

MGMT 3400 – section 1 – Management and Organizations
Course Syllabus – Spring 2010

Instructor: Dr. Verl Anderson ph. 652-7840 email: verl@dixie.edu
Office: UHB 346 Office hours: [Tues/Thurs 9:00-10:30][Mon/Wed 11:00-1:00]
Text: Chuck Williams. *MGMT*. Thomson South-Western. ISBN # 0978-0-324-58033-4
Class meets: **UHB 121 – Thursday 7:30-9:30 am**

COURSE DESCRIPTION:

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 crucial. Within this framework, we will introduce basic theories, concepts, fundamental skills and techniques of management. It also examines and analyzes the real world management issues and cases. In addition, the course examines extensively the function of leadership and personalities as they relate in today's organizations.

COURSE OBJECTIVES:

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. As you successfully complete the course, you will feel a real sense of achievement. Management is the integrative discipline that is required to develop effective organizations. This course is designed to emphasize the importance of management as a discipline and to help you appreciate that management is not just "common sense" but rather the development of specific competencies. These competencies will allow you to chart the course of an organization, lead, motivate, communicate with employees, and provide useful feedback as you guide an organization towards its objectives.

MY ROLE:

It is my role to create an environment that stimulates learning. I will not be lecturing from the textbook—you can read that for yourselves. We will show short segments of movies relating to management topics, and then analyze the concepts and their application to real world work situations.

Reward systems theorists tell us that behaviors not recognized and rewarded will not be repeated. I have devised some mechanisms that will help motivate you to prepare and learn. Instead of large tests, there will be a 20-point quiz each chapter as per indicated on the syllabus during the semester.

In addition, you will prepare a 20 minute professional presentation (not a reading) on a management/leadership topic that I provide you the 2nd week of class.

This class is a large one—50 students, which is the largest MGMT 3400 class we have had. We will try to make it a good environment and learning experience for you.

YOUR ROLE:

I will expect you to understand the key points of the reading assignments. To give you an opportunity to practice what you learn you will become part of a **Service Leadership Project**. This term we will be assisting in various portions of the Dixie Escalante Kite Festival. The Kite Festival's dates are April 17th. You will each be required to gather, coerce, cajole, etc. *four* volunteers outside of your class to assist you for a 3 hour forty-five minute shift on Saturday, April 17th. These volunteers can be family members, scout troop, youth group, friends, other students outside of this class. For their participation (you included) they will receive a free Dixie Escalante Kite Festival T-shirt. In the next couple of weeks, I will pass around class a sign-up sheet for various committees.

GRADING:

A. Quizzes: There are chapter quizzes valued at 20 points each. Questions from the quizzes will come from the text, class lectures and discussions. The quizzes will be administered at 9:00 each class day. If you miss the quiz for *any* reason, an automatic 7 points will be deducted from your score.

B. Class Presentation: The 3rd 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 **20-minute** presentation. The class presentations will begin the 4th 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. Remember: You are the expert on this topic! *The grading for this presentation will be as follows: **Content** (up to 15 points); **Delivery** (up to 15 points); **Business Professional Attire** (up to 10 points)—means business professional dress (for men: slacks, shirt, tie; for women: blouse & skirt, or pants suit); **Other** (can include power point presentation, handouts, wise use of presentation time, or just general) (up to 10 points);* If you have any handouts or other material, we have 50 students in the class, plus the instructor.

C. Resume/Cover Letter: The 5th week of class you will be required to turn in a resume of your present skills, accomplishments, and experience. Included with the resume will be a cover letter introducing yourself. This assignment will be graded. Choose any format for the resume but try to select one that markets you best. *If they are late—even 10 minutes late—they will not be accepted!*

D. Service Leadership Projects: You will have the opportunity to participate actively in a management/leadership project. For this semester, you will be participating in the Dixie Escalante Kite Festival. **April 17th**. You should engage in this project in order to increase your experience and effectiveness in working with groups, and improve your skills at organizing and managing people

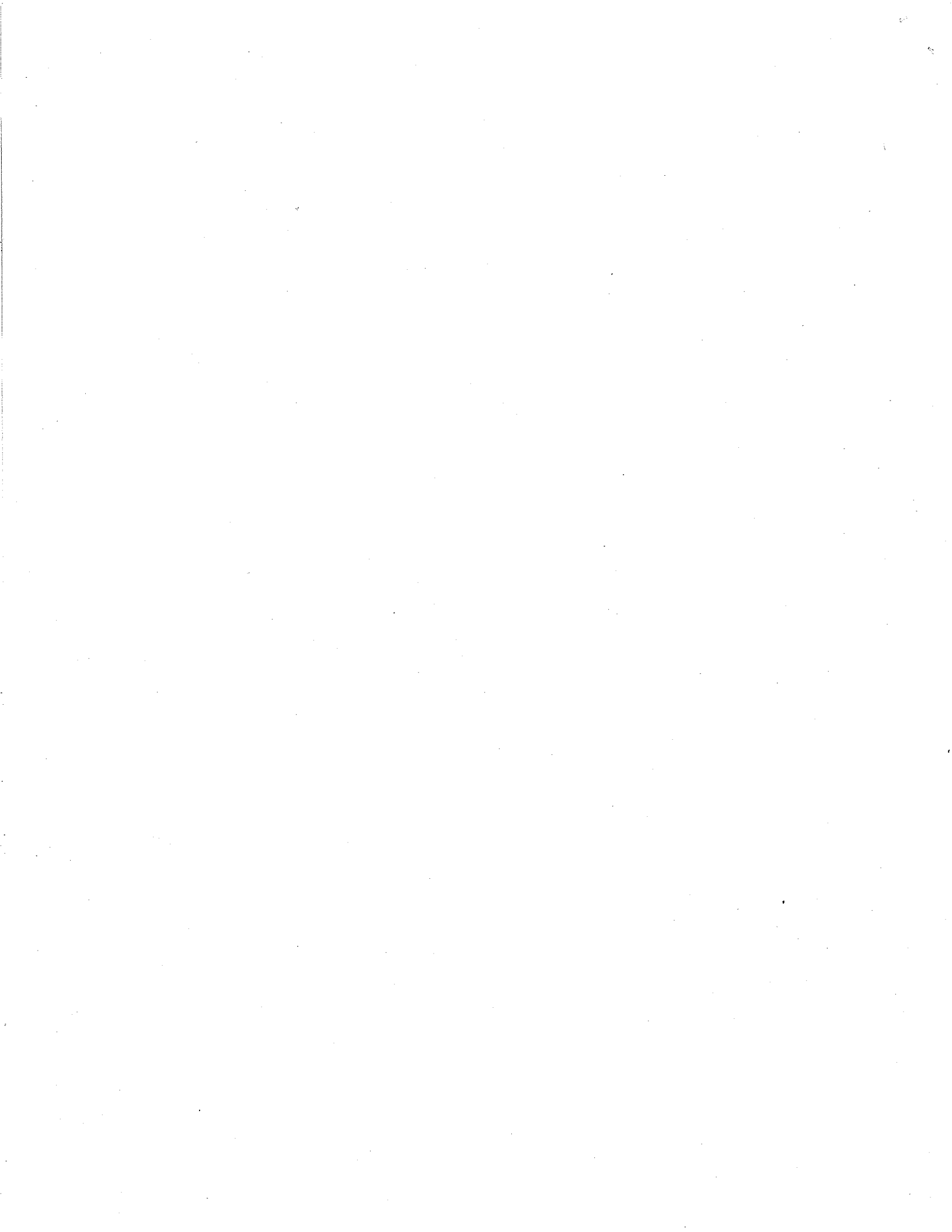
- have a meaningful impact on the Udvar-Hazy School of Business, the college, local community, or local businesses, and your team members.
- extend beyond your normal responsibilities.
- use class concepts such as motivation, teamwork, and communication.

E. Attendance - One of the important principles of management is professionalism. Because of the presentation by your fellow students, professional courtesy should be extended to them. It is quite frustrating for presenters to have half the audience present, or to join during a presentation. To encourage this professionalism, for this class we will help by providing an inducement (hate to have to do this, but past experience shows it is necessary). The class roll will be passed out at 7:30 and collected at 7:35. If you are not present by 7:35, 3 points will be deducted from your overall grade for each day you are not present by the assigned time.

Grading for the course:

Quizzes (14 @ 20 pts)	280 pts	A = 92%+	A- = 90%+
Class Presentation	50 pts	B = 82%+	B- = 80%+
Resume, Cover letter	20 pts	C = 72%+	C- = 70%+
Service Leadership Project	<u>50 pts</u>	D = 60%+	
<i>Total points</i>	<i>400 pts</i>		

You will be allowed one 8 ½" x 11" sheet of notes on only one side for the quizzes if you wish. Make up quizzes: If you do not take the quiz for any reason on the day it is offered, make-up quizzes will automatically receive a 7 point reduction from the total possible points. These must be taken before the next week's class.



Disabilities: "If you are a student with a documented physical or mental impairment that will substantially limit a major life activity, please contact the Disability Resource Center on the main campus. The Center Coordinator and staff will assist you in analyzing your eligibility for services. If you are deemed eligible, reasonable accommodations that are appropriate for your disability will be assigned. If you have any questions concerning this process, please contact the Center at 652-7516; we are located in the Student Services Center, Room #201 of the Edith Whitehead Building."

Rebel Mail: Important class and college information will be sent to your Rebelmail email account. All DSC students are automatically assigned a Rebelmail email account. If you don't know your user name and password, go to www.dixie.edu and select "Rebelmail," for complete instructions. You will be held responsible for information sent to your Rebelmail email, so please check it often.

SCHEDULE

Week	Date	Williams Reading	General
1	Jan 14		Syllabus, Project information
2	Jan 21	Chap 1	Introduction to Management, Management theory, movie segment: Antz <i>Chapter 1 quiz</i>
3	Jan 28	Chap 2	Planning. Management topic sign-up, <i>Chapter 2 quiz</i> *movie segment: Mission Impossible I *house drawing, Guest lecturer Kathy Kinney – Resume Writing
4	Feb 4	Chap 3	Presentations , <i>Chapter 3 quiz</i> spud interview
5	Feb 11	Chap 4	Presentations , Decision making. movie segment: Apollo 13, <i>Chapter 4 quiz</i> <i>Resume due.</i> (resume x3)
6	Feb 18	Chap 5	Presentations , <i>Chapter 5 quiz</i> movie segment: The Rock.
7	Feb 25		<i>LDS Cannery</i>
8	Mar 4	Chap 6	Problem solving, Organization Culture. Presentations , <i>Chapter 6 quiz</i>
9	Mar 11	Chap 7	Spring semester break
10	Mar 18	Chap 8	Managing Individuals. Presentations , <i>Chapter 7 quiz</i> movie segment: Office space movie segment: Desk Set
11	Mar 25		Motivation. Presentations , <i>Chapter 8 quiz</i> <i>movie segment: Erin Brockinbeck. movie: Up Close & Personal</i>
12	Apr 26	Chap 9	Group behavior. movie segment: The Dirty Dozen. movie segment: Top Gun, Presentations , <i>Chapter 9 quiz</i>
13	Apr 1	Chap 10	Power, Leadership, Presentations , <i>Chapter 10 quiz</i>
14	Apr 8	Chap 11	Communication, Presentations , <i>Chapter 11 quiz</i>
15	Apr 15	Chap 12	Presentations , <i>Chapter 12 quiz</i> <i>movie segment: One Fine Day,</i>
	Apr 17	Saturday	Kite Festival (9:30-7:45)
16	Apr 22	Chap 13	Presentations , <i>Chapter 13 quiz</i>
17	Apr 29	Chap 14	Final exam: Chapter 14 quiz Presentations ,
	May 4	7:30am	<i>Service Leadership Project Evaluation</i> Presentations (if needed),

