

# MGMT 3400 Management and Organizations - section 1

## Course Syllabus - Fall 2013

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Office: UHB 346      Office hours: Mon, Tues, Wed, Thurs      10:30-12:00  
Text: Chuck Williams. *MGMT*. Thomson South-Western. ISBN # 978-0-538-7435-25  
Class meets: **UHB 243 – Tuesday/Thursday 9:00-10:15 am**

### **COURSE DESCRIPTION/OBJECTIVES:**

The course is laid out around four basic functions of management – planning, organizing, leading, and controlling. These functions are interrelated. Management plans can only be realized through an effective organizing of both human and technological resources. To effectively execute plans and organize resources, management leadership and controlling are crucially important. Regardless of where you find yourself in an organization you will need to understand the basic principles of management, organizations, leadership, and people. This course is designed to introduce you to these concepts in an intensive way that requires substantial self-directed learning.

It is my role to create an environment that stimulates learning. Time in class will be spent in presentations, case studies, assigned discussion questions, learning basic management concepts not covered in the text, discussing how to make you as marketable as possible while looking for a job, and working on your leadership projects. I will not be lecturing from the textbook—you can read that for yourselves. Reward systems theorists tell us that behaviors not recognized and rewarded will not be repeated. Instead of having large tests, there will be a 20-point quiz each chapter as per indicated on the syllabus during the semester.

**LEARNING OUTCOMES (LO)** This course is intended to address the following Bachelor of Business program learning outcomes on the introductory and developmental levels:

1. A working level knowledge of the core functional areas of business:
  - A. Students will demonstrate a working level knowledge of core business functions related to human resource management
  - B. Students will be able to analyze a complex business situation, identify relevant business issues, opportunities and problems.
2. The ability to apply higher levels of critical thinking:
  - A. Students will be able to analyze business situations by performing appropriate quantitative and qualitative analysis, synthesize to form alternative solutions; and make recommendations for viable courses of action.
3. The interpersonal and communication skills necessary to succeed in business:
  - A. Students will deliver professional quality oral presentations
  - B. Student will prepare professional quality written presentations
  - C. Students will identify the essential elements of successful teamwork and will reflect upon their competency and experiences in applying them
4. The ability to identify and resolve ethical issues:
  - A. Students will analyze a complex business situation, identify relevant ethical issues and suggest ethical courses of action.

**COURSE OBJECTIVES:** Students will be preparing to meet the demands of real-world business as managers and employees. By the end of the course, students should be able to:

1. Demonstrate an understanding of the purposes, functions and roles of management (LO 1A)
2. Analyze a complex management situation: identify relevant business issues, opportunities and

- problems. (LO 1B)
3. Understand the critical elements of human relations for effective management (LO 3)
  4. Develop skills in personal and organizational communications (LO 3)
  5. Create and present professional quality oral and written presentations (LO 3A & 3B)
  6. Work effectively in teams (LO 3C)
  7. Identify and apply ethical and social responsibility to management decisions (LO 4A)

**GRADING:**

**Chapter Quizzes:** 20 points each. The quizzes will be administered at 9:45 most Thursdays. *Make-up: 7 points will be deducted from your score. You may take a make-up quiz up to one week from initial quiz date—after one week, make-up quizzes will not be allowed. You will be allowed one 8 ½” x 11” sheet of notes for quizzes*

**Class Presentation:** The 2<sup>nd</sup> week of class each of you will be given a management topic (i.e., management by objectives, bureaucracy, social responsibility) and a date that you will teach to the class in a **15-minute** presentation. This does not give you a lot of extra time, so you will need to be efficient in your presentation, but will need to cover the main points of the topic fully. The class presentations will begin the 5<sup>th</sup> week of class. You will be required to research the topic and present your topic in such a way that each member of the class will understand it or be able to ask you questions about it. At the end of the presentation, we will discuss more fully. If you use YouTube, do it wisely for you don’t have much extra time. Your entire presentation will be contained in 15 minutes. Remember: You are the expert on this topic! The grading for this presentation will follow this grading rubric:

**MGMT 3400 Presentation Grading Rubric**  
Professor Verl Anderson

1. Overall delivery/presentation	(x3)	1	2	3	4	5
2. Content reflect understanding of the topic?	(x2)	1	2	3	4	5
3. Has the student followed a strategic outline?		1	2	3	4	5
4. Miscellaneous (graphics, handouts, etc.)		1	2	3	4	5
5. Profession dress	(x2)	1	2	3	4	5
6. Conclusions/Recommendations:		1	2	3	4	5

*Total points out of 50 possible* \_\_\_\_\_ *(grade)*

*Comments:*

<b>Holistic Rubric for Presentation: 50 Points Possible</b>		
Response	Criteria	Rating
Proficient	Includes a thesis statement and a minimum of three main points. Each point includes supporting details that support those points. Paragraphs are ordered logically with transitions and sentence variety. Language is precise, clear, articulate and concise; sentences are easy to follow.	5
Practiced	Includes a thesis statement and a minimum of three main points. Ideas are generally organized, but transition may be inconsistent. Language is primarily precise but may be slightly wordy. A little hard to follow.	4

	Overall, the project demonstrates substantial application of the skills associated with this project.	
Emergent	Includes a thesis statement that may need revision. The project may have minimal original thought or lack complete expression of original ideas. The project may have only partially developed points and supporting details. Ideas may be unorganized. Language may be wordy and sentences may be difficult to follow. Numerous grammar and mechanics errors occur and disrupt the experience.	3
Introductory	Has a topic idea but is missing the thesis statement. May have multiple missing points and/or has a single source for supporting details. Little original thought occurs in the project and/or sources make up the bulk of the project. Substantial organizational errors such as off-topic sentences. Sentences are often difficult to follow; serious grammar errors affect communication of ideas. Overall, the project does not effectively communicate ideas. Read much of the material.	2
Progress	Has a topic idea but missing the thesis statement. May have multiple missing points. Little original thought occurs in the project. Read material rather than presented.	1

If you have any handouts or other material, we have 36 in the class

**Service Management Projects:** You will have the opportunity to participate actively in an important real-life management project.

Quizzes (16 @ 20 pts).....	320 pts	A = 92%+	A- = 90%+
Class Presentation .....	50 pts	B = 82%+	B- = 80%+
Service Management Project .....	50 pts	C = 72%+	C- = 70%+
Final Comprehensive Exam .....	<u>100 pts</u>	D = 60%+	
<i>Total points .....</i>	<i>520 pts</i>		

## SCHEDULE

Date	General	Chap Quiz
Aug 20	Syllabus	
Aug 22	Project information, Introduction to Management, Management theory, Management topic sign-up,	
Aug 27	Pygmalion, Validation, Police,	
Aug 29	Gandhi,	Chapter 1
Sept 3	Guest lecturer: Kathy Kinney – Resume Writing	
Sept 5	Planning, Ethics. Draw house, movie segment: 24 hour house	Chapter 2
Sept 10	Paradigms video Resume due, Tator interview	
Sept 12	No formal class today. Work on your presentations	
Sept 17	movie segment: Mission Impossible, Power	Chapter 3
Sept 19	Decision making. movie segment: Apollo 13, <b>Presentations</b>	Chapter 4
Sept 24	No formal class today. Work on your presentations	
Sept 26	Innovation/Change, <b>Presentations</b> , movie segment: The Rock.	Chapter 5
Oct 1	Organization Culture. <b>Presentations</b>	
Oct 3	<b>Presentations</b>	Chapter 6
Oct 8	<b>Presentations</b>	Chapter 7

Oct 10	<i>No class today – Semester break</i>	
Oct 15	<b>Presentations</b>	
Oct 17	<b>Presentations</b>	Chapter 8
Oct 22	<b>Presentations</b>	
Oct 24	<b>Presentations</b>	Chapter 9
Oct 29	<b>Presentations</b>	
Oct 31	Motivation, Group behavior. <b>Presentations</b> movie: The Dirty Dozen	Chapter 10
Nov 5	Managing Teams. <b>Presentations</b> , movie: Office space, Desk Set	
Nov 7	Managing Individuals. <b>Presentations</b> , movie segment: Erin Brockinbeck, Up Close & Personal	Chapter 11
Nov 12	<i>Career Day – no class</i>	
Nov 14	Leadership, <b>Presentations</b> ,	Chapter 12
Nov 19	Communication, <b>Presentations</b> ,	Chapter 13
Nov 21	<b>Presentations</b>	
Nov 26	<b>Presentations</b> , movie segment: One Fine Day,	
Nov 28	Thanksgiving Holiday – no class	Chapter 14
Dec 3	<b>Presentations</b>	Chapter 15
Dec 5	Rajib's experiential exercise	Chapter 16
Dec 10	<b>Final exam:</b> Service Management Projects Presentations	