Management MNGT-5000

F2 2021 Sections: 29, 62 BH, BO, F8, FQ, LA, RD, TK, 3 Credits, 10/18/2021 to 12/17/2021 Modified 09/26/2021

🕐 Meeting Times

Classroom

Tuesdays (6pm - 10pm)
https://webster-edu.zoom.us/my/jeffetienne63

👤 Contact Information

Instructor: Dr. Jeff Etienne

Email: jeffetienne63@webster.edu
Phone: 7035055954

🖥️ Description

This course introduces the principles of management and leadership by engaging the four primary managerial functions of planning, organizing, leading and controlling. Students learn to conduct environmental analysis, analyze strategy, structures, and governance utilized by managers for creating effective and efficient organizations.

Students will be required to pay $30.00 course fee.

Requisites

There are no pre-requirements for this course.

You must make sure that you follow your academic plan set out for you by your academic advisor.

◎ Objectives

Course Level Learning Outcomes:

Upon successful completion of this course, the student will be able to:

1. Explain management and leadership concepts through various frameworks and tactics utilized by effective managers.
2. Practice the four functions of the management process: Planning, Organizing, Leading and Controlling.
3. Evaluate how managers and leaders prepare for external challenges and Identify techniques to control Internal environments.
4. Gather and analyze information to formulate and implement effective communication methods
5. Develop integrative solutions for management problems companies experience

📊 Outcomes

Upon successful completion of this course students will be able to:

- Explain management and leadership concepts through various frameworks and tactics utilized by effective managers.
- Practice the four functions of the management process, planning, organizing, leading and controlling.
- Evaluate how managers and leaders prepare for uncertain external challenges and identify techniques to control the internal environments.
- Gather and analyze information to formulate and implement effective communication methods Develop integrative solutions for management problems companies experience

🌐 Required Textbook

Management: Practical Problem Solving

Author: Kinicki
Publisher: MCG
Edition: 9th
ISBN: 978-1264348121

📘 Materials

☲ Deliverables

Discussion Forum, : Student Reflections

Weekly Discussions

Each week, there will be a one or two discussion questions (DQ) associated with the readings. Your response to each DQ must be at least two paragraphs that is substantive in nature with citing your sources.

In addition for full credit, students must post a minimum of three substantive participation responses to the DQ responses of their classmates, or in response to a post by the professor.

Discussion question will be posted on Wednesday and answered by midnight Sunday. Peer responses are due by close of business Tuesday.

Written Assignments

There will be one Written Assignment/Case Study.

Midterm and Final Examination

There will be a midterm and final examinations in this course.

Presentation

There will be an in class presentation

✔ Evaluation

Criteria

Final grade will be determined as follows: (weighted as shown)

Discussion	20%

Written Assignment	15%	
Mid Term Exam	20%	
Final Exam	25%	
Presentation	20%	
	Total 100%	
Grade Point Scale:		

93-100 A, 90-92 A-, 87-89 B+, 83-86 B, 80-82 B-, 77-79 C+, 73-76 C,

69 – 73 C-, 60 – 69 D, Below 60 F

A, A-   Superior work

B+, B, B-   Good work

C+, C, C-   Satisfactory work

D+, D   Passing but less than satisfactory work

I   Incomplete work

ZF   Incomplete work not completed within one-year

F   Unsatisfactory work no credit granted

W   Withdrawn

📅 Schedule

When	Topic	Notes
Class Week 1 (Oct 19, 2021)		**Topics** The Exceptional Manager Management Theory Changing Work Environments **Activities** Course orientation McGraw-Hill Connect Tutorial and Details Course Logistics Individual Development Plan Readings from Chapters 1 & 2 & 3 How strong is my motivation to lead? Extent to which you accept responsibility for your actions.

When	Topic	Notes

Class
Week 2 (October 26, 2021)

Topics	Activities
Global Management and Managing Across Borders

Planning: The Foundation for successful Management | Readings from Chapters 4 & 5

What Is Your Orientation Toward Theory X/Theory Y?

Are you Working for a Learning Organization?

Assessing Your Attitudes toward Corporate Responsibility

Assessing Your Standing on the GLOBE Dimensions

Assessing Your Global Manager Potential |

Class
Week 3 (November 2, 2021)

Topics	Activities
Strategic Management
Individual and Group Decision Making | Readings from Chapters 6&7

Assessing a Proactive Learning Orientation

Assessing Strategic Thinking

Core Skills Required for Strategic Planning

Assessing the Obstacles to Strategic Execution

Assessing Your Problem-Solving Potential

Assessing Your Intuition |

Class
Week 4 (November 9, 2021)

Topics	Activities
Organizational Culture, Structure and Design
Human Resource Management | Readings from Chapters 8&9

What Is My Decision-Making Style?

Assessing Participation in Group Decision Making

Assessing Your Preferred Type of Organizational Culture

Assessing Your Person-Job Fit |

Class
Week 5 (November 16, 2021)

Topics	Activities
Mid Term Exam – Chapters 1-9
Organizational Change & Innovation | Midterm Exam - Chapters 1 - 9

Readings from Chapter 10

Assessing Your Attitudes toward Change at Work

How Adaptable Are You? |

When	Topic	Notes

Zoom
Week 6 (November 23, 2021)

Topics	Activities
Managing Individual Differences and Behaviors in Organizations Motivating Employees Groups and Teams – Increasing and Reducing Conflict	Readings from Chapters 11 & 12 & 13 Where Do You Stand on the Big Five Dimensions of Personality? Do You Have a Positive Approach at Work? What is Your Level of Resilience? Assessing Your Acquired Needs What Is Your Conflict-Management Style?

Class
Week 7 (November 30, 2021)

Topics	Activities
Power, Influence and Leadership Interpersonal and Organizational Communications Practices	Readings from Chapters 14 & 15 Which Influence Tactics Do I Use? Assessing Your Task and Relationship-Oriented Leader Behavior Assessing My Communication Competence

Class
Week 8 (December 7, 2021)

Topics	Activities
Control Systems and Quality Management	Readings from Chapters 16 Assessing my listening style Assessing the Learning and Growth Perspective of the Balanced Scorecard Financial Literacy

Class
Week 9 (December 16, 2021)

Topics	Activities
Final Exam – Chapters 10-16 Optional Content and Activities	Final Exam – Chapters 10 - 16 Self-Assessment: Assessing my social media readiness Optional Connect Activities

✳ Course Policies

🏛 Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

http://www.webster.edu/catalog/current/undergraduate-catalog/ (http://www.webster.edu/catalog/current/undergraduate-catalog/)

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

http://www.webster.edu/catalog/current/graduate-catalog/ (http://www.webster.edu/catalog/current/graduate-catalog/)

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading (http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades (http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades)

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html (http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html (http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/ (http://www.webster.edu/arc/plagiarism_prevention/)

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics (http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/ethics.html (http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

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, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (mailto:disability@webster.edu).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc (http://www.webster.edu/arc) or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at http://www.webster.edu/success/students.html (http://www.webster.edu/success/students.html).

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is http://library.webster.edu (http://library.webster.edu/). For support navigating the library's resources, see http://libanswers.webster.edu/ (http://libanswers.webster.edu/) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html (http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html (http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html)

Academic Calendar - http://www.webster.edu/academics/academic-calendar/ (http://www.webster.edu/academics/academic-calendar/)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html (http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/tuition.html (http://www.webster.edu/catalog/current/graduate-catalog/tuition.html)

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

http://www.webster.edu/student-handbook/ (http://www.webster.edu/student-handbook/)

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

http://www.webster.edu/sexual-misconduct/ (http://www.webster.edu/sexual-misconduct/)

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

http://www.webster.edu/technology/service-desk/ (http://www.webster.edu/technology/service-desk/)

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

https://worldclassroom.webster.edu/ (https://worldclassroom.webster.edu/)

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

http://www.webster.edu/technology/services/webster-alerts/ (http://www.webster.edu/technology/services/webster-alerts/)

🌐 Campus Information