

MGT 307 – Course Syllabus, Fall 2012
Martin V. Smith School of Business and Economics
California State University Channel Islands

Course	Management of Organizations Class No. MGT 307-03, #1947 Thursday, 6:00pm to 8:45pm, Bell Tower 1602
Professor	Jeffrey Stone, Ph.D.
Office	Sage Hall 2152
Phone	805-437-8980
Email	Jeffrey.Stone@csuci.edu
Office Hours	Mon. and Wed. 11am-12pm, Thurs. 5:00pm-6:00pm
Required Textbook	McKee, Mary. <i>Management: A Focus on Leaders</i> . Prentice-Hall, 2012. ISBN 978-0-13-257590-4
Recommended	<i>The Wall Street Journal</i> , student subscription(paper and online)

COURSE DESCRIPTION AND STUDENT LEARNING OUTCOMES

This course is an introduction to the basic concepts in management and organizational behavior. It emphasizes the application of behavioral science concepts, interpersonal skills and team building principles and processes to organizations. After you complete this course, you should be able to:

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

COURSE COMPONENTS

Case Analysis (15% of your class grade)

Your will analyze and write seven cases for this class as shown in the class schedule below.

Your case analyses must be submitted on paper at the time due. Papers must be typed using double-space, 12-point Arial or Times/Times New Roman font, with 1” margins. Put your name, course number and date in the *upper right corner* of the first page, single spaced.

All written case assignments are *individual* assignments only. Collaboration with classmates on the cases will be considered plagiarism. Expected page length for each case will be provided at the class period immediately preceding the date on which we will discuss the case.

You will use your written case analyses in the class discussion for that case. Read the case and write your analysis before class. Bring your analysis to class on the date due. Use your written analysis to guide your case discussion participation.

All written case assignments are due the beginning of class. Late submissions or email attachments before or after class will not be accepted. If you will not be able to attend the class, have one of your teammates turn it in for you.

Failure to follow these instructions will lower your grade on these papers.

Cases are graded for the entire class at the same time. I will provide feedback to the class when I return the cases. I cannot re-grade assignments after they are returned, and I will not negotiate with you to improve your score. I will be happy to provide feedback on your case analysis during office hours or by arrangement.

Attendance and Participation (10% of your class grade)

I will take attendance periodically and randomly at the *beginning* of class. Attendance on the days we are discussing cases is most important. No credit will be given for missing class, regardless of any reasons or excuses.

Your participation will be evaluated by your group teammates. It will be based on the extent of your contribution (task contribution--what you provide to the team) and your interpersonal teamwork skills (relationship contribution--how you get along with your teammates).

Missing a class case discussion not only affects your own learning, it also impacts your teammates' learning. Your participation grade will suffer.

Please note: Every semester, students' grades are lowered because they fail to turn in assignments or do not take class participation seriously. I cannot assign a grade if I have nothing to grade. It's always better to turn in something, even if you are not happy with it, rather than nothing.

Evaluations (three at 25% each for a total of 75% of your class grade)

There will be three evaluations to provide feedback on your understanding of the management concepts presented in the course. Content for the evaluations may originate from the textbook, case analysis, lecture materials and video presentations. The evaluations will be multiple-choice and cover the chapter, lecture, and case material for only that section of the course. Use a Scantron Form No. 882-E. **NOTE:** No make-up exams or early exams will be given unless you provide written documentation for a compelling reason for missing the exam (e.g., a doctor's note, accident report, etc.). Planned vacations are not considered a valid reason for taking the final exam early.

GRADING

Plus and minus grades will be used in this class. I do not accept requests for extra credit assignments. You may, however, obtain extra credit by providing proof of a student subscription to the *Wall Street Journal* and a one page synopsis of your experience and learning through the *Journal* (turned in at the final exam), which will earn you 2% improvement in your final calculated percentage. For example, a final grade of 89% would be increased to 92%. Overall class grades will be based on a curve. In general, for this course, you may expect approximately 12% A's, 31% B's, 47% C's, and 10% D's and F's. Over the years, this distribution closely approximates the A > 90%, 80 > B < 89, 70 > C < 79, 60 > D < 69, < 60, F. **There are no grade changes except for grade calculation errors.**

CLASSROOM PROTOCOL AND ACADEMIC HONESTY

Powerpoint slides will be available in Blackboard before class. You should print the slides before class using the "black and white" option in Powerpoint.

Internet use: During class, you can take notes on the printed slides. Alternately, you may use a laptop computer or tablet to take notes. If you chose to use a laptop or tablet, you must use it only to take notes. Connecting to the internet, without consent of the professor, is prohibited.

Texting: texting during class is prohibited. Texting or web surfing during class is unprofessional, disrespectful to the course material, the professor and your fellow students.

Sleeping: If you cannot stay awake during class, you will be asked to leave and receive no credit for attendance.

Disruptive Behavior: Disciplinary action will be undertaken if your behavior is disruptive to the class.

Regarding academic honesty, the corporate world of today places significant emphasis on ethics, as does CSUCI and the Smith School of Business and Economics. In this class, therefore, you must not collaborate on your case assignments or use material outside the scope of the requirement. This includes outside references (other than the textbook or class materials) such as other papers or web sites. Suspect papers will be checked carefully, and plagiarism will be disciplined appropriately. Please review the current University policy on academic honesty.

<http://www.csuci.edu/academics/catalog/2012-2013/pdfs/sec7-policies-and-regulations.pdf>

Schedule, MGT 307, TH, Fall 2012, Professor Stone (subject to change)

Week	Date	Topic	Complete assignments before the class
1	8/30	Orientation and Introduction. Form groups of four members	
2	9/6	Managing and Leading Today Decision Making and Critical Thinking	Read Ch. 1 Read Ch. 6
3	9/13	<i>Critical Thinking</i> class exercise Leadership	Turn in <i>Critical Thinking</i> Case Writeup Read Ch. 2
4	9/20	Leadership <i>Leadership</i> class exercise	Turn in <i>Leadership</i> Case Writeup
5	9/27	Teams Teams	Read Ch. 10
6	10/4	<i>Teamwork</i> class exercise MIDTERM 1 from 8/30 through 9/27 only	Turn in <i>Teams</i> Case Writeup
7	10/11	Motivation Motivation	Read Ch. 3 Turn in <i>Motivation</i> Case Writeup
8	10/18	Communication Communication	Read Ch. 4
9	10/25	<i>Communication</i> class exercise Change	Turn in <i>Communication</i> Case Writeup Read Ch. 7
10	11/1	<i>Change</i> class exercise Planning and Strategy	Turn in <i>Change</i> Case Writeup Read Ch. 5
11	11/8	MIDTERM 2 from 10/4 through 11/1 only Innovation and Entrepreneurship	Read Ch. 8
12	11/15	Organizing Culture	Read Ch. 9 Read Ch. 13
13	11/22	<i>Thanksgiving</i>	
14	11/29	Conflict Conflict class discussion	Turn in <i>Conflict</i> Case Writeup
15	12/6	Virtual Teams Globalization	Read Ch. 11 Read Ch. 14
16	12/13	FINAL EXAM from 11/8 through 12/6 only	7:00pm to 9:00pm