

<b>Course</b>	MNGT 2100 – Management Theory and Practice (3)				
<b>Term</b>	Spring 1, 2008				
<b>Instructor</b>	Name: Jimmy Tucker Phone: 816-926-4292 Email: tuckerj@webster.edu				
<b>Catalog Description</b>	This survey course presents a broad view of management theory and practice, classical to modern. It examines the basic management functions of planning, organizing, leading and directing, and controlling. The course also covers such issues as ethical decision making and social responsibility, innovation, globalization, and working with a diverse work force.				
<b>Prerequisites</b>	None				
<b>Course Level Learning Outcomes</b>	<p>Upon completion of this course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Define and explain important management terminology, concepts, and theories covered in the course.</li> <li>• Correctly apply appropriate analysis techniques and theoretical frameworks when analyzing the facts of exercises and cases involving management problems and opportunities.</li> <li>• Demonstrate the ability to build support for their recommended solutions to management problems and opportunities by appropriately using relevant management theories, concepts, and practices.</li> </ul>				
<b>Materials</b>	<p>Required Text: <u>Management</u> by Robins &amp; Coulter, 9<sup>th</sup> edition; Pearson-Prentice Hall Publishing; ISBN 0-13-225-773-4.</p> <p>Students may download course graphics thru Webster Connections. Open <a href="http://www.webster.edu/kc">www.webster.edu/kc</a> Click on connections, enter username and password, drill down to My Courses and click on this class. You can access the graphic by clicking on files.</p>				
<b>Grading</b>	<p><b>Final grades will be based on the following:</b></p> <table> <tr> <td>Mid-term exam</td> <td>40%</td> </tr> <tr> <td>Final exam</td> <td>40%</td> </tr> </table>	Mid-term exam	40%	Final exam	40%
Mid-term exam	40%				
Final exam	40%				

	<p>Term Paper <span style="float: right;">20%</span></p> <p><b>The UNDERGRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A, A-</b> superior work in the opinion of the instructor</li> <li>• <b>B+, B, B-</b> good work in the opinion of the instructor</li> <li>• <b>C+, C, C-</b> satisfactory work in the opinion of the instructor</li> <li>• <b>D+, D</b> passing, but less than satisfactory work in the opinion of the instructor</li> <li>• <b>I</b> incomplete work in the opinion of the instructor</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course</li> <li>• <b>F</b> unsatisfactory work in the opinion of the instructor; no credit is granted</li> <li>• <b>W</b> withdrawn from the course</li> <li>• <b>IP</b> course in progress</li> <li>• <b>NR</b> not reported for the course</li> <li>• <b>Z</b> a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z.</li> </ul>
<p><b>Activities</b></p>	<p>Term paper will be required. Instructions are at the bottom of the syllabus.</p>
<p><b>Policy Statements: University Policies</b></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 instructor 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 interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive</p>

	<p>behavior are subject to disciplinary action, including removal from the course.</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>
<b>Course Policies</b>	<p><b><u>Absenteeism</u></b>  Students who miss more than one class will have to make up additional work. Students who miss two or more classes may be advised to drop the course or may have their grade lowered commensurately.</p> <p><b>Changes in Syllabus</b>  This syllabus may be revised at the discretion of the instructor without prior notification or consent of the students. The weekly schedule presents an approximate expectation of course progress. The instructor also reserves the right to change the overall course grade weighting. Any changes will be announced in class.</p> <p><b>Cell Phones and Beepers</b>  All cell phones and beepers must be turned off during class. Continued failure to comply with this policy, may result in the student being asked to withdraw from the class.</p> <p><b>Cheating or Plagiarism</b>  In line with the University's policy on academic honesty, please be advised that any student who engages in any form of cheating or plagiarism will receive a grade of zero for that assignment or exam, may face a failing grade for the course, and will be reported to the Dean of the School of Business and Technology for further disciplinary action.</p>
<b>Weekly Schedule</b>	<p>Jan 12:  <ul style="list-style-type: none"> <li>• Chapters 1 thru 5</li> </ul> Jan 26:</p>

	<ul style="list-style-type: none"> <li>• Chapter 6 thru 10</li> <li>• Mid-Term</li> </ul> <p>Feb 9:</p> <ul style="list-style-type: none"> <li>• Chap 11 Thru 15</li> <li>• Term Paper due</li> </ul> <p>Feb 16:</p> <ul style="list-style-type: none"> <li>• Chap 16 thru 19</li> <li>• Final Examination</li> </ul> <p>Selected Ethical Dilemmas and Case Application will be done weekly</p>
<p><b>Additional Information</b></p>	<p style="text-align: center;"><b><u>MNGT 2100 - Term Paper Requirements</u></b> <b><u>(PAPER IS DUE Feb 9)</u></b></p> <p>Your term paper represents 20% of your course grade. <b>This is a letter grade.</b> The following information applies:</p> <p style="padding-left: 40px;">a. Limit your paper to 1500 words, not including cover page, abstract or references. This provides the opportunity to research an issue of interest and ensures you can effectively organize and communicate your research in a written product.</p> <p style="padding-left: 40px;">b. You may select any topic that has linkage to Human Relations in Organizations. Your selection should consider the following:</p> <p style="padding-left: 80px;"><b>-Importance and Interest:</b> Select a meaningful subject that hold personal interest to you. The optimum topic is one that deals with a current work place situation. A product that can be used in your work can meet the course requirement.</p> <p style="padding-left: 80px;"><b>-Manageability:</b> The concern here is that your topic is too broad or too narrow. Too broad will result in a lack of direction and focus for research and too narrow will result in minimal materials from which to draw a conclusion.</p> <p style="padding-left: 80px;"><b>-Availability of Resources:</b> No topic is worthwhile and manageable if research materials are not available.</p> <p style="padding-left: 40px;">c. You may elect to formulate your paper as a question, a hypothesis, or an assertion of a possible conclusion. Your research will either answer the question or test the hypothesis. Last paragraph is conclusion which answers the hypothesis (question) <b><u>Do not write an information paper that restates the body of knowledge.</u></b></p> <p style="padding-left: 40px;">d. The paper will be written based on the following</p> <p style="padding-left: 80px;"><b>-Content:</b> Cover Page, Abstract, Paper (1500 words), and References. Approval page will be the last page of your paper.</p> <p style="padding-left: 80px;"><b>-Paper:</b> Typed on one side 8 1/2 x 11 inch paper</p> <p style="padding-left: 80px;"><b>-Spacing:</b> Double spacing is to be used.</p> <p style="padding-left: 80px;"><b>-Margins:</b> 1 and 1/2 half inches on top, bottom and left/right of each page.</p> <p style="padding-left: 80px;"><b>-Heading and Spacing:</b> Major headings indicate the organization of the paper and establish the importance of the topic. They will be centered on the page and typed in uppercase.</p> <p style="padding-left: 80px;">-References: Typed as: Grove, A. S. (1999). The fine art to feedback. <u>Working Woman</u>, 17, 26-27. Additionally, references will be credited in the body</p>

of your paper as (Author and publication year - (Grove. 1992) If you use internet research, place the URL into the paper, so I can open the site. Be careful with dead links.

e. Your paper will be graded on the basis of:

-Substance      -Organization      -Style      -Correctness

Topics must be selected and approved at the 2d class meeting. ***All topics require instructor approval except pre-approved topics .*** Proposed

Topic \_\_\_\_\_

***Approved:*** \_\_\_\_\_ ***Pre-approved topics:***

- 1. Does cross gender communications affect management?**
- 2. Can an individual improve their management skills?**