**MGT 307: Management of Organizations Section 1**

**Fall Semester 2021**

**Syllabus Version 1**

**Time of class:** Tuesday and Thursday 10:30 – 11:45 am

**Location of class:** Broome Library 2330

**Professor:** Dylan Cooper, PhD

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

**Office:**  Sage Hall 2133

**Office hours:** Tuesday 2:30 – 5:30 pm in my office or by Zoom

Wednesday at 9:00 am – noon by Zoom

To make an appointment: <https://calendly.com/dylan-ci/>

**Required text:** *Principles of Management*. There is a free .pdf on CI Learn. Talk to me if you want to buy a printed version.

**COURSE DESCRIPTION**

This course introduces management concepts. 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**

By completing this course, students will have the opportunity to learn 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | | **Topic** | **Module** | **Notable Due Dates** |
| 1 | Aug 24  Aug 26 | Introduction to Management | Module 1 | Introduce Yourself |
| 2 | Aug 31  Sep 2 | History of Western Management | Module 2 | Career HW #1 |
| 3 | Sep 7  Sep 9 | Mission, Vision, & Stakeholders | Module 3 |  |
| 4 | Sep 14  Sep 16 | Groups and Teams | Module 4 | Case Analysis #1 |
| 5 | Sep 21  Sep 23 | Strategic Management | Module 5 |  |
| 6 | Sep 28  Sep 30 | Goals | Module 6 |  |
| 7 | Oct 5  Oct 7 | Organizational Structure | Module 7 | Career HW #2  Case Analysis #2 |
| 8 | Oct 12  Oct 14 | Leadership | Module 8 |  |
| 9 | Oct 19  Oct 21 | Organizational Change | Module 9 |  |
| 10 | Oct 26  Oct 28 | Organizational Culture | Module 10 | Case Analysis #3 |
| 11 | Nov 2  Nov 4 | Motivation | Module 11 |  |
| 12 | Nov 9  Nov 11 | Decision Making  Veteran’s Day – No classes | Module 12 |  |
| 13 | Nov 16  Nov 18 | Data Driven Management | Module 13 | Case Analysis #4 |
| 14 | Nov 23  Nov 25 | Communication  Thanksgiving – No classes | Module 14 |  |
| 15 | Nov 30  Dec 2 | Human Resource Management | Module 15 | Career HW #3 |
| 16 | Dec 7  Dec 9 | No class  **8:00 – 10:00 am** Class Wrap-Up |  | Case Analysis #5 |

**All dates and items on this syllabus are subject to change at the instructor’s discretion.**

**COURSE FORMAT**

**This is an in-person class.** However, due to the COVID-19 pandemic, it is possible that some class meeting will be moved online. If this happens, we will meet at the regular time on Zoom. Look on CI Learn for the Zoom URL and passcode.

Most of the course content will provided through videos, LinkedIn Learning classes, and readings in the modules in CI Learn. I will lecture some in class. In addition, class meetings will be used for activities and group work.

**COURSE WEBSITE AND EMAIL**

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

I will also send you **email**, through CI Learn and my own CI account. Email to me must be sent from CI Learn or 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 and CI Learn announcements several times a day.

**PERFORMANCE EVALUATION**

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

|  |  |  |
| --- | --- | --- |
| Business Cases | |  |
|  | Business Case Analysis #1 | 5% |
|  | Business Case Analysis #2 | 15% |
|  | Business Case Analysis #3 | 19% |
|  | Business Case Analysis #4 | 19% |
|  | Business Case Analysis #5 | 20% |
| Career Advancement Homework | |  |
|  | Career Advancement Homework #1 | 3% |
|  | Career Advancement Homework #2 | 4% |
|  | Career Advancement Homework #3 | 3% |
| Smaller Assignments | | 12% |
| Total | | 100% |

Grades will be assigned according to the scale below.

≥ 97% = A+ 93.00 – 96.99% = A 90.00 – 92.99% = A-

87.00 – 89.99% = B+ 83.00 – 86.99% = B 80.00 – 82.99% = B-

77.00 – 79.99% = C+ 73.00 – 76.99% = C 70.00 – 72.99% = C-

67.00 – 69.99% = D+ 63.00 – 66.99% = D 60.00 – 62.99% = D-

1. **Business Case Analyses.** You will conduct five business case analyses for this class. The first and last one will be completed individually. The middle three will be completed as group assignments. All of the analysis assignments will have helper assignments to prepare you for discussion of the cases and improve collaboration on the group assignments. See the “Analysis of Business Cases” module in CI Learn for details. Please pay attention to the deadlines, because they are on several different days of the week. You are required to purchase the cases come from Harvard Business Publishing. The cost is $4.25 per case.
2. **Career Advancement Homework.** There will be three homework assignments related to thinking about what you value in a career, setting goals for working toward making that a reality, and tracking your progress toward the goals. See the “Career Advancement Homework” module on CI Learn for details.
3. **Smaller Assignments.** All of the online modules have assignments (e.g., LinkedIn Learning courses, quizzes) embedded in them. These assignments are meant to make sure that you completed the module content. For example, many of the videos are followed by a short quiz or discussion assignment about the video. There are a few other smaller assignments that you will be expected to complete this semester. These are mostly graded according to whether you did everything that was asked.
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.** As in the workplace, getting your work done by the deadline is the best plan. I will, however, accept *most* assignments **up to two weeks late.** (Assignments that are not accepted late will say so in CI Learn.) Late assignments will have penalty of one letter grade, i.e., 10% of the maximum possible grade. If you know ahead of time that your assignment will be late, please talk to me *before* the assignment is due. We may be able to work something out.
6. **Strict grammar policy.** Job applicants and employees are often judged on their writing. For example, many employers discard all resumes with a typo or grammatical error. To help you look good, I want you to be able to produce writing without major grammatical errors. Being able to do this takes practice, so I have a strict grammar policy in this class. **If your assignment breaks the policy, it will be returned with a zero. You will have two weeks to fix the grammar and return it.** It will count as a late assignment. Check the “Writing in This Class” module on CI Learn for more information.

**WRITING, ORAL PRESENTATIONS, AND THE 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 tutors help students on a range of assignments at any stage of the composition process in all disciplines. Students visit the WMC with assignments such as expository essays, literature review, lab reports, marketing reports, legislative testimonials, oral presentations, research posters, short video projects, and many more. Students are also welcome to bring in other types of non-academic work such as resumes, letters of application, and personal statements for graduate school applications. [Make an appointment](https://csuci.qualtrics.com/jfe/form/SV_8nT93w9c3ei8wGF), or drop by our [Virtual WMC](https://csuci.zoom.us/my/wmcdropinroom) to ask questions or see if a tutor is available. To learn more or see our additional resources for writers and presenters, visit us at [http://www.csuci.edu/wmc](https://www.csuci.edu/wmc/index.htm). You can also email us at [wmc.tutors@csuci.edu](mailto:wmc.tutors@csuci.edu).

**CAMPUS COVID-19 POLICY**

CSUCI is following guidelines from the California Department of Public Health and Ventura County Department of Public Health to promote safety during the COVID-19 pandemic for CSUCI students, employees, and visitors on the campus, to help prevent and protect oneself and others from the spread of the virus. Students are required to adhere to all health and safety requirements outlined on the University’s website regarding COVID-19. Failure to do so may result in removal from the classroom and, in keeping with CSU policy, the student may also be denied access to campus/programs.

**STUDENTS WITH DISABILITIES**

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of need. You can [apply for DASS services here](https://www.csuci.edu/dass/students/apply-for-services.htm). Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

# 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., part of 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.

**EMERGENCY INTERVENTION AND BASIC NEEDS STATEMENT**

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals or has limited access to food and/or is experiencing homelessness/housing insecurity (e.g. sleeping in a car, couch surfing, staying with friends), please know that you are not alone. The CSUCI Basic Needs Program has resources to help connect students to food, housing and financial resources. These resources include, but are not limited to, the Dolphin Pantry, emergency housing, emergency funding, CalFresh application assistance and more.  Please visit the website for the most up to date information on the Basic Needs Program at CI:  <https://www.csuci.edu/basicneeds/>. To get connected to the Basic Needs Program please visit [go.csuci.edu/basicneedsrefer](https://cm.maxient.com/reportingform.php?CSUChannelIslands&layout_id=11).

**ADDITIONAL NOTES**

I suggest meeting with me in-person or by Zoom during office hours if you have questions, are unsure about how to approach an assignment, have something going on in your life that I should know about, etc. I am always happy to meet with you. If you cannot make it during office hours, send me an email at [dylan.cooper@csuci.edu](mailto:dylan.cooper@csuci.edu) to set up a different time.