exercise 1**  |
| **10/16** |  | **MID-TERM** |
| **10/18** |  | **Return Exam** |
| 10/23 | Organizing Tools | Chapter 7 |
| 10/25 | Organizational Design  |  |
| 10/30 |  | **Exercise 2; Case 1: Play it Safe****Case 2: Follow Orders** |
| 11/1 | Control & Quality | Chapter 15 |
| 11/6 | The Individual at work | Chapter 2 |
| 11/8 | Employee Motivation | Chapters 14 |
| 11/13 | Motivation con’t |  |
| 11/15 | HRM | Chapter 16 |
| 11/20 | Leadership  | Chapter 10  |
| **11/22** | **Work on Cases**  |  |
| 11/27 | New Leadership  |  |
| **11/29** | Communication  | Chapter 12 |
| 12/4 | Communication  |  |
| 12/6 | Review & Wrap-Up | **Case 3: Is Holacracy for Us****Case 4: Should you Rehire**  |
| **12/13** | **FINAL EXAM** **1-3 this room**  | Essay & short answer inclusive |

**\*This SYLLABUS IS SUBJECT TO CHANGE AS CIRCUMSTANCES AND FLEXIBILITY DICTATE.**