


Course	MNGT 5000 Introduction to Management
Term	Fall 2 2009, Section 74 Wednesdays, October 17 – December 19, 2009 5:30 pm – 9:30 pm Ocala Metropolitan Campus, Room A, 3405 SW College Road, Suite 109, Ocala, Florida 34474
Instructor	Name: Gisela Salas, Ph.D. Phone: 352-433-5111 (Cell or Text mail) Email: giselasalas91@webster.edu giselarsalas@aol.com (The best way to contact me.)
Catalog Description	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.
Prerequisites	None.
Course Level Learning Outcomes	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in managing organizations. 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. 3. Develop solutions to management problems using appropriate terminologies, facts, concepts, principles, analytic techniques, and theories used in the study of management. 4. Discuss the relevance and application of the concepts, principles, and theories taught in this management course to contemporary events. 5. Identify and discuss the interrelationships among the concepts, principles, and theories used in the different areas of management taught in this course. 6. Organize his or her thoughts regarding management issues and concepts and express them in clear and cogent prose in a paper.
Materials	 <p>Author: Kinicki/Williams *Title: Management: A practical introduction ©2008,</p>



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	<p>*Publisher: McGraw-Hill Irwin</p> <p>*ISBN: 0073381489 / 9780073381480 Softcover, 672 pages</p>
Grading	<p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none">• A (90-100) Superior graduate work• B (80-89)– Satisfactory graduate work• C (70-79) Work that is barely adequate as graduate-level performance• F (69 or below) Work that is unsatisfactory• I Incomplete work• ZF 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.• IP In progress• NR Not reported• W Withdrawn from the course <p>Your course grade will be based on your scores on your examinations, papers, assignments, and your contributions to class discussions. These different components will be weighted as follows:</p> <p>Weekly Assignments: 10% Class Participation: 10% Midterm Presentation: 30% Final Paper and Presentation: 50%</p> <p>(This section is intended to help students understand the way they will be assessed and the weights placed on various assignments, quizzes, exams, etc. The sample grading scale provided is just one way the instructor may decide to approach grading within this course.)</p>
Activities	<p>This class will involve a combination of lecture and whole group and small group discussions. Students will see relevant applications to help them understand the conceptual frameworks and see how these ideas relate to the real world of organizations. The use of case studies and other vehicles may</p>



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	<p>be used to serve as points of application for critical conceptual and theoretical material appears to be a sound teaching strategy. Students will be expected to both write short case analysis based on the conceptual material and discuss these in small groups or the whole class setting.</p> <p>Since the ability to organize one's thoughts and express them in clear and cogent prose is an important skill for the graduate student, a course term paper assignment will be assigned. In this paper, the focus will be on application of the conceptual ideas central to the course to specific topics or problems. Students will be expected to conduct some library research in this paper and you will be expected to use proper citation formatting.</p>
Policy Statements: University Policies	<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>Academic Honesty 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>Drops and Withdrawals 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>Special Services 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>Disturbances</p>

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	<p>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 behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained 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>Contact Hours for this Course 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>
Course Policies	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to add, delete, or modify any weeks of this schedule. The instructor also reserves the right to change the overall course grade weighting. Any changes will be announced in class.</p> <p>If you miss class you are responsible for getting notes and assignments. Makeup exams will be scheduled only if arranged in advance of the scheduled exam date.</p>
Weekly Schedule	<p>Week 1 Introductions, Course Outline, Review of Lesson Plans, Overview of Management Readings: PART 1. INTRODUCTION 1. The Exceptional Manager: What You Do, How You Do It 2. Management Theory: Essential Background for the Successful Manager</p> <p>Week 2 – Managing in a changing, global environment</p>

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	<p>Readings: PART 2. THE ENVIRONMENT OF MANAGEMENT 3. The Manager’s Changing Work Environment & Responsibilities 4. Global Management: Managing Across Borders</p> <p>Week 3 - Planning and Strategic Management PART 3. PLANNING 5. Planning: The Foundation of Successful Management 6. Strategic Management: How Star Managers Realize a Grand Design 7. Individual & Group Decision Making: How Managers Make Things Happen</p> <p>Week 4 – Organizational Culture, Human Resources and Organizational Change PART 4. ORGANIZING 8. Organizational Culture, Structure, & Design: Building Blocks of the Organization 9. Human Resource Management: Getting the Right People for Managerial Success 10. Organizational Change & Innovation: Life-Long Challenges for the Exceptional Manager</p> <p>Week 5 – Midterm – Book Report Presentations</p> <p>Week 6 -Motivation PART 5. LEADING 11. Managing Individual Differences & Behavior 12. Motivating Employees: Achieving Superior Performance in the Workplace</p> <p>Week 7 – Leadership 13. Groups & Teams: From Conflict to Cooperation 14. Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader</p> <p>Week 8 – Communications and Control 15. Interpersonal & Organizational Communication PART 6. CONTROL 16. Control: Techniques for Enhancing Organizational Effectiveness</p>



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	Week 9 – Final Overview Final Papers and Presentations (See Appendix A and B for more information)
Additional Information	Course Requirements: <u>Course Attendance:</u> The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. <u>Conduct:</u> Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University’s function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories: <ol style="list-style-type: none">1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further

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	<p>action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.</p> <p>4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place.</p> <p>Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.</p> <p>Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.</p> <p><u>Course Contact Hours:</u> Unless a course has enrolled fewer than four students, faculty have a contractual obligation to meet the full complement of contact/meeting hours (32 for undergraduate courses; 36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and its licensure by the State of Florida. Finally, course meetings which are missed for any reason must be made up.</p> <p><u>Determination of Grades Statement:</u> Determination of grades is based on the following criteria:</p> <p><u>Minimum Requirements:</u> Products (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced to-the-point and on topic and conclusions must be supported.</p> <p>Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses.</p> <p>Behavior in class discussions and group activities should be responsible,</p>

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	<p>should exhibit open communication, be constructive, and helpful.</p> <p><u>Mastery Level (Grade of “B”): Professional Achievement</u> Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive.</p> <p>Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject /topic through application of principles.</p> <p>Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p><u>Mastery Level Plus (Grade of “A”): Creative Achievement</u> Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights.</p> <p>Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis.</p> <p>Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p>The grade of “A” represents the best work of students, accomplished in a unique and professional manner.</p> <p>Note: To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.</p>



The School of Business & Technology
Course Syllabus

Ocala Metropolitan Campus

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	<p>For Webster University policies and procedures, please refer to the Catalog and Student Handbook.</p> <p>Reviewed by: _____ <u>Nicki Nance</u> _____</p> <p>Job Title: _____ <u>Faculty Coordinator</u> _____</p> <p>Date: _____ <u>8/24/09</u> _____</p>

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APPENDIX A.

Midterm Book Report

Select a Management Topic of interest. You may want to perform a keyword search in a library catalog, Google, Amazon or look at the references used in the textbook related to your particular area of interest.

Submit the Title and Author of the book selected to me by the second week of class.

You must have my approval before you proceed. Once your selection is approved you cannot change your book selection.

Your Book reviews should be approximately 1,000 words in length. (Use the word count feature on Microsoft Word.)

Your objective is to provide a comprehensive evaluation of the book and provide a critical review in your essay. You must provide a quality, scholarly evaluation. Do not attempt to provide bulk (quantity) without regard to providing a comprehensive analysis of the material read. Do not simply summarize the book's contents.

Your book review essay must contain the following:

- The author's purpose
- The thesis or main managerial topic presented
- How convincing was the author in establishing his/her idea,
- The author's contribution to the body of knowledge related to Management.
- The strong points or shortcomings of the book,
- Your recommendations for use of the premises presented by the author.

All writing should be double spaced, Times New Roman, 12 font, using APA formatting.

Final Paper/Presentation

Topic Selection

Topic must be approved by Instructor prior to beginning research in order to avoid duplication of subject matter by students. Appendix B has a list of 10 suggested topics for papers.

Paper Format

The paper should consist of four parts plus appendices (as appropriate) and should provide a detailed analysis of the assigned topic.

Part 1 Introduction and Literature Review: This section should explain why the topic is of interest to managers and how it relates to the main themes of the course. It must include a literature review (a theoretical review) of the topic.

Part 2 Overview: Provide an annotated outline of the paper, broken down into logically organized sections to support your topic discussion.

Part 3 Main body of the paper: Follow format of your outline as presented in Part 2.

Part 4 Conclusion: Conclude with a summary of the key points.

Use proper APA format for all references.

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Presentations

Preparation

Study the topic in detail and develop a reasonable familiarity with the topic.

Prepare your work as specified below. If you need assistance or have questions, please call me and or email me at: giselarsalas@aol.com

Presentation

Presentations will be made in a professional manner. Students will make presentations to the class and will strive to provide a comprehensive understanding of the major issues. The class will be allowed to ask questions and seek clarification after each presentation. Presentation must be completed in about 20 minutes.

Students are encouraged to use creativity in their method of presentation. In addition to completion of a paper, handouts, PowerPoint presentations or other relevant techniques may be utilized.

The broad outline of your presentation should be as follows:

- Introduction: Discuss the relevance of the topic and discuss why the topic is of interest to managers and how it relates to the main themes of the course.
- Overview: Provide a brief overview of the presentation.
- Key concepts and use with applications and institutional details.
- Conclusion: General discussion and conclusions.

APPENDIX B. Suggested Paper Topics

1. Emerging Trends in Management
2. Managing Meetings effectively
3. Managerial Innovation
4. Current Ethical Dilemmas in Management
5. Leadership styles and their impact on organizational structure
6. Motivational theories, implementation and effect on employee empowerment
7. Performance measures
8. Organizational culture
9. Organizational change – need for change and its implementation
10. Organizational change – resistance and how to overcome it
11. Dealing with organizational change due to fiscal constraints
12. How to accomplish Corporate Restructuring effectively
13. Effective Corporate Communication Techniques
14. Career Development and Succession Planning
15. Emotional Intelligence - It's About Who We Are, Not Just What We Do
16. Self-Awareness and Organizational Awareness
17. Getting to Why
18. Saying No
19. Managing Meetings for Managers
20. How to Create a Culture that is Your Competitive Advantage
21. Managing Up
22. How to Execute - Accountability, discipline, Follow-through and Results
23. Accountability and Ownership - Two Different Things That We Manage and Increase with Different Management Actions

See me if you have a topic in mind or if you would like other topic suggestions.