



MGMT 301 02 Management

(TR 8:30– 9:45 AM, Main Campus, Crown Library, 310B)

Fall 2017 Course Syllabus

Instructor:	Yuanqing Li	Telephone:	(708) 488-5261
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Office Hours:	TR (10:00 – 11:30AM)	Canvas:	http://canvas.dom.edu
Prerequisites:	ECON101 & HNEC101	IT Help:	(708) 524-6888

Tuesday: August 29th Start

Course Description:

We will examine the major issues, theories, and research findings in the area of Management. More specifically, we will focus on the management functions of planning, organizing, leading and controlling. Some of our topics will include ethics, decision making, organizational strategy, team management, human resource management, motivation, and leadership. Through lecture, class discussion, examinations and written assignments, students will begin to develop the basic knowledge, skills and aptitudes needed to become effective managers.

Textbook:

Stephen Robbins & Mary Coulter, *Management*, 14th Edition, New Jersey: Pearson Prentice Hall, New Jersey, 2017, ISBN-13: 978-0134527604

(Note: 13th Edition ISBN-13: 9780133973006 or 12th Edition ISBN-13: 9780133043600 can be used, but students are responsible for chapter synchronization)

Learning Objectives and Outcomes:

Following completion of this course, the learner should be able to:

- 1) Describe theories, issues, and research in the area of management.
- 2) Develop greater awareness of ethical dilemmas faced by managers.
- 3) Describe basic management functions of planning, organizing, leading, and controlling.
- 4) Apply management theories and concepts to common business situations.
- 5) Analyze the role of management in the overall effectiveness of organizations

Use of Technology:

- During class, focus is on discussion and engagement; hence personal laptops, tablets, cell phones etc. are NOT permitted to be used in the classroom
- All class lectures, quizzes and presentations will be posted on CANVAS including the Syllabus and Grading Rubrics.
- Group assignments assume basic skills in Microsoft Office (Word, PowerPoint and Excel) and Canvas. Various online tutorials/workshops exist to learn the basics if needed and is the students responsibility.

Exams and Assignments:

Quizzes (90 points): A total of 18 quizzes (5 points each) will be posted on Canvas, corresponding to the weekly readings. It is best to take the quiz early. Except for the first 2 weeks (to allow for people to add, drop and get books), quizzes will be due in advance of class discussion of the assigned chapters. You should complete the assigned quiz by 8:30 a.m., Tuesday or Thursday morning, so that you have reviewed the material sufficiently to participate in the class activities and discussion. You may retake a quiz (however, you are limited to no more than 5 attempts per quiz). Questions will be selected at random for each quiz, and your highest score will be recorded as your grade. There are no make ups for missed quizzes.

Major Exams (400 points): Four major exams will be held during the semester, corresponding to the four Modules of study covered in our textbook. Each exam will cover the readings and assignments within the corresponding Module. All exams are planned to be conducted in-class and they will be held on scheduled dates listed on this syllabus. No make-up exams are available.

Interactive Learning Activities (in class) (270 points): On each class, student will take part in an interactive learning activity planned for that day's class. Examples of these activities might include a discussion and analysis of a case study related to course material; self-assessment questionnaires to complete and discuss; video watching and group brainstorming activities; or discussion of applications of course readings to common business situations. Each of these activities will be completed within a small group (usually 3-4 people). Each activity is worth 15 points and will be graded based on the quality of your group's work. There will be no make-ups for missed interactive learning activities.

“Interviewing a Manager” Project (100 points): During the semester, you will conduct an interview with a manager and write a report summarizing what you learned from your interview. Mid-semester, I will ask you to provide me with a brief update on this project (20 pts). At the end of the semester, you will turn in your final written report (80 pts). More information on this project will be provided in a separate handout.

Current Events Assignments (4) - (100 pts): Students will present four module written analyses of current events in business, which will be graded on a 25 point scale. These *one page reports*, due at start of class on scheduled dates should summarize the article selected, evaluate its significance and relate the material to our course of study. Students will select one current event article from each of the following periodicals: *Business Week*, *Forbes*, *Fortune*, *The New York Times*, *The Wall Street Journal* and *Financial Times*. A copy of the article must be submitted with the analysis. Articles will be randomly selected for class discussion.

Resume and Cover Letter Assignment (40 points): Students will submit a draft of a professional resume and a cover letter directed to a preferred employer. Schedule and go to an appointment with assigned BSB EIR (Lewis 203) or Career Services (Parmer 010) for them to give you feedback on your Resume and Cover Letter (10 points). After this meeting

and discussion of their career goals, they will submit a final version of their resume that is directed to a particular position in a specific field (30 points).

Missed Exam/Late Assignment Policy

For each of those exams, if an emergency situation arises, you must notify your instructor immediately and provide proof of absence. Any circumstances requiring special consideration must be discussed with the professor prior to the administration time of the scheduled exam. Failure to follow this policy will result in a grade of zero for the missed exam.

Only University-approved excuse (e.g. death or major illness in the immediate family) that prevents you from taking an exam will be subject for a make-up. Please note that attending social events (e.g., wedding, spouse's birthdays, games) is not a valid excuse for a make-up exam. This may result in (a) an actual make-up at a later date, or (b) using the final to count as a final grade and the grade for the missed exam (i.e. the same grade will be used for the final and the missed exam). Missed in-class interactive assignments cannot be made up. Late submission of Current Events Assignments and "Interviewing a Manager" Project will deduct 20% of the total score. No submission will be accepted after three days of late submission.

Grading:

Final grades will be based on the total number of points you have earned out of 1000 total possible points.

<u>Assignment</u>	<u>Points</u>
Current Events Assignments	100
Resume and Cover Letter Assignment	40
Quizzes (18)	90
Major Exams (4)	400
Learning Activities (18)	270
"Interviewing a Manager" Project	100
TOTAL:	1000 points

Final course grades will be computed based on the following grade scale:

950-1000	A
900-949	A-
870-899	B+
830-869	B
800-829	B-
770-799	C+
730-769	C
700-729	C-
600-699	D
0-599	F

Important Dates:

August 28	First Day of Classes
September 4	Labor Day - No Classes
September 5	7:00PM deadline for adding/dropping undergraduate classes
September 12	6:30PM deadline for adding/dropping graduate classes
September 12	Last day to declare satisfactory/fail grade option for undergraduate classes
September 26	Caritas and Veritas Day (class schedule suspended)
September 26	Last day to declare course intensification option for undergraduate classes
October 20-22	Long Weekend (no undergraduate classes)
November 8	Last day to withdraw from fall semester courses
November 22-26	Thanksgiving Vacation
December 9	Last day of undergraduate classes
December 11-16	Undergraduate Final Examinations
December 16	Last day of graduate classes
December 19	Final Grades due at noon for all classes

Student Responsibilities/Classroom Courtesy:

I will begin class on time each day. Please be on time. Please do not engage in side conversations with others during class. This type of behavior is distracting to the rest of the class and to me. Please turn off all cell phones (or have ringer on mute or vibrate) during class. Please show respect and courtesy to your classmates during discussion.

Academic Integrity:

All University policies are in effect as described in the Academic Dishonesty/Misconduct section of the current catalog. Presenting as one's own the words, ideas, or expression of another in any form is cheating through plagiarism.

1. If you are unsure what constitutes plagiarism, review the rules of original writing at the following web site: <http://owl.english.purdue.edu/>. This link provides valuable information, including examples about plagiarism.
2. To review some plagiarism tools available to students, take a look at Turnitin.com for guidance. Remember to always cite your sources and ask your instructor for help!
3. Here are two sites that may be of interest: <http://www.indiana.edu/~istd> and <http://www.plagiarism.com>.

Accommodations:

If you require, or think you may require special accommodations for a condition or disability (e.g., learning disability, a chronic health problem, or a mental health condition), you are encouraged to arrange support services and/or accommodations through our Academic Enrichment Center and Disabilities Services staff. It is the policy and practice of Dominican University to make reasonable accommodations for students with properly documented disabilities. Written notification to Dominica's Disability Service staff is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with me within the first week of this course.

MGMT 301 TENTATIVE COURSE OUTLINE

The syllabus and course schedule are subject to change due to unforeseen circumstances

Date	Topics	Reading Assignment	Graded Activity
<u>August</u> 29	Class Introduction/Syllabus Discussion	Syllabus	
31	Managers in the Workplace	Chapter 1	Interactive Activity 1
<u>September</u> 5	Making Decisions	Chapter 2	Interactive Activity 2
7	Managing the External Environment & Organizational Culture	Chapter 3	Interactive Activity 3
12	Managing in a Global Environment	Chapter 4	Interactive Activity 4
14	Managing Diversity	Chapter 5	Interactive Activity 5
19	Current event & Exam 1 review		Current Event #1 Due
21	Exam #1: Chapters 1-5		Exam #1
26	Managing Social Responsibility and Ethics	Chapter 6	Interactive Activity 6
28	CARITAS VERITAS (No Class)		
<u>October</u> 3	Managing Change and Innovation	Chapter 7	Interactive Activity 7
5	Planning Work Activities	Chapter 8	Interactive Activity 8
10	Managing Strategy	Chapter 9	Interactive Activity 9
12	Entrepreneurial Ventures	Chapter 10	Interactive Activity 10
17	Current event & Exam 2 review & “Interviewing a Manager” Project		Current Event #2 Due

19	Exam #2: Chapters 6-10		Exam #2
24	Designing Organizational Structure	Chapter 11	Interactive Activity 11
26	Managing Human Resources	Chapter 12	Interactive Activity 12 Resume & Cover Letter Due
31	Creating and Managing Teams	Chapter 13	Interactive Activity 13
<u>November</u> 2	Managing Communication	Chapter 14	Interactive Activity 14
7	Current event & Exam 3 review		Current Event #3 Due
9	Exam #3 (Chapters 11-14)		Exam #3
14	Understanding & Managing Individual Behavior	Chapter 15	Interactive Activity 15
16	Motivating Employees	Chapter 16	Interactive Activity 16
21	“Interviewing a Manager” Project working day		Project Working Draft
23	THANKSGIVING – NO CLASS		
28	Being an Effective Leader	Chapter 17	Interactive Activity 17
30	Monitoring and Controlling	Chapter 18	Interactive Activity 18
<u>December</u> 5	Current event & Exam 4 review		Current Event #4 Due
7	Exam #4 (Chapters 15-18)		Exam #4
12	Finals Week		“Interviewing a Manager” Project Due