

Course Syllabus

Course	MNGT 5000 57 Management
Term	Fall 1 2009, 15 Aug-10 Oct, 2009 Ft Sam Houston, TX
Instructor	Name: Dr. Steven Ray Phone: 830.216.4044(H) 757.268.1652(C) Email: stevensonray18@webster.edu
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>Title: <i>Contemporary Management</i>, 6th Edition Authors: Gareth R. Jones and Jennifer M. George, Publisher: McGraw-Hill Irwin ISBN: 978-0-07-353043-7</p> <p><i>The Principles of Scientific Management</i>, by Frederick Taylor, 1911 (provided electronically by the instructor)</p> <p>Required Writing Guide: Title: <i>Publication Manual of the American Psychological Association</i>, 6th edition Publisher: American Psychological Association ISBN: 10-1-4338-0561-8 / or 13-978-1-4338-0561-5</p>

<p>Grading</p>	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Assignment</u></th> <th style="text-align: right;"><u>Point Value</u></th> </tr> </thead> <tbody> <tr> <td>a) Midterm Exam</td> <td style="text-align: right;">50</td> </tr> <tr> <td>b) Final Exam</td> <td style="text-align: right;">50</td> </tr> <tr> <td>c) Class Attendance & Participation</td> <td style="text-align: right;">100</td> </tr> <tr> <td>d) Analysis Paper</td> <td style="text-align: right;"><u>200</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">400</td> </tr> <tr> <td colspan="2"> <p style="text-align: center;"> A = 365 to 400 points B- = 300 to 319 points A- = 350 to 364 points C = 250 to 299 points B+ = 335 to 349 points F = below 250 points B = 320 to 334 points </p> <p>The written assignment, with the exception of the two exams, will be submitted to the instructor via e-mail. The instructor will score the assignments and return them to the student via e-mail within seven (7) days of receipt. Exceptions to this policy will be made at the discretion of the instructor.</p> </td> </tr> </tbody> </table>	<u>Assignment</u>	<u>Point Value</u>	a) Midterm Exam	50	b) Final Exam	50	c) Class Attendance & Participation	100	d) Analysis Paper	<u>200</u>	TOTAL	400	<p style="text-align: center;"> A = 365 to 400 points B- = 300 to 319 points A- = 350 to 364 points C = 250 to 299 points B+ = 335 to 349 points F = below 250 points B = 320 to 334 points </p> <p>The written assignment, with the exception of the two exams, will be submitted to the instructor via e-mail. The instructor will score the assignments and return them to the student via e-mail within seven (7) days of receipt. Exceptions to this policy will be made at the discretion of the instructor.</p>	
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<p>Activities</p>	<ul style="list-style-type: none"> • Students will be required to develop an analysis paper (10 to 15 pages in length) on the management topic approved by the instructor using primary sources. A separate handout will be provided electronically to students that will explain the analysis paper in more detail, along with a list of suggested topics. • Students will be expected to complete a mid-term and final examination. Format for the examinations to be determined. 														
<p>Policy Statements: University Policies</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>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 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>
<p>Course Policies</p>	<ul style="list-style-type: none"> • 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 change the overall course grade weighting. Any changes will be announced in class. • In this course we will use turnitin.com, an electronic database, which assists students and faculty with the academic work. • The paper will be in accordance with guidelines in found in the <i>Publication Manual of the American Psychological Association</i>, latest edition. • Students may utilize the university's Passports Online Library for a major portion of their research/analysis.
<p>Weekly Schedule</p>	<p>Pre-Assignment for Week 1 (15 Aug 09)</p> <ul style="list-style-type: none"> • Read Chapters 1-2
<p>Week 1</p>	<p>Topics:</p> <ul style="list-style-type: none"> • <u>INTRODUCTION</u> – Course overview and objectives – Critical thinking/analysis approach – General Administrative Issues. • <u>MANAGEMENT THEORY AND SKILLS.</u>

	<p>Assignment for Week 2 (22 Aug 09):</p> <ul style="list-style-type: none"> • Read Chapters 3-4
Week 2	<p>Topics:</p> <ul style="list-style-type: none"> • <u>THE ENVIRONMENT OF MANAGEMENT.</u> <p>Assignment for Week 3 (29 Aug 09):</p> <ul style="list-style-type: none"> • Read Chapters 5, 6, and 7
Week 3	<p>Topics:</p> <ul style="list-style-type: none"> • <u>DECISION MAKING, PLANNING, AND STRATEGY.</u> <p>Assignment for Week 4 (5 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapters 8, 9, and 10.
Week 4	<p>Topics:</p> <ul style="list-style-type: none"> • <u>MANAGING ORGANIZATIONAL STRUCTURE, CONTROL AND CHANGE</u> • Review for Mid-Term Exam <p>Assignment for Week 5 (12 Sep 09):</p> <ul style="list-style-type: none"> • Prepare for Mid-Term Exam.
Week 5	<p>Topics:</p> <ul style="list-style-type: none"> • <u>Mid-Term Exam</u> <p>Assignment for Week 6 (19 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapters 11, 12, and 13
Week 6	<p>Topics:</p> <ul style="list-style-type: none"> • <u>LEADERSHP AND MOTIVATION.</u> <p>Assignment for Week 7 (26 Sep 09):</p> <ul style="list-style-type: none"> • Read Chapters 14, 15, and 16.
Week 7	<p>Topics:</p> <ul style="list-style-type: none"> • <u>LEADERSHIP, GROUPS AND COMMUNICATION.</u> <p>Assignment for Week 8 (3 Oct 09):</p> <ul style="list-style-type: none"> • Read Chapters 17-18.
Week 8	<p>Topics:</p> <ul style="list-style-type: none"> • <u>CONTROLLING CRITICAL ORGANIZATIONAL PROCESSES.</u> <p>Assignment for Week 9 (10 Oct 09):</p> <ul style="list-style-type: none"> • Prepare for final examination.
Week 9	<p>Topics:</p> <ul style="list-style-type: none"> • <u>ANALYSIS PAPER AND FINAL EXAMINATION.</u>