

# College of Business

Tennessee State University

**Fall 2012**

**Course Syllabus (ver. 8272012)**

**CRN 80108 MGMT 3010-01 AWC Rm 287 ttr 11:20 – 12:45**

**CRN 80110 MGMT 3010-80 AWC Rm 200 r 5:30 – 8:30**

## **MANAGEMENT AND ORGANIZATIONAL BEHAVIOR**

Credit Hours 3.0

**Instructor: Mr. Perry Lewis, MBA**

Office–K-440 AWC

Office Hours by Appointment:

Tuesday 8:00 to 11:00 AM, 4:00 to 7:00 PM

Wednesday 10:00 AM until 5:00 PM

Thursday 8:00 to 11:00 AM

Department Phone number–963-7123

E-mail address– [plewis7@tnstate.edu](mailto:plewis7@tnstate.edu)

Office Phone– 963-7125

**Required Text:** Bateman and Snell, Management – Leading & Collaborating in a Competitive World. Tenth Edition. (**Electronic Text copy strongly suggested**) ISBN #978-0-07802933-2

MHID 0-07-802933-3

### **Required Electronic Support Materials:**

McGraw-Hill Connect account – **Required:**

**Section 01 web sign up address:** <http://connect.mcgraw-hill.com/class/plewisfall2012tr1120am>

**Section 80 web sign up address:** <http://connect.mcgraw-hill.com/class/plewisfall2012t530pm>

### **Course Description:** (From the TSU Catalog)

Effective management is a key success factor in commerce. This course focuses on the principles of managing both organizations and employees in today's global environment.

Course topics range from planning for effectiveness to the implementation of the plans, and include organizational goals, organizational structure, motivation, leadership, communication, Group dynamics, ethics, and managing change.

### **Course Learning Objectives:**

1. Understand the basic concepts of management.
2. Understand the world of management, including the nature of management, the emerging paradigm, and the learning organization.
3. Understand the environments of management and organizations.
4. Learn and apply concepts of planning, strategy, strategy formulation and implementation,

- and decision-making.
5. Learn and apply basic concepts of organizational process.
  6. Understand the basic concepts of organizational behavior.
  7. Understand globalization, multicultural, and diversity issues that impact business.

**Course Prerequisites:** ECON 2010. In addition, to receive credit for 300 and 400 level courses, you must be fully or tentatively admitted into the college of business. It is the student’s responsibility to see that these requirements have been met.

**ACADEMIC INTEGRITY:**

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, and misrepresentation of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

**REASONABLE ACCOMODATIONS:**

TSU does not discriminate on the basis of an individual's disability and complies with section 504 and Public law 101-366 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. Students needing assistance may call (615) 963-7400 or 963-7872. It is the student's responsibility to follow the procedures outlined by TSU if accommodation is needed. Any student eligible for and requesting academic accommodations due to a disability are requested to provide a letter of accommodation from the Office of Disabled Students Services within the first two weeks of class.

**Religious holidays/excused absences**

If you need arrangements made due to religious holidays, you should make your request in writing within the first two weeks of class. If you are involved in official student activities that require school sanctioned absences’ turn in a written request with the expected absence dates within the first two weeks of class.

**CODE OF STUDENT CONDUCT:**

There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged participating in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

**ASSIGNMENTS& EVALUATION CRITERIA:**

**GRADING SCALE:**

Tests (Q1=10%, Q2=10%, MT=12%, Q3=10%, FE=30%)	50%
LearnSmart and Extra Credit	25%
Assignments and Class Participation	25%
Total Points	100%

## Class Information

### I. Course Work

#### A. Tests

1. Number of tests. There will be three quizzes and two exams. Exams will be announced at least one class session before they are administered.
2. Content of tests. The exams will be a mixture of multiple choice, short answer and essay questions at the instructors' discretion. Students may be required to read a case to complete the exam. There will be material from both lecture and from the textbook. Exams may be administered in class or online. An announcement will be made in class before each exam.
3. Total points available from exams. Each exam covers a different set of chapters. Combined exams are 50% of the total grade. Quizzes are each worth 15%, Midterm 25% and Final 30% of the combined exam grade.
4. Students should arrive promptly every day. Timely arrival is especially important on days exams are administered. The instructor reserves the right to refuse to administer the exam to students who arrive late. If any students have finished the exam and left the testing area, no more exams will be distributed. Students who arrive late are considered absent.
5. Students may not leave the testing area once the test has been administered. If a student leaves the testing area, they have completed the exam and will not be able to continue to work on the exam.

#### B. Assignments

1. Format. All materials completed outside of class must be typed unless otherwise instructed. Handwritten materials will be returned to the student without grading unless otherwise instructed. Assignments will have one inch margins. All assignments will be double spaced. Line spacing should not be more or less than 2 spaces. A standard font, such as Courier or Times Roman should be used. The font size should be set to 12. Ornate fonts or large fonts are not acceptable. The instructor may return improperly formatted assignments with a grade of zero. Please do not right justify or use unusual colors of ink (red or purple).
2. All assignments are due at the beginning of the class period or by due date and time on **Connect**. Late assignments will not be accepted. **Connect assignments will not be reopened after due date. It is the student's responsibility to plan for computer problems and any other unexpected events.** Do not wait until the last minute to begin assignments! Do not email an assignment after it is due in class.
3. Incomplete/assignment of I. From Student Handbook--"I--incomplete; a non punitive grade given only during the last one fourth of the semester and only if the student (1) is passing the course, (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a latter date by completing specific requirements that the instructor must list on the grade sheet."
4. Minimum effort. Merely turning in an assignment does not earn a student points. If the instructor determines that the assignment does not show a reasonable attempt at the assignment and meet minimum standards, the instructor will assign

a zero.

#### 5. Grade assignment

- 100 to 90% A
- 89 to 80% B
- 79 to 70% C
- 69 to 60% D
- 59% and Below F

### II. Student Materials

Students written work is kept in individual files during the semester. If the student wants the materials returned after the semester is over, please make a written request. The student will have one week to pick up their materials after the end of the semester. If after one week, students have not claimed their materials, they will be disposed of as the instructor sees fit.

### III. Attendance

Attendance will be taken each day. Late arrival, after roll has been taken, will be the same as being absent. Students will be dropped from the course after 4 absences. In other words, the fifth absence will result in automatic withdrawal from the course with an F. Each class period counts as 1.5 classes or 1.5 absences. Attendance may be taken into account if a student is close to the next highest grade. Attendance is especially critical on exam days as both an exam is taken and assignments are turned in.

### IV. Electronic Devices

Turn off your cell phone, I-pad, computer or any other device that calls for your attention during class unless it is being used to take notes. I choose not to compete with the entertainment industry. If you have your cell phone with you, please turn it off during class. To show my respect for your time, I will do the same.

### **ASSIGNMENTS Section 80 responsible for all assignments for the week.**

Date	Lecture/Assignment/Activity	Chapter Assignments
Aug 28	Course Introduction, Syllabus Review, Text review Expectations review (class participation, current events, etc)	Chapter 1, Table of Contents thru page 13
Aug 30	<b>Current Events</b> , Chapter 1 Managing and Performing	Chapter 1, pgs 14-33
Sept 4	Chapter 2 The External and Internal Environments <b>Connect Purchase Deadline</b>	Chapter 2 pgs 46-55
Sept 6	Chapter 2 The External and Internal Environments	Chapter 2 pgs 55-79
Sept 11	Chapter 3 Managerial Decision Making <b>Connect Purchase Deadline-Pre Approved Special Circumstances</b>	Chapter 3 pgs 84-100
Sept 13	Chapter 3 Managerial Decision Making	Chapter 3 pgs 101-113
Sept 18	<b>Quiz 1, (cptrs 1-3)</b> Chapter 4 Planning and Strategic Management	Chapter 4 pgs 126-144

Sept 20	Quiz 1 Review, Chapter 4 Planning and Strategic Mgmt	Chapter 4 pgs 145-156
Sept 25	Chapter 5 Ethics And Corporate Responsibility	Chapter 5 pgs 164-181
Sept 27	Chapter 5 Ethics and Corporate Responsibility	Chapter 5 pgs 181-189
Oct 2	Chapter 6 International Management	Chapter 6 pgs 202-224
Oct 4	Chapter 6 International Management	Chapter 6 pgs 225-236
Oct 9	Chapter 7 Entrepreneurship	Chapter 7 pgs 246-264
Oct 11	Chapter 7 Entrepreneurship	Chapter 7 pgs 264-273
Oct 16	<b>Fall Break</b>	<b>No class</b>
Oct 18	<b>Midterm review</b>	<b>Cptrs 1-7</b>
Oct 23	<b>Midterm Exam (chapters 1-7)</b>	<b>Midterm</b>
Oct 25	Chapter 8 Organization Structure	Chapter 8 pgs 282-302
Oct 30	Chapter 9 Organizational Agility	Chapter 9 pgs 316-336
Nov 6	Chapter 10 Human Resources Management	Chapter 10 pgs 350-368
Nov 8	Chapter 10 Human Resources Management	Chapter 10 pgs 368-386
Nov 13	<b>Quiz 2 (cptrs 8-10)</b> Chapter 11 Managing the Diverse Workforce	Chapter 11 pgs 392-415
Nov 15	Quiz 2 review Chapter 11 Managing the Diverse Workforce	Chapter 11 pgs 415-424
Nov 20	Chapter 12 Leadership	Chapter 12 pgs 430-459
Nov 22	<b>Thanksgiving Day</b>	<b>No Class</b>
Nov 27	Chapter 13 Motivating for Performance	Chapter 13 pgs 468-494
Nov 29	<b>Chapter 14 Teamwork</b>	<b>Chapter 14 pgs 501-519</b>
Dec 4	<b>Quiz 3 (cptrs 11-14)</b>	
Dec 6	<b>Early Exams (for Fall graduating seniors only)</b> Final Review	<b>Cptrs 1-14</b>
Dec 11	<b>Final Exam</b> Graduating Seniors Grades posted	<b>Cptrs 1-14</b>
Dec 17	All Grades Posted	

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