

College of Business

Tennessee State University

Fall 2012 MGMT 3010 Course Syllabus

LOCATOR INFORMATION:

Course Name: Management and Organization Behavior

Credit Hours: 3

Contact Hours: 3

INSTRUCTOR:

Name: Dr. Carrie Hurst
Office: K-444
Phone: 615-963-7341
E-mail: churst@tnstate.edu

Office Hours:

Tuesdays 11:45-4:00pm
Wednesdays 9:00-11:00am
Thursdays 11:45-5:30pm

REQUIREDTEXTBOOK & MATERIALS:

Bateman and Snell, Management – Leading & Collaborating in a Competitive World, 10th Edition, 2012.
ISBN: 0078029333

Connect Software Subscription http://connect.mcgraw-hill.com/class/c_hurst_fall_2012_1

The majority of the class materials are available through Elearn systems at TSU (<https://elearn.tnstate.edu>) and the Connect website that appears above. Students are responsible for checking their Elearn email and news periodically for class information.

COURSE DESCRIPTION:

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. Prerequisite: ECON 2010.

COURSE OBJECTIVES:

- Understand the basic concepts of management.
- Understand the world of management, including the nature of management, the emerging paradigm, and the learning organization.
- Understand the environments of management and organizations.
- Learn and apply concepts of planning, strategy, strategy formulation and implementation, and decision-making.
- Learn and apply basic concepts of organizational process.
- Understand the basic concepts of organizational behavior.
- Understand globalization, multicultural, and diversity issues that impact business.

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, 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:

Any students requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. I need to be aware of your status if it will affect your class activities and assignments---before assignments are due.

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 students who do not adhere to appropriate classroom behavior.

ELEARN WRITTEN ASSIGNMENTS:

Assigned papers MUST be attached in the "Dropbox" on eLearn by the beginning of class on the dates listed below and MUST NOT be submitted via email. If you ever have problems posting assignments, contact the help desk to resolve the problem and copy me on the email you send to the helpdesk.

EXAMINATIONS:

Examinations will appear on the Connect website listed at the top of the syllabus. A combination of multiple choice, true-false, and essay formats may be used. The instructor will not administer individual make-up exams. You must take the exam online during normal class hours on the dates listed on the last page of this syllabus. If you know that you will be unable to take an exam during its scheduled time and have a university sanctioned excuse, you may be able to take the exam at an *earlier* time. You will have 60-70 minutes to complete exams, depending on the number of questions. It will be almost impossible to complete exams in the time limit if you are not familiar with the material. Reading and studying the material is critical to your success. You must take the practice exam to make sure your computer works properly before graded exams begin.

IN-CLASS ASSIGNMENTS:

Students will complete several in-class assignments. These may be individual or group assignments, are based on the readings assigned for that day, and students must be present to receive credit. These assignments involve class discussion/participation and no "make-up" assignments will be given.

TECHNICAL SUPPORT: Students may get assistance with computer-related problems by emailing the D2L helpdesk at Helpdesk@desire2learn.com or contacting Connect technical support: <http://mpss.mhhe.com/contact.php>; 1-800-331-5094

GRADING:

Your final grade will be computed in the following manner:

In-Class Assignments (5 worth 4% each):	20%
Elearn Assignments (4 worth 5% each):	20%
Connect Examinations (5 worth 12% each):	60%
Total:	100%

A = 90+, B = 89.9-80.0, C = 79.9-70.0, D = 69.9-60.0, F=59.9-0

TENTATIVE SCHEDULE

Date	Reading	Topic	Due
8/28	Syllabus	<i>Introduction to the course</i>	Student Check Sheet
8/30	Chapter 1	<i>Managing and Performing</i>	
9/4	Chapter 2	<i>External and Internal Environments</i>	Practice LearnSmart and Practice Exam
9/6	Chapter 3	<i>Managerial Decision-Making</i>	
9/11	Chapter 4	<i>Planning and Strategic Management</i>	Assignment 1
9/13	Ch 1-4		LearnSmart 1
9/18			Exam 1 (Ch 1-4)
9/20	Chapter 5	<i>Ethics and Corporate Responsibility</i>	
9/25	Chapter 6	<i>International Management</i>	
9/27	Chapter 7	<i>Entrepreneurship</i>	
10/2	Chapter 8	<i>Organizational Structure</i>	
10/4	Ch. 5-8		LearnSmart 2
10/9			Exam 2 (Ch 5-8)
10/11	CLASS MEETS ON ELEARN	CLASS MEETS ON ELEARN	CLASS MEETS ON ELEARN
10/16	FALL BREAK	FALL BREAK	FALL BREAK
10/18	Chapter 9	<i>Organizational Agility</i>	
10/23	Chapter 10	<i>Human Resources Management</i>	Assignment 2
10/25	Chapter 11	<i>Managing the Diverse Workforce</i>	Assignment 3
10/30	Chapter 12	<i>Leadership</i>	

11/1	Ch 9-12		LearnSmart 3
11/6			Exam 3 (Ch 9-12)
11/8	Chapter 13	<i>Motivating for Performance</i>	Assignment 4
11/13	Chapter 14	<i>Teamwork</i>	
11/15	Chapter 15	<i>Communicating</i>	LearnSmart 4
11/20			Exam 4 (Ch 13-15)
11/22	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK
11/27	Chapter 16	<i>Managerial Control</i>	
11/29	Chapter 17	<i>Managing Technology and Innovation</i>	
12/4	Chapter 18	<i>Creating and Leading Change</i>	
12/6	Ch 16-18		LearnSmart 5
TBD	Final Exam		Exam 5 (Ch 16-18)

This is a tentative schedule subject to change at instructor's discretion.