

<b>Course</b>	<b>MNGT 5000 Management</b>
<b>Term</b>	Fall 2 2009
<b>Professor</b>	Name: William Sweetnam Phone: 526-5941 Email: billbsa@msn.com
<b>Catalog Description</b>	In this course, the student is introduced to the basic concepts of management and organizations. Primary emphasis is given to three primary functions: planning, organizing, and controlling. Additional topics include: organization theory, the global environment, ethics, and decision making.
<b>Prerequisites</b>	None
<b>Course Level Learning Outcomes</b>	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in managing organizations.</li> <li>2. Apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used by managers when analyzing factual situations, such as case studies, involving management problems.</li> <li>3. Develop solutions to management problems using appropriate terminologies, facts, concepts, principles, analytic techniques, and theories used in the study of management.</li> <li>4. Discuss the relevance and application of the concepts, principles, and theories taught in this management course to contemporary events.</li> <li>5. Identify and discuss the interrelationships among the concepts, principles, and theories used in the different areas of management taught in this course.</li> <li>6. Organize his or her thoughts regarding management issues and concepts and express them in clear and cogent prose in a paper.</li> </ol>
<b>Materials</b>	<p>TEXTBOOK: <u>Management</u>; Bateman and Snell; McGraw-Hill; Latest Edition; per MBS. Handouts provided in class by professor. In addition, the student is expected to become familiar with major management publications. The student is also expected to keep abreast of national and international business affairs through newspapers and magazines and to periodically watch appropriate television programs.</p>

<p><b>Grading</b></p>	<p><u>GRADING:</u></p> <p>90 - 100 ----- A  85 - 89.9 ----- A-  80 - 84.9 ----- B+  75 - 79.9 ----- B  70 - 74.9 ----- B-  60 - 69.9 ----- C  less than 60 ----- F</p> <p><u>COURSE REQUIREMENTS:</u></p> <p>Class participation ----- 8 %  Exam A ----- 36 %  Exam B ----- 36 %  Written Project ----- <u>20 %</u>  Total: 100 %</p> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>
<p><b>Activities</b></p>	<p>A. In-class discussion  Student will be assessed on understanding the overall concepts of management as well as individual important topics that are critical to the application of management concepts. This will be accomplished through voluntary discussion opportunities in the classroom. For more information, refer to the paragraph on class discussion in the "Policies" section as well as the "Course Requirements" section.</p> <p>B. Exam A  Student will be assessed on outcomes relating to the understanding the overall concepts of management as well as individual important topics that are critical to the application of management concepts. This will be accomplished through discussion questions. For information on the grading weight, refer to the "Course Requirements" section.</p> <p>C. Exam B</p>

	<p>Student will be assessed on outcomes relating to the understanding the overall concepts of management as well as individual important topics that are critical to the application of management concepts. This will be accomplished through discussion questions. For information on the grading weight, refer to the “Course Requirements” section.</p> <p><b>D. Written project</b>  Student will be assessed on his/her ability to demonstrate an understanding of the APA format for written papers as will be required in the other courses at Webster. Furthermore, the student will be assessed on his/her ability to investigate, compile, organize, and present information of a management subject that has been determined to be of contemporary importance. For more information, refer to the paragraph on class discussion in the “Written Project” section as well as the “Course Requirements” section.</p>
<p><b>Policy Statements:  University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b>  The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b>  Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b>  If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the professor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b>  Since every student is entitled to full participation in class without</p>

	<p>interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the professor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal.</p> <p><b>Student Assignments Retained</b>  From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b>  It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Course Policies</b></p>	<p><b>WRITTEN PROJECT:</b>  The students should familiarize themselves with all requirements, guidelines, and due dates of all required written work. Deductions will be made on written papers that are not turned in on a timely basis. Exceptions to due dates will be made only with the prior approval of the professor. All topics must be approved by the course professor. Topics that have not been approved by the course professor prior to the submittal of the project may be determined to be unacceptable and if unacceptable will receive a failing grade or no credit. The student project will be graded on the following basis: APA guidelines, format, and organization (10%); relationship to course subject matter (20%); content to include research effort, breadth, depth, amount, type (25%); comprehensive coverage of topic (25%); and conclusions (20%).</p> <p>The final written project, as well as all rough drafts handed in, will conform to the guidelines of the APA criteria; will include citations; will have well-defined and labeled sections and topic headings; will be well-organized as to flow, logic, presentation of facts; and will meet all standards of correct grammar, spelling, and punctuation. Any final written project not meeting these requirements will not be accepted and will be returned to the student to be corrected and resubmitted. Written final projects not meeting a minimum acceptable level will be returned to the student one time with a loss of one letter grade. In the event of serious deficiencies in the final written project, the student will receive a zero, without the chance of resubmitting the project. Students are</p>

encouraged to submit a rough draft in order to receive feedback from the professor. The professor is not responsible for reviewing rough drafts specifically as to grammar, punctuation, spelling, or compliance with APA requirements, as these requirements are the responsibilities of the student. Principle EXCEPTIONS TO APA are as follows: Table of Contents and Reference List in the “old” APA format. Students will receive a handout to itemize all changes in detail. Students will submit papers on 8-1/2 by 11 paper, secured in the upper left-hand corner, with no plastic covers, notebooks, etc. The written project will be 10 to 20 pages in length, **NOT** to include the cover sheet(s), reference list, abstract, conclusions, long quotes, multiple quotes, charts, graphs, and images.

**PARTICIPATION:**

Participation counts as a factor in determining the overall grade in the course, therefore, each student must contribute significantly to in-class analyses and discussion. The grade for class participation is something to be earned by contributing assessments and judgments to the discussion. Merely coming to class is not sufficient; attendance is not participation. Therefore, a student should make a conscientious effort to be sufficiently prepared to make intelligent and timely comments regarding issues raised in class.

**INCOMPLETE GRADE:**

A grade of “T” for incomplete work is at the discretion of the professor and must be requested by the student and approved by the professor. The hardship of the student’s situation will be considered and evaluated by the professor. The level of the completed work by the student will have a bearing on the granting of an “I.” If the student is failing at the time of the request, only cases of extreme hardships will be considered. Extreme hardship will be determined by the professor. If an “T” is granted, the professor will set a date of expected completion. If the course work is not completed as required and in the time span allotted, a grade of “F” may be submitted dependent upon the circumstances. However, if the student is failing the course and if the course work is not completed as required and in the time span allotted, a grade of “F” will be submitted. Any extensions of the time period required for completion will be considered by the professor on a case-by-case basis, following the guidelines and rules of Webster University.

## Weekly Schedule

### **WEEK 1**

Course syllabus. Course objectives, measurable outcomes, and assessment tools. Introduction to general management concepts.

#### **Chapter 1**

### **WEEK 2**

Presentation on written projects and research by Diane Bryan, PhD.

### **WEEK 3**

Organizational structure. External environment. Responsive organization. Groups and teams.

#### **Chapters 8, 2, 9, 14**

**REVIEW OF WRITTEN PROJECT REQUIREMENTS**

### **WEEK 4**

Management of planning and strategy. Legal, ethical, and social responsibilities. Managing diversity. Communications.

#### **Chapters 4, 5, 11, 15**

**STUDENT PROJECT TOPIC SELECTIONS -- DUE**

### **WEEK 5**

Managerial decision making.

#### **Chapter 3**

**REVIEW QUESTIONS AND ANSWERS**

**EXAM A (1-1/2 hours)**

### **WEEK 6**

Human resources management. Motivating for performance.

#### **Chapters 10, 13**

**REVIEW OF MIDTERM EXAMINATION**

### **WEEK 7**

Leadership. Managing change and organizational culture.

#### **Chapters 12, 18**

**STUDENT PROJECT OUTLINES -- DUE**

### **WEEK 8**

Managerial Control. Appraising and rewarding performance. International management. New ventures.

#### **Chapters 6, 7, 16, 10**

### **WEEK 9**

**WRITTEN STUDENT PROJECTS -- DUE**

**REVIEW QUESTIONS AND ANSWERS**

**EXAM B (1-1/2 hours)**