

MGMT 3400 – Management and Organizations
Course Syllabus - Summer 2011

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Office: UHB 346 Office hours: Mon, Tues, Wed, Thurs 9:00-11:00
Text: Williams, *MGMT*. Thomson/South-Western. ISBN # 978-0-538-7435-25
Class meets: UHB 243 – Tuesday/Wednesday/Thursday 7:00 - 8:45 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 crucially important. Within this framework, the course will introduce basic theories, concepts, fundamental skills and techniques of management. It also examines and analyzes the real world management issues and cases.

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 self-directed learning.

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.

YOUR ROLE: I will expect you to understand the key points in all of the reading assignments. You will do a Service Leadership Project. 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.

GRADING:

A. Quizzes: There are chapter quizzes valued at 20 points each. Questions from the quizzes will come from the text. If you miss the quiz for *any* reason, an automatic 7 points will be deducted from your score.

B. Class Presentation: 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** (e.g.: power point presentation, handouts, wise use of presentation time, or just general) (up to 10 points)*

C. Resume/Cover Letter: The 3rd 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. 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

E. Attendance - Attendance required. If you are not present, 3 points will be deducted from total points.

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	50 pts	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 within two class periods.

SCHEDULE

Date	Reading	General
May 31		<i>Syllabus to be distributed.</i>
Jun 1		<i>Introduction to Management, Management theory, movie segment: Antz. Project information</i>
Jun 2	Chap 1	<i>History of Management. Topic sign-up, Chapter 1 quiz movie segment Planning: Mission Impossible I</i>
Jun 7		<i>Organization Culture. movie segment: Office space</i>
Jun 8	Chap 2	<i>Ethics discussion, Chapter 2 quiz</i>
Jun 9	Chap 3	<i>Planning. Chapter 3 quiz Decision making. movie segment: Apollo 13, The Rock.</i>
Jun 14		<i>Non-profit organizations—service project at LDS Cannery</i>
Jun 15		<i>No formal class today. Work on your presentations or your service project</i>
Jun 16	Chap 4	<i>Chapter 4 quiz Innovation and Change. Resume due. Presentations movie segment: Mission Impossible II, Desk Set</i>
Jun 21	Chap 5	<i>Chapter 5 quiz. Designing Adaptive Organizations. movie segment: Top Gun, Presentations</i>
Jun 22	Chap 6	<i>Quiz on chapter 6 Managing Teams. movie segment: The Dirty Dozen Presentations</i>
Jun 23	Chap 7	<i>Chapter 7 quiz Human Resources, Presentations movie segment Erin Brockinbeck. Up Close & Personal</i>
Jun 28	Chap 8	<i>Chapter 8 quiz Diverse Work Force, Presentations,</i>
Jun 29	Chap 9	<i>Chapter 9 quiz Motivation, Presentations, Zeko experiential exercise,</i>
Jun 30	Chap 10	<i>Chapter 10 quiz Leadership, Presentations</i>
Jul 5	Chap 11	<i>Communication Presentations, movie segment: One Fine Day, Chapter 11 quiz,</i>
Jul 6	Chap 12	<i>Control. Chapter 12 quiz Presentations</i>
Jul 7		<i>Video: How to Succeed in Business,</i>
Jul 12	Chap 13	<i>Chapter 13 quiz – Presentation , Management advice from class</i>
Jul 13	Chap 14	<i>Chapter 14 quiz for 1st half hour (7:00-7:30) – then dismiss for Service Leadership Project</i>
Jul 14		<i>Service Leadership Project</i>
Jul 19		<i>Service Leadership Project</i>
Jul 20		<i>Service Leadership Project</i>
Jul 21		<i>Final exam: Service Leadership Projects Presentations</i>