

MGMT 3013
FUNDAMENTALS OF MANAGEMENT
SPRING 2016

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OFFICE HOURS: By appointments – contact via e-mail to schedule a time

COURSE SITE: Desire2Learn (Online Classroom): <http://oc.okstate.edu>

TECHNICAL SUPPORT: Spears School Distance Learning Office, 108 Gundersen,
spearsdistance@okstate.edu
Phone: (405) 744-4048

Overview of the Course

This course introduces the student to the basic principles underlying the field of management. It focuses on the basic roles, skills and functions of management, highlighting managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multi-national organizations. **This is a twelve-week course – as such it “moves” at a quicker pace than a regular 16-week course. Please review the class schedule and keep up with the assignments and exams.** The material covered will be relevant to you, regardless of your career objectives. In all likelihood, you will either be a manager or work with a manager in any occupation you choose. Ultimately, we are all managers of our own lives and can benefit by studying to be better managers.

| Learning Goals | Learning Objectives |
|-----------------------------------|--|
| Ethical Decision Making | <ul style="list-style-type: none"> • Identify stakeholders and analyze potential consequences to various organizational stakeholders • Introduce students to various ethical theories, rules and/or principles to evaluate ethical dilemmas • Introduce students to current topics in ethical problems in firms and as it pertains to globalization |
| Business Knowledge and Competency | <ul style="list-style-type: none"> • Demonstrate a foundational knowledge of business vocabulary, processes, environment and practices • Recognize the interrelationship of business disciplines • Understand the history and theory behind management practice • Recognize global differences, culture, and contemporary issues |
| Technological Competence | <ul style="list-style-type: none"> • Students will manage course content through technology that includes online homework, electronic quizzes and/or tests, and study material offered online • Students may be involved with real-time feedback devices that can be offered in class or remotely |

REQUIRED MATERIALS:

Text: Kinicki, A. & Williams, B.K. (2013). *Management: a practical introduction* – 7th Edition. New York: McGraw-Hill/Irwin. ISBN 9781259719387

Connect Plus: <http://connect.mheducation.com/class/j-pappas-fundamentals-of-management---spring16---mgmt-3013503>

When you are here, you need the SUPERCODE: **QAFD-JHBK-VUDT-JPMW-EMCS**

Grading Policy

The grades in this class break down as follows:

| | |
|-------------------------|----------------|
| LearnSmart Assignments | 80 pts |
| Quizzes and Video Cases | 120 pts |
| Exams | <u>300 pts</u> |
| Total Points | 500 pts |

Letter grades will be assigned according to the standard scale: A > 90%, B > 80%, C > 70%, D > 60%.

COURSE REQUIREMENTS

Exams (100 points each)

There are three exams which are all required. While the tests are worth 20% each, we weight your top exam higher and your low exam will not count as much. In effect, we award the top test a 30% weight and the bottom test a 10% weight. This can only help you! The examinations will consist of multiple choice questions. They will cover material up to the date of the exam, unless otherwise stated. They will be based upon the text and supplemental readings, lectures, and class activities. **Note:** if you want to do well on the exams, watch the video lectures AND read the book! There is material covered in the lectures that is not in the text and this material will be on the exam.

We have many options to take the exam. ***If you are in the Stillwater area***, we expect that you will take the on-campus exam on the specified date, time, and place. If you have conflicts with the scheduled exam, you may opt to take the exam at the Wes Watkins Center with an assigned proctor (this will incur \$12-\$15 fee). You do not need my permission if it is one day before or after the scheduled date. ***For those of you who are not in the Stillwater area***, you will still be given the exam online with an approved proctor – contact the Distance Learning Office to arrange for a proctor. The Distance Learning Office must approve your proctor before you will be allowed to take the exam, so please contact them as soon as possible to make the appropriate arrangements.

Make-up Policy

Students are expected to take each exam on the date given and submit each assignment by the deadline. In the EXTREMELY unlikely event that you miss a scheduled exam, you will be allowed to take the make-up exam ONLY IF, you have a valid excuse. Valid excuses include 1) out of town on a university sponsored event, 2) under doctor's care, 3) attending a funeral or 4) a work conflict.

In all cases, we MUST be informed of your absence at least eight hours before the exam. If we approve your absence, you must make arrangements with the Wes Watkins Testing Center (309 Wes Watkins) to schedule your make-up exam. Again, there is a fee associated with taking exams there so plan accordingly.

Quizzes and Video Cases (12 x 10 points each)

In Connect, there are roughly 20 possible quizzes or video cases. We will accept **ONLY** your top 12 assignments – you can do all 20 or just 12, but we will take the best of your best. The quizzes are TIMED (8 minutes for 10 questions), online so you will not have time to consult your book/notes during a quiz. These quizzes are designed to help you better prepare for the exam and to give you an idea of the type of questions you can expect to find on each exam. Don't cheat yourself... they are a great practice to the exams. Once the time limit is reached, your answers will be recorded and you will not be able to continue, so be prepared. For video cases, remember that you must watch the entire video to get the full credit from the questions. Again, be prepared before you start watching! All of the scoring for quizzes, tests, and video cases is done automatically and instantaneously.

Learn Smart Modules (16 chapters – 80 points)

In Connect, there is a learning device called Learn Smart. We have included a 30 minute module for each chapter which will help students learn course material and study for exams. All chapters have an associated LearnSmart... you must do them all! Connect will assign a "completion" grade for each chapter.

Extra Credit Opportunity

There will be an opportunity to earn extra credit in this course. First, I will have roughly ten short quizzes on a variety of easy videos (usually worth one point each). They will have a tight window of opportunity but are incredibly easy! Also, we typically have a PhD student who is doing research post an extra credit assignment. When these are announced, I will tell you the PhD student's name and contact number. It will run independently from our GA.

University Drop Policy

Note, the drop dates for distance, short courses are different than resident courses. University drop dates are listed at this website:

<https://registrar.okstate.edu/Drop-Add-Deadline-Details>

To drop this course, you must contact the Distance Learning office in 108 Gundersen or call (405) 744-4048. Remember that the drop dates for distance classes are earlier than those for on-campus classes.

Academic Integrity

Please note: OSU's policy for Academic Integrity

<http://academicintegrity.okstate.edu/ai-sanction.htm>

You are expected to abide by the procedures set forth in the document. We will enforce the OSU Academic Integrity Policy. Please conduct yourself in a professional manner and avoid shortcuts!

Students with Disabilities

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu/>

Tentative Schedule

| TOPIC | DATES | READINGS | COMPLETION DATES LEARN SMART | COMPLETION DATES QUIZ/VIDEOS | EXAMS |
|-------------------------------------|--------------------------------|----------|------------------------------------|------------------------------------|------------------------------|
| The Exceptional Manager | 1/18 | Ch. 1 | 1/24 | 1/24 | |
| Management Theory | 1/25 | Ch. 2 | 1/27 | 1/27 | |
| Ethics and Corporate Responsibility | 1/25 | Ch. 3 | 1/31 | 1/31 | |
| Global Management | 2/1 | Ch. 4 | 2/7 | 2/7 | |
| Planning | 2/8 | Ch. 5 | 2/11 | 2/11 | |
| Gunderson Lab | Fri. 2/12 5:30-9:30 | | | | EXAM 1 (Ch 1-5) |
| Strategic Management | 2/12 | Ch. 6 | 2/17 | 2/17 | |
| Decision Making | 2/18 | Ch. 7 | 2/23 | 2/23 | |
| Organizational Culture | 2/24 | Ch. 8 | 2/29 | 2/29 | |
| Human Resource Management | 3/1 | Ch. 9 | 3/6 | 3/6 | |
| Change and Innovation | 3/7 | Ch. 10 | 3/10 | 3/10 | |
| Gunderson Lab | Fri. 3/11 5:30-9:30 | | | | EXAM 2 (Ch 6-10) |
| Managing Behavior | 3/21 | Ch. 11 | 3/25 | 3/25 | |
| Motivation | 3/25 | Ch. 12 | 3/28 | 3/28 | |
| Groups and Teams | 3/29 | Ch. 13 | 4/1 | 4/1 | |
| Power and Leadership | 4/1 | Ch. 14 | 4/4 | 4/4 | |
| Communications | 4/4 | Ch. 15 | 4/7 | 4/7 | |
| Gunderson Lab | Fri. 4/8 5:30-9:30 | | | | EXAM 3 (Ch 11-15) |

The professors reserve the right to add to or delete from this schedule, as changes may be necessary to accommodate time constraints. Any changes will be communicated with students during classes or via email.