

MGT 307: Management of Organizations Section 2
Spring Semester 2024
Syllabus Version 4

Time of class: Tuesday and Thursday at 2:30 – 3:45 pm
Location of class: Broome Library Room 2330

Professor: Dylan Cooper, PhD
Email: dylan.cooper@csuci.edu
Office: Martin V. Smith Hall Room 2104
Office hours: Tues and Thurs at 9:45-10:15 am and 5:30-6:30 pm. Check link:
<https://calendly.com/dylan-ci/class-office-hours-30-min>

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 Jan 23 Jan 25	Introduction to Management	Module 1	Introduce Yourself
2 Jan 30 Feb 1	History of Western Management Mission, Vision, & Stakeholders	Module 2 Module 3	Career Advancement #1
3 Feb 6 Feb 8	Applying Management Concepts	Applying Concepts	Case #1 Assignments
4 Feb 13 Feb 15	Strategic Management	Module 4	
5 Feb 20 Feb 22	Groups and Teams	Module 5	
6 Feb 27 Feb 29	Goals	Module 6	Career Advancement #2
7 Mar 5 Mar 7	Leadership	Module 7	Case Analysis #2
8 Mar 12 Mar 14	Review & Midterm	Midterm	Midterm Exam
Mar 19 Mar 21	NO CLASS: Spring Break		
9 Mar 26 Mar 28	Motivation	Module 8	
10 Apr 2 Apr 4	Organizational Change	Module 9	
11 Apr 9 Apr 11	Decision Making	Module 10	Case Analysis #3
12 Apr 16 Apr 18	Organizational Culture	Module 11	
13 Apr 23 Apr 25	Communication	Module 12	
14 Apr 30 May 2	Human Resource Management	Module 13	Case Analysis #4
15 May 7 May 9	Wrap Up and Review		Career Advancement #3
16 May 14 May 16	1:00 – 3:00 pm Final NO CLASS	Final	Final Exam

DATES WITH REQUIRED ATTENDANCE

There are four days when you will work on group case analyses in class. You are **REQUIRED** to be in class on those days. Those days are the following: **February 22, February 29, March 28, and April 4**. If you cannot attend class on all those days, please consider dropping or switching to a different section of the course.

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 myCI, 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 email 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 a few times each day.

PERFORMANCE EVALUATION

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

Business Cases	
Business Case Analysis #1	15%
Business Case Analysis #2	20%
Business Case Analysis #3	20%
Exams	
Midterm	12%
Final	12%
Career Advancement Homework	
Career Advancement Homework #1	3%
Career Advancement Homework #2	4%
Career Advancement Homework #3	3%
Attendance	3%
Smaller Assignments	8%
<hr/>	
Total	100%

Grades will be assigned according to the scale below.

90.00 – 100% = A

87.00 – 89.99% = B+

77.00 – 79.99% = C+

60.00 – 69.99% = D

83.00 – 86.99% = B

73.00 – 76.99% = C

80.00 – 82.99% = B-

70.00 – 72.99% = C-

1. Business Case Analyses. We will do one case analysis in class and you will conduct three business case analyses as assignments. The first two will be completed as group assignments with helper assignments. The helper assignments will prepare you for discussion of the cases and improve collaboration on the group assignments. The last case analysis will be an individual assignment. 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 \$4.95 per case.

2. Exams. There will be a midterm and final. The final will be cumulative. The exams will be open book.

3. 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.

4. 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 (quizzes) and help you with practical applications of the ideas (LinkedIn Learning). 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.

5. 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.

6. 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.

7. 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 & Multiliteracy Center (WMC) provides all CSUCI students with free support services and programs that help them address the 21st Century challenges of creatively thinking about and composing in written, oral, visual, and digital forms of communication. Peer consultants help students at any stage of the composition process via one-to-one or group consultations, online consultations, and workshops. Students can make an appointment to work with a consultant or learn more by visiting the [WMC webpage](#).

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](#). 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 the following: 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 experiencing homelessness/housing insecurity (e.g., sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries, and basic necessities for current CI students. For additional assistance, please contact the Dean of Students Office

at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up to date information on the [Basic Needs Program](#).

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867, and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support); students can also email CAPS at caps@csuci.edu or visit the CAPS [website](#).

TITLE IX AND INCLUSION

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSUCI prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating, and domestic violence, and stalking. For more information regarding CSUCI's commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit the [Title IX webpage](#).

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 to set up a different time.

All dates and items on this syllabus are subject to change at my discretion.