

MGT 307-02: Management of Organizations (Fall 2013) - Syllabus

Instructor

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Class: Tuesday/Thursday 10:30am – 11:45am in SMI1908

Office Hours: Tuesdays & Thursdays 1:00 – 2:30pm; other times as needed and arranged

Our course Scoop.it! page: <http://www.scoop.it/t/csuci-mgt307>

Course Description

This course examines principles, methods and procedures for planning, organizing, leading and controlling people within organizations. Topics include the history of management theory and thought, organizational culture and design, decision-making, managerial communication, and strategic management. More generally this course is an introduction into the field of Management that will hopefully help you think like a manager. You'll learn about the environment managers operate in, different management functions and some of the tools managers use. By understanding why and how managers do what they do you will be better equipped to be successful in an organization as well as decide whether you are interested in a career in Management.

Program Learning Goals

CSUCI's Smith School of Business has five Program Learning Goals – 1) Critical Thinking, 2) Oral Communication, 3) Written Communication, 4) Collaboration, 5) Conduct (Personal Ethics) and 6) Competencies in Discipline (so in the case of this class, that's Management)

Course Learning Objectives

Students who successfully complete this course will be able to do the following (which link to the school's Program Learning Goals):

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

Textbook

Principles of Management 1.1 by Mason Carpenter, Talya Bauer and Berrin Erdogan.

This textbook is available to read online starting at \$19.95. You can print it for \$49.95. You can find the textbook here:

<https://students.flatworldknowledge.com/course/1434309>

Other material will be provided on CI Learn as needed so please check CI Learn regularly.

How the course is run

The course will be a mix of lecture, discussion and group work. We will hold ourselves (that's me and you) to a high standard, work hard and have fun. Every effort will be made to uphold the responsibility of the faculty to foster an environment of mutual trust and fairness. Students are responsible for acting ethically and not tolerating dishonesty, class disruptions or inappropriate behavior on the part of others. We will discuss my cellphone/tablet/laptop/electronic device policy in class – but in general, be respectful and professional. If you have any questions or concerns, please contact me.

Grading

No makeup examinations will be allowed except in dire (and documented) emergencies. All assignments and exercises should be submitted via hard copy unless otherwise directed. Late assignments will suffer a 50% penalty for one *day* late (that's day, not class session). After one day late, a 0% will be received for the assignment. Please do not ask for unavailable exceptions. The CSUCI attendance policy can be found at: http://www.csuci.edu/academics/catalog/2008-2009/12_policiesandregulations/28_classattendance.htm

Final grades will be based on the following:

- Attendance & participation 8%
- Scoop.it contributions 12%
- Exercises/competitions/quizzes/etc. 10%
- Debate 10%
- Exams (3 x 20) 60%

TOTAL 100%

A note on grading

I will take the following approach to evaluating both oral and written work (including class participation). Note this is also the general CSUCI policy on grades, which can be found here: <http://senate.csuci.edu/policies/2012-2013/senate-policy-12-07.pdf>

Letter grade	Definition/expectation
A	Student performance has been outstanding and indicates an exceptional degree of academic achievement in meeting learning outcomes and course requirements
B	Student performance has been at a high level and indicates solid academic achievement in meeting learning outcomes and course requirements
C	Student performance has been adequate and indicates satisfactory academic achievement in meeting learning outcomes and course requirements
D	Student performance has been less than adequate and indicates deficiencies in meeting the learning outcomes and/or course requirements
F	Student performance has been unacceptable and indicates a failure to meet the learning outcomes and/or course requirements

For the final grade I include +/- and the grading scale for the course is as follows:

	>93 = A	90-92 = A-
88-89 = B+	83-87 = B	80-82 = B-
78-79 = C+	73-77 = C	70-72 = C-
67-69 = D+	63-66 = D	61-62 = D-
<60 = F		

Participation

Class attendance is expected and your participation grade is based in part on your attendance. However, attendance alone is not enough for full participation points. Active participation is encouraged and expected – that means you should ask and answer questions and try to facilitate discussion with other class members. In addition, you are expected to be prepared to share a news items related to class content each class session (see next section).

Scoop.it! Contribution

I love Scoop.it! (you can find it here <http://www.scoop.it/>)

It has a lot of potential applications but I use it to keep track of things (news items, reports, videos, etc.) I want to share with the class. I expect you to sign-up for a free account, create a “topic” for the class and to find and post at least one thing each week on your Scoop.it! topic along with a couple of sentences explaining how it relates to what we talked about in class. Each class session I will ask for volunteers and/or randomly call on someone to share what they found on Scoop.it! At the end of the semester I will be able to see what you have collected for the entire semester. Your Scoop.it! grade is based both on when and what you share something in class and your collection for the entire semester. We’ll talk more about how to get started in class but in general you will sign-up and create a topic for this class, follow my topic for the class and I will follow yours. Hint: this is also a nice way to help you review for exams.

Exercises/Competitions/Quizzes

Reading course material before class is encouraged and expected – as is being able to apply what is covered in class. In order to help keep you motivated, to let me know if you understand the material, and to prepare you for exams there will be periodic exercises, group competitions and quizzes.

Debates

There will be three debates (dates are in the course schedule) but you will each only be part of one debate (60 students is too unruly so we will divide it into three debates with 20 students). There will be a question for each debate and students are responsible for generating 2-3 points for one side and 2-3 points for the other side. The points can be in bullet-point form but must make a clear argument (that means it will take several sentences per point), be typed and are due on the day of the debate. **Students must also cite and document at least one academic source for each argument point (so a total of 4-6 different academic sources).** The debate questions are:

Debate 1: Group work in college is a good idea.

Debate 2: Ethics should be taught in college.

Debate 3: American CEOs are paid too much.

On the day of the debates, students will be randomly assigned to one of three groups: “Pro” position, “Con” position, or Judge. Debates will be conducted in the following manner:

- Groups will have 15 minutes to develop a consistent, logical argument for their assigned position

- Team A will present opening argument to judges -- 5 minutes MAX
- Team B will present opening argument to judges – 5 minutes MAX
- Groups will reconvene and have 10 minutes to develop rebuttals
- Groups present 3 minute rebuttal
- Judges have 10 minutes to determine debate winner and indicate why

Exams

Exams are a mix of short answer and essay (sorry, no Scantrons). We will review what is expected and the format in detail prior to each exam but here is a good general way to prepare for them - we will not cover everything in the chapters and I will also include things outside of the textbook so just reading the textbook will not prepare you for exams. The best way to review for exams is to start with my slides from each class and your notes and then go to the textbook to fill in gaps where you don't understand what we talked about in class. You will do a lot of writing so be prepared.

Equipment

You are required to have access to a personal computer (PC) either at home or on campus. The PC should have adequate software products such as Microsoft Office and other software recommended by the instructor.

CSUCI Disability Statement

Cal State 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 Accommodation Services is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning, or other disabilities are encouraged to contact the Disability Accommodation Services office at (805) 437-8510 for personal assistance and accommodations.

Academic Honesty

Academic honesty is expected of all students. Any academic dishonesty will not be tolerated. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess. Students in this course should abide by Policy on Academic Dishonesty at <http://www.csuci.edu/studentlife/judicial-affairs/academic-dishonesty.htm>

Disclaimer

Information contained in this syllabus, other than that mandated by the University, may be subject to change with advance notice, as deemed appropriate by the instructor. I will let you know if advance if changes are needed.

Tentative Course Schedule

Unit	Dates	Content/Chapter
Unit 1: Org. Theory; Leadership & Decision Making	August 27 August 29 Sept. 3 Sept. 5 Sept. 10	Introductions; Chapter 1; Chapter 10; Chapter 11
Debate 1	Sept. 12	Debate 1
Unit 2: Motivation; Groups & Teams	Sept. 17 Sept. 19 Sept. 24 Sept. 26	Chapter 14; Chapter 13
Exam 1	Oct. 1	EXAM 1
Unit 3: Culture, Ethics & Social Networks	Oct. 3 Oct. 8 Oct. 10 Oct. 15 Oct. 17	Chapter 3; Chapter 8; Chapter 9
Debate 2	Oct. 22	Debate 2
Unit 4: Personality, Perception, Attitude, EQ & Communication	Oct. 24 Oct. 29 Oct. 31 Nov. 5	Chapter 2; Chapter 10; Chapter 12
Exam 2	Nov. 7	EXAM 2
Unit 5: Planning, Organization Design & Control	Nov. 12 Nov. 14 Nov. 19 Nov. 21 Nov. 26 No class Nov. 28 (Thanksgiving)	Chapter 4; Chapter 5; Chapter 6; Chapter 7; Chapter 15
Debate 3	Dec. 3	Debate 3
	Dec. 5	Class catch-up, wrap-up and review
Exam 3	Dec. 12	EXAM 3 8:00am - 10:00am