

MGT 307 – Course Syllabus, Fall 2013
Martin V. Smith School of Business and Economics
California State University Channel Islands

THIS SYLLABUS AND SCHEDULE
IS SUBJECT TO CHANGE DURING THE SEMESTER

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| Course | Management of Organizations Class No. MGT 307-03, #1039 Thursday, 6:00pm to 8:45pm, Broome Library 2480 |
| Professor | Jeffrey Stone, Ph.D. |
| Office | Sage Hall 2152 |
| Phone | 805-437-8980 |
| Email | Jeffrey.Stone@csuci.edu |
| Office Hours | Wed. 1-3pm, Thurs. 2-3pm, and by appointment. |
| Required Textbook | Carpenter, Bauer, Erdogan and Short. <i>Principles of Management, Version 2.0</i> . Flatworld Knowledge, 2013. ISBN 9-781453-354452 and at http://www.flatworldknowledge.com |
| Recommended | <i>The Wall Street Journal</i> , student subscription (paper or 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 (Linked to Program Learning Goals 2, 3, 5, 6),
2. Write analyses of complex cases related to management and organizational behavior principles (Linked to Program Learning Goals 1, 3, 5, 6),
3. Formulate and execute management policies, strategies, plans and procedures (Linked to Program Learning Goals 1, 3, 4, 5, 6)
4. Identify, conceptualize, and develop solutions for successful resolutions to organizational problems (Linked to Program Learning Goals 1, 2, 3, 4, 5, 6).

Note: Program Learning Goals: (1) Critical Thinking, (2) Oral Communication (3) Written Communication, (4) Collaboration, (5) Conduct/Ethics, (6) Competency in Management

COURSE COMPONENTS

INDIVIDUAL WRITTEN CASE ANALYSIS (20% of your class grade)

You will analyze seven cases and and turn in six written analyses 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. Failure to follow these instructions will lower your grade on these papers.

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.

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.

TEAM CASE ANALYSIS (5% of your class grade)

You will form teams of four students. The teams can be used as a study group and as a support group for the class. In your team, you will will analyze a case and turn in a written summary of your analysis and results.

TEAM PRESENTATION (5% of your class grade)

At the last class date, your team will make a presentation of one of the topics covered during the semester. Details of the presentation will be available in a separate document.

ATTENDANCE AND PARTICIPATION (10% of your class grade)

I will take attendance periodically and randomly at the *beginning* of class. No credit will be given for missing class, regardless of any reasons or excuses.

You will work with your teams during class to discuss the cases and turn in a handwritten summary of the findings/conclusion of your discussion. The quality of these summaries contribute to your grade in the class. Missing a class case discussion not only affects your own learning, it also impacts your teammates' learning.

EVALUATIONS (Midterm 1 @ 35%, Midterm 2 @ 45%, and Midterm 3 @ 20% for a total of 60% of your class grade)

There will be three evaluations to provide feedback on your understanding of the management concepts presented in the course. The weightings for each exam are based on the extent of content covered for each exam. 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

There will be no plus/minus grading in this class. I do not accept requests for extra credit assignments. 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.

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.

CLASSROOM PROTOCOL AND ACADEMIC HONESTY

NOTE: You must **use your CSUCI email account** to communicate in this class. To protect your confidentiality, I will not respond to email from a personal email account or communicate with your family or friends.

- Powerpoint slides and case assignments 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>

Class Schedule MGT307, Thursdays 6-8:50

| Week | Date | Topic | Assignments for This Class (COMPLETE IN ADVANCE) |
|------|-------|---|---|
| 1 | 8/29 | - Course Overview - Form teams of four - Principles of Management (Ch. 1) | Read Textbook Chapter 1. |
| 2 | 9/5 | - Globalization/Ethics (Ch. 2) - Personality, Attitudes, Work Behavior (Ch. 3) | Read Textbook Chapters 2 and 3. |
| 3 | 9/12 | - Mission, Vision and Values (Ch. 4) - Strategic Management (Ch. 5) | Read Textbook Chapter 4. Read Textbook Chapter 5 (pgs. 118-132). Turn in answers to Exercise Questions 2 through 5 on page 115 from Ch. 4 (approx. two pages). |
| 4 | 9/19 | - Strategic Management (Ch. 5) - Goals and Objectives (Ch. 6) | Read Textbook Chapter 5 (pgs. 132-151). Read Textbook Chapter 6. Turn in answers to Exercise Questions 2 through 6 on page 172 from Ch. 6 (approx. three pages). |
| 5 | 9/26 | MIDTERM EXAM | Covering materials from Week 1 through Week 4. |
| 6 | 10/3 | Organizational Structure and Change (Ch. 7) | Read Textbook Chapter 7. Turn in answer to Exercise Question 2 on page 192 from Ch. 7 (approx. one page). |
| 7 | 10/10 | - Organizational Culture (Ch. 8) - Leadership (Ch. 9) | Read Textbook Chapter 8. Read Textbook Chapter 9. Turn in answers to Exercise Questions 2 through 5 on page 223 from Ch. 8 (approx. three pages). |
| 8 | 10/17 | - Leadership (Ch. 9) - Entrepreneurship (Lecture only) | Turn in answers to Exercise Questions 2 through 6 on page 252 from Ch. 9 (approx. three pages). |
| 9 | 10/24 | - Decision Making (Ch. 10) - Critical Thinking (Lecture only) | Read Textbook Chapter 10. |
| 10 | 10/31 | - Motivation (Ch. 13) - Joe Chaney Team Case | Turn in answers to Critical Thinking assignment from Critical Thinking lecture on 10/24 (approx. one page). |
| 11 | 11/7 | MIDTERM EXAM | Covering materials from Week 6 through Week 10. |
| 12 | 11/14 | - Communication (Ch. 11) - Supportive Communication (Lecture only) | Read Textbook Chapter 11. |
| 13 | 11/21 | - Groups and Teams (Ch. 12) - Conflict | Read Textbook Chapter 12. Turn in answers to Exercise Questions 2 through 6 on page 330 from Ch. 12 (approx. three pages). |
| 14 | 11/28 | Thanksgiving NO CLASS | |

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| 15 | 12/5 | - Team Presentations on a topic of each team's choice. | Must obtain approval from professor. |
| 16 | 12/12 | FINAL EXAM | Covering materials from Week 12 through Week 14 |