



MGT 2000 (Call #4296)

Introduction to Management

Summer 2018

3.0 Credit Hours

Instructor	Robert L. (Lenie) Holbrook, Jr.	Telephone	(740) 593-2077
Office	Copeland 308	E-mail	holbrook@ohio.edu
Office Hours	Tu/Th 9:00-10:30	Class	Copeland 001
Class Times	Tu/Th 10:30-1:10, 1:30-4:10	Locations	MGT 2000 & MGT 3400

MISSION STATEMENT:

The College of Business provides a distinctive learning environment that actively engages students, faculty, and the business community in developing knowledge and skills relevant for success in a complex, global economy.

This environment stimulates student learning and faculty research so that our graduates are able to: a) apply a holistic, integrated approach to business problems; b) apply the communication, leadership, team and technological skills needed to succeed in their business careers; c) understand how to work with people from other cultures and to operate effectively in other countries; and d) understand the social responsibilities of individuals and organizations and evaluate the ethical dimensions of decisions in a business context.

TEXT/COURSE RESOURCES:

Principles of Management (an Open Educational Resource). Available at:

<https://www.oercommons.org/courses/principles-of-management-3/view>

COURSE DESCRIPTION:

Understanding of and practice in solving problems facing managers and administrators using concepts and principles from behavioral sciences and other applicable disciplines.

PREREQUISITE:

Not College of Business majors (except BS8123). No credit if taken after MGT 2100.

COURSE OBJECTIVES:

General learning outcomes for the course include being able to:

- define the purpose and nature of management;
- understand the basic functions of management (plan, organize, lead, control) and their application
- x
- x
- x.

COURSE REQUIREMENTS:

Students will be expected to read text as indicated in the schedule below. Every time there is a reading assignment, a quiz will be given over chapter concepts (identified as Key Concepts on the course website). In addition, two exams, covering roughly equal amounts of material, will further assess student mastery of reading material (which will be augmented by class lecture and discussion). There are two projects – a self-analysis and professional development report – due at various points in the semester, as well as a first day survey and assessments. Additional information is available in the next section and more detailed information is available on the course website.

EVALUATION/GRADING:

A total of 400 points will be available during the semester and can be earned as follows:

80 points	Quizzes (10 points each; 10 given, best 8 counted)
200 points	Exams (Mid-Term Exam = 100 points; Final Exam = 100 points)
120 points	Projects: Survey/Assessments (20); Self-Analysis (50); Prof. Dev. Report (50)

The grading scale is as follows:

A	376 or more points	B-	320 to 335 points	D+	268 to 279 points
A-	360 to 375 points	C+	308 to 319 points	D	256 to 267 points
B+	348 to 359 points	C	296 to 307 points	D-	240 to 255 points
B	336 to 347 points	C-	280 to 295 points	F	239 or fewer points

- There is no set number of As or Bs for the course (i.e., if everyone in the class earns an A, they will get it). I do not grade on a curve nor do I bump up grades to the next letter even if the total is just one point away.
- Readings Quizzes consist of five multiple-choice items worth two points each. Exams consist of multiple types of questions (e.g., multiple-choice, short answer, and essay). Quizzes are based on Key Concepts. Exams will be structured mostly around Key Topics (exception: Key Concepts for M/C).
- Exams are the primary means for assessing understanding of course material. You will not receive higher than a D+ for the course without a passing average (60 percent of available points) on the exams.
- Evaluation items for projects along with detailed instructions can be found on the Projects web page.

COURSE POLICIES:

Please be mindful of the following:

- Attendance is a critical component of the course. All absences (excused or unexcused) are counted. Each absence above TWO results in a 10-point reduction in the final total. Late arrivals and early departures, regardless how late or early, are treated as half absences. Perfect attendance (no full or partial absences, excused or unexcused) for the semester will earn 10 bonus points as long as behavior in class is professional. Quiz scores are pro-rated based on how long you attend the session in which it is given (e.g., if you leave halfway through, you get half your score). Missed quizzes cannot be made up, but an accommodation will be offered for excused absences (defined as authorized University activity or service or training for military reserves). When you are absent, it is your responsibility to determine what you missed by contacting a classmate.
- All out-of-class assignments must be submitted as indicated on the schedule on the date/time (if no time is indicated then before class starts) they are due. Late submissions will be penalized without exception. The late penalty is 25 percent of the overall value per day (not per class meeting). If you submit something late, you must notify the instructor by e-mail.
- Electronic submission via Turnitin.com is a multi-step process. Be sure you complete all steps and receive a confirmation e-mail. This e-mail is your only protection in the event I indicate no submission was received. In such cases, you must provide the confirmation email to be allowed an opportunity to re-submit for full credit consideration. I will not accept document properties as evidence the assignment was completed on time. Send me an e-mail message (do not tell me this in class) stating that “you must have an e-mail confirmation from Turnitin.com to avoid a late penalty,” by noon on Monday, May 21 and I will give you four bonus points. Please do not tell other class members about this offer. It is a reward for carefully reading the syllabus.
- Electronic devices of any kind (including cell phones) are not to be used during class unless there is a bona fide learning-related issue. In such cases, official documentation will be required. The first violation will result in a warning. Each repeat violation will be treated as a half absence.
- The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of Robert L. Holbrook, Jr. on May 15, 2018. You may not reuse (outside the scope of this class and its requirements) any of these materials without the instructor’s written permission.

COMMUNICATION WITH STUDENTS:

Catmail is an official means of communication among students, faculty, and administrators at Ohio University and is the preferred means of communication between you and the instructor. You may receive a variety of very important e-mail messages from various offices on campus for which some timely response will be required. The official email system for students is identified by OhioID@ohio.edu and can be accessed at catmail.ohio.edu or via the MyOhio portal.

Please remember that:

- You are responsible for monitoring and managing your account regularly, even during breaks.
- You are responsible for all announcements, requests, and/or sensitive information delivered to your Ohio e-mail account, including information related to this course.
- You may electronically forward your Ohio University e-mail to another e-mail address (e.g., @aol.com, @hotmail.com), but at your own risk. The University is not responsible for the handling of forwarded e-mail. Having e-mail forwarded does not absolve you from the responsibilities associated with communication sent to your official Ohio University e-mail address.
- If you have any questions regarding your OU e-mail account, you should contact the Service Desk (740-593-1222). You should report any problems related to e-mail to the Help Desk as well.

UNIVERSITY POLICIES ON ACADEMIC BEHAVIOR:

Academic Dishonesty: (Student Code of Conduct, Academic Misconduct) – Cheating in any form (including plagiarism, intentional or unintentional) is a serious breach of academic conduct; punishment for offenses range from a grade of zero on the assignment to referral to University Judiciaries and/or expulsion from the university.

Plagiarism Policy: Plagiarism is using someone else’s words or ideas as if they are your own. Plagiarism or other forms of cheating will not be tolerated – and will result in a grade of zero for an assignment or failure of the course, at the discretion of the instructor. Give proper credit (with a citation and full reference) when using someone else’s work. In this course, you do not have to provide a citation/reference for material quoted from the textbook as long as you make it clear that you are quoting (i.e., by putting a textbook definition in quotes or by explicitly saying “the text says”).

Academic and Classroom Misconduct: Academic integrity and honesty are basic values of Ohio University. Students are expected to follow standards of academic integrity and honesty. Academic misconduct is a violation of the Ohio University Student Code of Conduct subject to a maximum sanction of disciplinary suspension or expulsion as well as a grade penalty in the course.

Code of Conduct Violations: In addition to the sanctions listed above, the instructor may ask an offending student to leave the classroom if the behavior disrupts the learning process or represents a deliberate refusal to comply with course policies (note: this includes repeated use of electronic devices). The Office of Community Standards and University Judiciaries have the right to impose additional sanctions. Students may appeal academic sanctions through the grade appeal process.

ADA STATEMENT:

Any student who suspects s/he may need an accommodation based on the impact of a disability should contact the class instructor privately to discuss the student’s specific needs and provide written documentation from the Office of Student Accessibility Services. If the student is not yet registered as a student with a disability, s/he should contact the Office of Student Accessibility Services. Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives. Accommodations cannot be made retroactively.

UNIVERSITY POLICIES:

Students should review at least the following policies in the current student handbook that are relevant to syllabus requirements: Attendance Regulations, Student Grievances, Americans with Disabilities Act, Honor System, Drop-Add Procedures, Student Inspection in Tests and Examinations, Student Conduct Code, and Withdrawal from the University.

CAVEAT:

This syllabus is not a contract. It is intended to be flexible in order to facilitate class learning. As such, the syllabus may be changed, revised, and/or modified any time deemed necessary at the instructor's sole discretion.

CLASS CALENDAR:

<u>Date</u>	<u>Topic</u>	<u>Text Reading(s)</u>
May 15	Introductions & Expectations	None
May 17	Introduction to Management	Module 1
May 22	History of Management	Module 3
	Self-Management	None
May 24	Personality, Attitudes, Work Behavior	Module 2
May 29	Decision Making	Module 9
May 31	Motivating Employees	Module 11
June 5	Mid-Term Exam	Modules 1-3, 9, 11
June 7	Social Networks	Module 7
June 12	Movie Day (TBD) <i>Deliverable: Self-Analysis / Feedback</i>	None
June 14	Strategizing	Module 4 (quiz)
	Goals and Objectives	Module 5
June 19	Organizational Structure and Change	Module 6
June 21	The Essentials of Control	Module 12
June 26	Leading People and Organizations <i>Deliverable: Professional Development Report</i>	Module 8
June 28	FINAL EXAM	Modules 4-8, 12

Projects are indicated as deliverables on the date/time they are due; submission via Turnitin.com