## MGT 307-04: Management of Organizations (Spring 2013) - Syllabus

### Instructor

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Class: Tuesday/Thursday 12:00 – 1:15pm in Bell Tower 2704

Office Hours: Tuesday 1:30 –3:00pm; Thursday 1:30 – 2:30pm and 5:50 – 6:50pm; other times as needed

### Course Description

This course examines principles, methods and procedures, planning, organizing, leading and controlling people within organizations. Topics include the history of management 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.

### Course Learning Objectives

Students who successfully complete this course will be able to:

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

### 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 $39.95. You can find the textbook here:

<http://students.flatworldknowledge.com/course?cid=1246945&bid=127512>

Other material will be provided on CI Learn as needed.

### How the course is run

The course will be a mix of lecture, discussion and group work. 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. 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. *Late blog entries get 0% grade.* All assignments and exercises should be submitted via My CI Learn (Blackboard) 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:

* Participation 30%

 (20% online, 10% in class)

* Debates (3 x 6) 18%
* Midterm 26%
* Final 26%

TOTAL 100%

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 |  |  |

### A note on grading

Other than exams, I take the following approach to evaluating both oral and written work (including class participation and online discussions).

|  |  |  |
| --- | --- | --- |
| **My notation**  | **Grade range** | **Quality** |
| √+ (“check +”) | A to B+ | Easy to read/follow; shows deep critical thinking and connects to course material; a logical, easy to read structure; no major grammatical errors |
|  √ (“check”)  | B to C | Professional; solid structure; shows some critical thinking; minor grammatical errors |
| √- (“check –“) | D and below | Unprofessional; inconsistent; poorly structured; little or no critical thinking or link to course material; numerous grammatical errors |

### Online participations – weekly blog entry

You are expected to post an online blog entry each week (**due each Wednesday before noon**) on CI Learn. Each week I will have a specific task for you to accomplish (usually a question for you to answer or a reflection on what we have covered) but in general you will be asked to apply concepts from class. This serves several purposes – it gives you another opportunity for class participation, it keeps you engaged in the course material and how it applies to the world you live in, it gives me a feel for what the class may be struggling with, and it will help you prepare for the exams. Check the blog on CI Learn for example blog entries. Note this is a very significant portion of your grade and I will take it seriously. Please do the same.

## Debates

There will be two debates throughout the semester (dates are in the course schedule). There will be a question for each debate and students are responsible for generating 3-5 points for the pro side and 3-5 points for the con side. The points can be in bullet-point form but must be typed and are due on the day of the debate. **Students must also cite and document at least one source for each argument point (and the textbook and Wikipedia (and related sites) do not count as sources).** The debate questions are:

Debate 1: Globalization – is it for the greater good?

Debate 2: CSUCI should embrace online education

Debate 3: American CEOs are fairly paid

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:

* Students will have 15 minutes to develop a consistent, logical argument for their assigned position (coin flip will determine which group goes first.
* 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.

### 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Content/Chapter** | **Assignment** |
| Week 1 | January 22January 24 | Introductions; Chapter 1: Introduction to Management;  | \* Online discussion entry due before noon on Wednesday  |
| Week 2 | January 29January 31 | Chapter 2: Personality, Attitudes and Work Behaviors | \* Online discussion entry due before noon on Wednesday |
| Week 3 | February 5February 7 | Emotional Intelligence; Chapter 3 (History and contemporary principles of management)  | \* Online discussion entry due before noon on Wednesday |
| Week 4 | February 12February 14 | Globalization and International Business (Chapter 3) | \* Online discussion entry due before noon on Wednesday**Debate 1 on February 14** |
| Week 5 | February 19February 21 | Ethics | \* Online discussion entry due before noon on Wednesday |
| Week 6 | February 26February 28 | Chapter 4 (Developing Mission, Vision and Values) | \* Online discussion entry due before noon on Wednesday |
| Week 7 | March 5March 7 | Planning (Chapter 5 & 6) | \* Online discussion entry due before noon on Wednesday |
| Week 8  | March 12**March 14** | Midterm Review **Midterm is March 14** |  |
| Week 9 | **SPRING BREAK –** **NO CLASS** |  |  |
| Week 10 | March 26March 28 | Organizational Design (Chapter 7); Online education debate | \* Online discussion entry due before noon on Wednesday**Debate 2 on March 28** |
| Week 11 | April 2April 4 | Organizational Culture (Chapter 8) and Social Networks (Chapter 9) | \* Online discussion entry due before noon on Wednesday |
| Week 12 | April 9April 11 | Leadership & Decision Making (Chapters 10 & 11) | \* Online discussion entry due before noon on Wednesday |
| Week 13 | April 16April 18 | Communication; Managing Groups & Teams (Chapters 12 & 13) | \* Online discussion entry due before noon on Wednesday |
| Week 14 | April 23April 25 | April 23 – More on managing groups and teams**April 25 no class** (group work on your own) | \* Online discussion entry due before noon on Wednesday |
| Week 15 | April 30May 2 | Motivation & Control (Chapters 14 & 15) | \* Online discussion entry due before noon on Wednesday**Debate 3 on May 2** |
| Week 16 | May 7May 9 | A topic we need to spend more time on; course Review & Wrap-up | \* Online discussion entry due before noon on Wednesday |
| Week 17 | **May 14** | **FINAL EXAM 10:30am – 12:30pm** |  |