

**MANAGEMENT- MGNT 3600-02**  
**Fall 2019**  
**MW 11:00 AM-12:15 PM – Miller Hall #2213**

Instructor: Mr. Richard Sigman                      Office Hours: MW 9:15-11am, 1:15pm- 2pm  
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**Required Text:**

Williams, Chuck. MGMT10. South-Western Cengage Learning.

*Prerequisite:* 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 legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations. ([More info](#))

**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) ([More Info](#))

**CREDIT HOUR POLICY**

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

**Student Rights and Responsibilities**

Please carefully review the information at the following link: [Student Rights and Responsibilities](#)

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.

## ACADEMIC SUPPORT

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services](#).

Center for Academic Success: The [Center for Academic Success](#) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu)

University Writing Center: The [University Writing Center](#) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu)

## ONLINE COURSES

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide](#).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares](#) site. [Online counseling](#) is also available for online students.

## HONOR CODE

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others, misrepresent, or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook](#).

## UWG EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## HB 280 (Campus Carry)

UWG follows [University System of Georgia \(USG\) guidance](#):

You may also visit our website for help with [USG Guidance](#):

## 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. Disability Services can be accessed at: [Accessibility Services](#)

## CourseDen:

Announcements and changes in the schedule will be made through CourseDen. Copies of the syllabus, PowerPoint slides and other materials will be available on [CourseDen](#).

## Attendance:

You are expected to prepare for, attend, and actively participate in class. Attendance will be taken in each class. You are allowed 2 lecture absences. Your attendance grade will be penalized for each additional absence. Each missed lecture, beyond 2, will lower your attendance grade by 1% of your total course grade up to 5%. You must have a legitimate reason for missing an exam (death in the family, serious illness, etc.). If you are going to miss an exam, you must contact me **prior** to the test otherwise you will receive a zero for the exam. **With prior approval, missed exams can be made up on the date of the final exam.** The classroom door will be locked at the beginning of class. If you are late, you will not be permitted to enter the classroom and will be counted absent for the day.

## 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.**

## Evaluation of Course Objectives

- Exams 85%
- Attendance 5%
- Assignments 10%

You will have a total of **FOUR** exams in this course. The comprehensive final exam is optional and can be used to replace your lowest exam grade. The exam format could be multiple choice, short answer, true/false or discussion. The exams are worth **85%** of your total grade.

### Class Participation

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 the class.

You may also have the opportunity to earn extra points towards exams on some of the activities. In addition, questions from any of the class participation activities could be on any of the exams.

### 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 and extra credit opportunity at his discretion. There are **NO** exceptions.

### Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: <60

### The Syllabus

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

### Important Links:

- [CourseDen \(D2L\) Home Page](#)
- [CourseDen Help & Troubleshooting](#)
- [Ingram Library Services](#)
- [University Bookstore](#)
- [Accessibility Services](#)

Tentative Schedule

Date	Topic	Assignment
August 14	Introduction/ True Colors	Practice True Colors
August 19	Chapter 1 – Management	Read chapter
August 21	Chapter 2 – History	Read chapter
August 26	Chapter 3 – Org. Environments & Culture	Read chapter
August 28	Chapter 4 – Ethics & Social Responsibility	Read chapter
September 2	<b>Labor Day</b>	<b>No Class</b>
September 4	Exam Review	<b>Study for Exam</b>
September 9	<b>Exam 1 – Chapters 1-4</b>	
September 11	Chapter 5 – Planning	Read chapter
September 16	Guest Lecture	
September 18	Chapter 6 – Strategy	Read chapter
September 23	Chapter 7 – Innovation & Change	Read chapter
September 25	Chapter 8 – Global Management	Read chapter
September 30	Chapter 9 – Designing Adaptive Org.	Read chapter
October 2	Exam Review	<b>Study for Exam</b>
October 7	<b>Exam 2 – Chapters 5-9</b>	
October 9	Chapter 10 – Managing Teams	Read chapter
October 14	Chapter 11 – HRM	Read chapter
October 16	Chapter 12 – Diversity	Read chapter
October 21	Chapter 13 – Motivation	Read chapter
October 23	Chapter 14 – Leadership	Read chapter
October 28	Exam Review	<b>Study for Exam</b>
October 30	<b>Exam 3 – Chapters 10-14</b>	
November 4	Chapter 15 – Communication	Read chapter
November 6	Chapter 16 – Control	Read chapter
November 11	Chapter 17 – Managing Information	Read chapter
November 13	Chapter 18 – Service & Manufacturing Op.	Read chapter
November 18	Exam Review	<b>Study for Exam</b>
November 20	<b>Exam 4 – Chapters 15-18</b>	
November 25	<b>Thanksgiving Break</b>	<b>No Class</b>
November 27	<b>Thanksgiving Break</b>	<b>No Class</b>
December 2	Guest Lecture	
December 4	Final Exam Review	<b>Study for Exam</b>
<b>December 11 11:00-1pm</b>	<b>Comprehensive Final Exam</b>	