

Management 3600-01, Fall 2019

Tues and Thurs, 8:00am-9:15am, Room 1201

Instructor: Monica Williams Smith

Assistant Dean and Senior Lecturer of Management

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Office: Richards College Advising Center, Miller 1209

Office Hours: Instructor is typically in the office daily. Please call or email in Course Den as needed.

Email: Course Den is the preferred method to contact the Instructor about any course related questions, suggestions, or concerns.

Required Text

Williams, Chuck. (2018) *MGMT 10*. South-Western Cengage Learning. The online student resources that accompany the text are good for additional study materials as you prepare for exams.

Prerequisites

BUSA 2106, ECON 2105 or permission of department chair.

Course Description

This course consists of a study of the basic concepts and processes of management. The course includes the study of the legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations.

Learning Objectives Related to Learning Goals

1. Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
2. Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
3. Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
4. Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6)

Grading Scale

Your final grade will be calculated using the average of four exams, quizzes class participation, and team project grades. The grading scale is as follows: A: 90-100, B: 80-89, C: 70-79, D: 60-69, and F: 59 and below

Evaluation of Course Objectives

Exams

You will have a total of **four** exams in this course. Exam format could be multiple choice, short answer, true/false, or discussion. The exams are worth **80%** of your total grade in the course. There are seven

chapters in your text that will be covered on class days (chapters 2,4,6,10,13, 15 and 17), and eight chapters that will be covered via online chapter reviews in the content folder in CourseDen (chapters 1,5,7,11,12,14,16 and 18).

Online Quizzes

Three chapters, chapters 3,8,9, will not be included in your class exams. Please review those chapters and take the short quizzes provided under the assessment tab. This assignment is worth **3%** of your total grade in the course. All quizzes are due by 9:00pm on November 18th.

Class Participation

On designated class days, you will be expected to participate in all class participation activities. Activities could be group assignments, case studies, etc. The activities are used to help in your understanding of various topics covered during class lectures and will be worth **2%** of your grade. You must complete at least two in class activities, although more than two activities will be offered during the course. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate.

Team Project

In this course, you will have the opportunity to work with other students on a team project related to concepts learned in this course: leadership and motivation. The classroom will be available during normal class times when we are not meeting on class days for your teams to meet and discuss your projects. You can also use that time to gather the needed information for your project and prepare your class presentations. This assignment is worth **15%** of your total grade in the course.

The project rules are as follows:

- (1) Each team will consist of 2-3 members
- (2) Each team member **MUST** participate in the project meetings and the presentation
- (3) Team presentations will be presented on various class meeting days
- (4) Presentations must be 5-7 minutes
- (5) A one-two page overview must be presented on the day of your presentation (12-inch font, double spaced and include a title page with team members names)
- (6) Teams cannot interview the same managers or use the same companies if you choose option #1 or #3. Please submit your choices as soon as possible.

Team Project Options

#1 Manager Interviews

Your team should choose two managers to interview. The manager's title can range from shift supervisor to CEO. Your team should find managers in industries that you are interested in working in and you must create your questions to ask. Career Services should be able to assist with questions as well as internet resources. Please take pictures at the interview with the manager for your presentation, or you can record the interview and present a video presentation. All team members must participate.

#2 Motivation Research

Create a list of the financial, non-financial, and social rewards that can be tied to performance in college. The team will then create a short survey designed to measure which types of rewards students consider the most successful at motivating them to perform better in college. The survey should allow participants to rank the attractiveness of the rewards with 1 being “not motivating at all” and 10 be “very motivating”. Survey at least 25 students (however, the more surveys, the better) and then find a creative way to present the topic of motivation and include the results of your survey. All team members must participate.

#3 Fortune 500's Most Admired Companies

Use the internet to find Fortune 500's “Most Admired Companies” list. Your team should choose four companies and research the CEO's. In your presentation, please share information about the company and the background of the CEO. In addition, please find two fun facts about the company or CEO to present on each company.

Class Policies

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, a failing grade in the course, and/or referral to the Vice President for Academic Affairs.

Attendance

You are expected to prepare for, attend, and actively participate in class on the designated class days. Although attendance will not be recorded on a regular basis, you must attend in order to participate. Good attendance practices could positively affect your overall grade in this course.

You must have a **legitimate** reason for missing an exam (death in the family, serious illness, etc.). A doctor's excuse **is necessary** if an exam must be made up due to a serious illness.

If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam.

Make-ups will **ONLY** be provided if the reason for missing an exam is **approved** by the Instructor. All **approved** make up exams will be given on the day of finals.

Credit Hour Policy (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Extra Credit and Extra Points

No one student will be given extra credit opportunities or extra points at the beginning, middle, or end of the course. The Instructor reserves the right to give the entire class an extra credit opportunity at her discretion. There are **NO** exceptions.

Requests for Modifications

Any students requiring modifications should make an appointment to meet with the Instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations.

On exam days, only students who have a documented disability that includes the need for frequent restroom visits will be permitted to leave the classroom during an exam. All other students are asked to take all restroom breaks before the exam, or be prepared to turn in the exam before you leave the classroom.

Student Rights and Responsibilities

Please carefully review the information at the following link:

<https://www.westga.edu/UWGSyllabusPolicies/>

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Syllabus

The Instructor can change the syllabus as needed during the semester.

Technology

The use of technology (i.e. laptops) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester. **Cell phones should always be turned off or on silent and NEVER used during class.**

The **Wolf Pact** is a commitment to honesty, integrity, professionalism, accountability for ethical behavior, and to respect for the rights, differences, and dignity of others. We are committed to a culture of academic integrity, where members adhere to our shared values in all academic and non-academic endeavors.

We believe these values are essential to student development; whether personal, academic, or professional. Most importantly- establishing yourself as an honest person of integrity, who acts in a professional and ethical manner- will be as important as the academic skills you learn in the Richards College of Business.

Course Schedule, Management 3600-01 (Fall 2019)

- August 14- Syllabus and Course Overview
- August 19- Chapter 2: History of Management and Team Decisions
- August 26-Chapter 4: Ethics and Social Responsibility
- September 2- *Labor Day Holiday/ NO CLASS*
- September 16-**Exam One (Chapters 1,2,4 and 5)**
- September 23-Chapter 6: Organizational Strategy/Team Presentations
- September 30-Chapter 10: Managing Teams/Team Presentations
- October 7-**Exam Two (Chapters 6, 7,10 and 11)**
- October 14-Chapter 13: Motivation/Team Presentations
- October 21-Chapter 15: Managing Communications/Team Presentations
- October 28-**Exam Three (Chapters 12,13,14 and 15)**
- November 4- Chapter 15: Managing Communications/Team Presentations
- November 11- Chapter 17: Managing Information/Team Presentations
- November 18- Team Presentations
- (*all quizzes are due by 9pm)*
- November 25-*Thanksgiving Break*
- December 2- **Exam Four (Chapters 16,17 and 18)**
- December 9-**Make Up Exams**