

MGT 307 – Course Syllabus, Spring 2011
Martin V. Smith School of Business and Economics
California State University Channel Islands

Course	MGT 307, Management of Organizations Class No. 2111, Section 3 Mon, Wed., 1:30pm to 2:45pm; Manzanita Hall, 1101
Professor	Jeffrey Stone, Ph.D.
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Email	Jeffrey.Stone@csuci.edu
Office Hours	Monday 11am-12pm, Wednesday 3:00pm-4:00pm
Required Textbook	<i>Management: A Practical Introduction, 5th Edition.</i> Kinicki, Angelo and Brian K. Williams. McGraw-Hill, 2011. (Softcover ISBN 978-0-07-811271-3)

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 Assignments (three at 5% each) 5%

There are three written case assignments due during the semester. They will be evaluated on your demonstration of critical thinking and written communication skills. Grammar and spelling will be weighted heavily in assessing your paper.

The assignment is to 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. Staple the paper in the upper left corner.

All assignments are *individual* assignments only. Collaboration with classmates on your answers, or use of material other than that provided in the textbook or by the professor will be considered plagiarism. However, you should have someone review your work for

grammar and spelling. Do not rely on the spell-check and grammar feature of your word processing software. The maximum written length of the writing assignment is three pages.

The assignments are due at the beginning of class. If you know you will miss class on the day an assignment is due, you must either hand a hard copy to the professor before the class, or have a classmate turn in a hard copy. Late submissions or email attachments before or after class will not be accepted. Hard copies delivered to the department office will not be accepted. **Failure to follow these instructions will lower your grade on these papers.**

I will review grading rubrics for the written assignments in class. I will not provide written guidelines, however. Assignments are graded for the entire class at the same time. I will provide feedback to the class when I return the assignments. I cannot re-grade assignments after they are returned, and I will not negotiate with you to improve your score.

Attendance and Participation **10%**

Attendance will be taken most days at the *beginning* of class. No credit will be given for late attendance or early departure. No credit will be given for missing class, regardless of any reasons or excuses.

Evaluations (MT1=20%, MT2=25%, Final=30%) **75%**

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 with the textbook, case analysis, lecture materials and video presentations. The evaluations will be multiple-choice and cover the chapter and lecture material for only that section of the course. Use a Scantron Form No. 882-E.

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 awarded for the course. There are no extra credit assignments. In general, for this course, you may expect approximately 10% A's, 30% B's, 46% C's, 10% D's, and 4% F's. There are no grade changes except for instructor error.

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. During class, you can take notes on the printed slides. Alternately, you may use a laptop computer to take notes directly in powerpoint. If you chose to use a laptop, you must use it only to take notes. Using a laptop to connect to the internet, without consent of the professor, is prohibited.

Texting is prohibited. Texting or web surfing during class is unprofessional, disrespectful to the course material, the professor and your fellow students. If you cannot stay awake during class, you will be asked to leave and receive no credit for attendance. 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 University policy on academic honesty found at

http://www.csuci.edu/academics/catalog/2010-2011/Sec-7_Policies-and-Regulations.pdf

CLASS SCHEDULE AND ASSIGNMENTS (SUBJECT TO CHANGE)

Week	Date	Topic	Assignments
1	1/24	Class overview/orientation	
	1/26	Ch. 1, What is management?	
2	1/23/1	Ch. 3, The work environment	
	2/2	Ch. 3, Ethics and social responsibility	Discuss the <i>Self-Assessment</i> exercise on pgs. 99-100
3	2/7	Ch. 4, International management	
	2/9	Ch. 4, Free trade and cultural differences	Discuss the <i>Ethical Dilemma</i> on pg. 136
4	2/14	Ch. 5, Planning	Turn in <i>Management in Action</i> , pgs 98-99. Answer Q1 and Q3, (one page total) and Q5 (two pages)
	2/16	Ch. 5, Planning	Complete the <i>Self-Assessment</i> on pgs 159-160
5	2/21	Midterm 1 covering Ch. 1,3,4,5	
	2/23	Review midterm results	
6	2/28	Ch. 6, Strategic planning	
	3/2	Ch. 6, Strategic planning	
7	3/7	Ch. 7, Decision Making	
	3/9	Ch. 7, Decision Making	Complete the <i>Self-Assessment</i> exercise on pg. 231.
8	3/14	Ch. 8, Organizational Culture	
	3/16	Ch. 8, Organizational Structure	Discuss the <i>Ethical Dilemma</i> on pg. 268
9	3/21	Spring Break	
	3/23		
10	3/28	Ch. 9, Human Resources	Turn in <i>Management in Action</i> , pgs. 229-230. Answer Q1, Q2, Q3 (two pages total) and Q5 (one page)
	3/30	Ch. 9, Human Resources	Discuss written assignment.
11	4/4	Midterm 2 covering Ch. 6,7,8,9	
	4/6	Review midterm results	
12	4/11	Ch. 11, Individual Differences	
	4/13	Ch. 11, Emotional Intelligence	Complete the <i>Self-Assessment</i> exercise on pgs. 366-368.
13	4/18	Ch. 12, Motivation	
	4/20	Ch. 12, Motivation	Complete the <i>Self-Assessment</i> exercise on pgs. 403-404.
14	4/25	Ch. 13, Groups and Teams	
	4/27	Ch. 13, Conflict Management	Complete the <i>Self-Assessment</i> exercise on pgs. 433-434.

15	5/2	Ch. 14, Power and Influence	Turn in <i>Management in Action</i> , pgs. 401-403. Answer Q1 and Q2 (one page) and Q5 (two pages)
	5/4	Ch. 14, Leadership	Discuss <i>Management in Action</i> on pgs. 468-469.
16	5/9	Ch. 15, Interpersonal Communication	
	5/11	Ch. 15, Interpersonal Communication	Complete the <i>Self-Assessment</i> exercise on pgs. 501-503.