

## MGMT 3400 - 03 Management and Organizations Course Syllabus – Fall 2016

**Instructor:** Dr. Debra Bryant                      **Cell:** 435-632-8747                      **Email:** bryant@dixie.edu  
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**Office Hours:** Monday to Thursday, 10:00 to 12:00 AM.  
**Textbooks:** MGMT8, by Chuck Williams    ISBN: 978-1-285-86750-2  
The Five Dysfunctions of a Team by Patrick Lencioni    ISBN: 0-7879-6075-6

**Blended (half in-person and half online)    In-person Meetings (UHB 230): Wednesdays, 1:00-2:15**

**COURSE DESCRIPTION:** Required of students pursuing School of Business majors; open to other interested students. Surveys management theory and the elements and variables that influence organizations. Examines the structure and design of organizations and the management tools used in planning, organizing, directing, controlling, leading, and coordinating organizations.

**COURSE FORMAT:** This course uses a blended or hybrid format, which means that we meet only once a week, in-person, for 1 hour and fifteen minutes and the rest of the course is conducted online, with coursework on Canvas. This format requires greater responsibility on the part of the student, but also provides greater personal freedom for scheduling course work. Remember the general rule of time commitment to a course: at least two hours of work out of class for every hour in class. For a three credit-hour course, that is six hours out-of-class work. This course has the added necessity of making up the missed one hour fifteen minutes in class. In order to be successful in this course, you will need to have access to a computer (with Microsoft Excel, PowerPoint and Word or WordPerfect) and the internet.

**LEARNING OUTCOMES (LO)** This course is intended to address the following Bachelor of Business program learning outcomes on developmental and mastery 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 management and organizations
  - 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. The process of working as teams on TQM projects will be used to put into practice team-building skills and quality management concepts. 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 and TQM problems and opportunities for improvement (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)

**IMPORTANT DSU DATES TO REMEMBER:**

Mon, Aug 22	Classes begin
Thurs, Aug 25	Last day for waitlist
Tues, Aug 30	\$50 Late registration/payment fee
Wed, Aug 31	Drop/Audit fee begins (\$10 per class)
Fri, Sep 2	End of 100% refund period
Mon, Sep 5	Labor Day (no classes)
Tues, Sep 6	Beginning of 50% refund period
Mon, Sep 12	Last day for refund
Mon, Sep 12	Last day to drop without a "W" grade
Fri, Sep 16	Last day to add/audit classes
Thurs & Fri, Oct 13-14	Semester break
Mon, Oct 17	Last day to drop individual classes
Tues, Nov 1	Spring 2015 Bachelor's Degree Graduation Application deadline
Fri, Nov 11	Last day for complete withdrawal
Mon, Nov. 14	Spring Registration Opens
Wed-Fri, Nov 23-25	Thanksgiving break (no classes)
Fri, Dec 9	Last day of classes
Mon-Fri, Dec 12-16	Final exams

**ASSIGNMENTS:**

<b>Topic</b>	<b>Points</b>	
Attendance (3 pts per class, 1 absence)	45	
Changing a Culture Case	10	
Five Dysfunctions of a Team	20	
American Express Case	15	
SWOT Assessment	15	
Wealth, Innovation & Diversity	15	
Self-Organizing Systems	15	
Team Functioning	20	
Leadership Style	10	
TQM tasks		
Member Roles	15	
Identify Problem/Project	15	
Current State	20	
Ideal State	20	
Difference b/t Real & Ideal	15	
Final Recommendations	20	
TQM Presentation	30	
TQM Memo	20	
Team Assessment	15	
6 Quizzes (10 pts. each)	65	
<b>TOTAL POSSIBLE</b>	<b>400</b>	<b>Course Grade = Total/4</b>

**GRADING SCALE:**

A = 93 – 100%	B+ = 87 – 89.9%	C+ = 77 – 79.9%	D+ = 67 – 69.9%
A- = 90 – 92.9%	B = 83 – 86.9%	C = 73 – 76.9%	D = 63 – 66.9%
	B- = 80 – 82.9%	C- = 70 – 72.9%	D- = 60 – 62.9%
			F = 0 – 59.9%

**CANVAS LMS:** Canvas participation is required and will be used to post assignments, tests, grades and messages to and from the instructor and students. Students need to check their Canvas email several times per week. All students are expected to participate fully in Canvas activities and communication.

**POSTING AND LATE ASSIGNMENTS:** All assignments should be posted by 11:59 PM of the dates listed in the schedule. Late assignments will be accepted for only one week after the due date and will typically receive half the possible points. Responses to other students' postings are of little value if received late. Some assignments will be posted under the Assignments section, when a response from another student is not required. Assignments that require responses by other students will be posted under the Discussion section. Spelling, grammar and quality of writing will be considered in grading.

**FREE OF DISCRIMINATION, AND HARASSMENT:** DSU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, [cindy.cole@dixie.edu](mailto:cindy.cole@dixie.edu). If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

**STUDENTS WITH DISABILITIES:** If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

**DMAIL:** You are required to frequently check your Dmail account. Important class and college information will be sent to your Dmail account, including DSU bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSU and in your courses. To access your Dmail account, visit [go.dixie.edu/dmail](http://go.dixie.edu/dmail). If you do not know your Dmail username or you have forgotten your PIN, visit [go.dixie.edu/mydixie](http://go.dixie.edu/mydixie).

**COLLEGE RESOURCES:** Several college resources are available to help you succeed.

- Disability Resource Center - [dixie.edu/drcenter](http://dixie.edu/drcenter)
- IT Student Help Desk - [dixie.edu/helpdesk](http://dixie.edu/helpdesk)
- Library - [library.dixie.edu](http://library.dixie.edu)
- Testing Center - [dixie.edu/testing](http://dixie.edu/testing)
- Tutoring Center - [dixie.edu/tutoring](http://dixie.edu/tutoring)
- Writing Center - [dixie.edu/english/dsc\\_writing\\_center.php](http://dixie.edu/english/dsc_writing_center.php)

**DEATH IN THE FAMILY:** A student wishing to be excused from classes and delay assignments due to a death in the family will be expected to produce a copy of the death certificate or a funeral service program.

**DSU POLICY LINKS:**

- Policy for Absences Related to University Functions:  
<http://www.dixie.edu/humanres/policy/sec5/523.html>
- Disruptive behavior policy / classroom expectations :  
<http://www.dixie.edu/humanres/policy/sec3/334.html>
- Academic dishonesty / Academic integrity policy:  
<http://www.dixie.edu/humanres/policy/sec3/334.html>

**CHEATING:** Cheating will not be tolerated. Cheating encompasses all forms of academic dishonesty, including presenting others' work as one's own and **not participating fully on team projects**. Cheaters will be disciplined according to school policy.