



SYLLABUS: Spring, 2016

INSTRUCTOR: Jan Super, PhD

Office Hours: MW: Noon — 2:45 p.m.

Th: 1:30 — 5:30 p.m. & by appointment

Office Location: 413E Business Building

Phone Number: 270-809-3009

Email Address: jsuper@murraystate.edu (Preferred)

DEPARTMENT: Management, Marketing and Business Administration

COURSE PREFIX: MGT COURSE NUMBER: 350 (Sections – 01) CREDIT HOURS: 3

CLASSROOM LOCATION AND MEETING TIMES: Business Building, Room BB303; MWF 10:30 – 11:20 a.m.

- I. **TITLE:** Fundamentals of Management
- II. **COURSE DESCRIPTION AND PREREQUISITE(S):** The fundamental concepts, relationships, and principles of managing organized activities are studied. Special emphasis is given to human behavior in organized systems, with attention to the diverse workforce, interpersonal relations, group processes, and the philosophy for managing human resources effectively.
- Prerequisite(s):** Conditional or full admission to upper-level business courses or junior standing.
Purpose of the Course: The purpose of MGT350 (Fundamentals of Management) is to introduce students to the art and science of management through the discussion of the managerial functions of planning, organizing, leading and controlling.
- III. **COURSE LEARNING OBJECTIVES: After completing the MGT350 Fundamentals of Management class, the student will:**
1. Understand that the process of management involves the four functions of planning, organizing, motivating, and controlling.
 2. Know the steps in managerial decision making.
 3. Have an understanding of how the task (immediate) environment and the general environment can affect business.
 4. Recognize the importance of international management as we increasingly operate in a global economy.
 5. Be able to recognize the ethical implications of managerial decisions and realize the social responsibility of business enterprises.
 6. Appreciate the benefits and the challenges of a culturally diverse workforce.
- IV. **CLASS SCHEDULE AND CONTENT OUTLINE:** See attached schedule – please note that this schedule is tentative. The instructor reserves the right to change the schedule.
- V. **INSTRUCTIONAL ACTIVITIES:** Assigned readings, lecture, class discussion, group activities, and writing exercises
- VI. **FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:** N/A
- VII. **Required Text (ISBN: 978-0-07-771837-4):**
Jones, G. R., & George, J. M. (2016). *Contemporary management*. (9 ed.). New York: McGraw-Hill Irwin.
- VIII. **Website:** MSU Canvas

IX. ASSURANCE OF LEARNING GOALS: *Bachelor of Arts in Business (BAB) and Bachelor of Science in Business (BSB) programs:* Graduates of the Bachelor of Arts in Business (BAB) and Bachelor of Science in Business (BSB) programs shall be able to:

Goal 1: Fundamental Knowledge

- Demonstrate a fundamental knowledge of the core business disciplines.

Goal 2: Problem-Solving and Decision-making

- Demonstrate effective problem solving and decision making skills in business situations.

Goal 3: Information Technology

- Apply information technology tools appropriately in the analysis of business problems.

Goal 4: Ethical Issues

- Perform a structured analysis of ethical issues in business.

Goal 5: Global and Multicultural Dimensions

- Demonstrate knowledge of the global and multicultural dimensions of the modern business environment.

Goal 6: Oral and Written Communication

- Communicate effectively in oral and written formats.

Goal 7: Foreign Language [BAB Students Only]:

- *Understand, speak, read, and write a second language at the intermediate level.*

AACSB's 25% Rule: This Course Counts toward Undergraduate Business Hours:

Business majors/areas include: Accounting, Business Administration, Computer Information Systems, Finance, International Business, Logistics and Supply Chain Management, Management, and Marketing. All other majors/areas are considered non-business.

Non-business majors are not permitted to complete more than 30 hours of business courses from the prefixes ACC, BUS, CIS, FIN, LSC, MGT, MKT, and RES and the course LST 240 without completing the Business Core Requirements. Courses with the following former Murray State business prefixes are considered business hours for purposes of this rule: BOA, BPA, BUA, CQM, and GBU.

If you plan to complete more than 30 hours, you must contact the Center for Undergraduate Business Advising in the Bauernfeind College of Business for special permission.

X. EVALUATION AND GRADING PROCEDURES:

Students will have the opportunity to earn points in four main areas over the course of the semester. Those four areas and a brief description are:

- a. In-Semester Exams** – There will be four exams during the semester. Each exam will be worth 100 points and will generally focus on the core content areas of the course. Material covered on the exams will largely come from textbook readings and class lectures, but could also come from class discussions, other assigned readings, or classroom activities.

1a. Optional Final Exam: There will be an optional comprehensive final exam given at the end of the semester. The final exam is NOT a replacement grade for any of the in-semester exams. If you choose to take the final exam, you will have the opportunity to increase your final semester grade by one (only one) letter. To increase your grade by one letter, you must score at least one letter grade higher on the final exam than the letter grade you have earned at that point. *To illustrate: at the end of the semester, you have earned a letter grade of "C" for the course, and you choose to take the final exam. If you score a "B" or an "A" on the final exam, your semester grade will be recorded as a "B".*

- b. Chapter quizzes** — Eight chapter quizzes will be assigned, with each worth 20 points. These true/false and multiple-choice quizzes will be taken online and will cover material found in the textbook. These quizzes will be timed and open-book. Chapter quizzes will be accessed via the course website and will be available and due as indicated in lecture. The two lowest quiz scores will be dropped from the semester grade. **Chapter quizzes must be completed as assigned. No make-ups will be given for Chapter quizzes for any reason.**

- c. **Application/Self-Assessments** – There will be three “Application/Self-Assessments” during the semester. These will typically be in the form of an essay or other activity related to a portion of the course. These assessments will be worth 40 points each and will require each student to “apply” the knowledge gained from assessments, in-class discussion and instructor “lecture.”
- d. **In-class Activities** – There will be regular in-class activities. Students must be present to earn points for these activities. Points will be assigned based on completion of in-class exercises. **There are no make-ups for in-class activity points.**

Grades:

Grading Scale:

Exams (4 x 100 pts.)	400		A	90% - 100%
Chapter Quizzes (6 x 20 pts.)	120		B	80% - 89%
Individual-Self-Assessment (3x40 pts)	120		C	70% - 79%
In-class Activities	60		D	60% - 69%
Total Points Possible	700		E	<60%

XI. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*. As such, regular attendance and active participation are expected. Five or more unexcused absences will result in a reduction of in-class activities/participation points.

Acceptance of Late Work:

1. Make-ups are a privilege, not a right.
 - ii. As a general rule, completed course work is due on the date posted for the assignment. If you see that you are going to miss an exam or due-date assignment because of illness or university trip, it is your responsibility to notify your instructor personally prior to the scheduled exam or due date.
 - iii. Technology failure is NOT an excuse for the submission of late work. Computers and the Internet are mechanical tools and mechanical tools fail from time to time. You should allow yourself ample time to adjust for this sort of situation. However, there are sometimes situations when late work can be accepted.
2. Acceptance of late work will be reviewed by the instructor on a case-by-case basis. Should late work be accepted, there will be a 10% deduction in the grade for each day the work is late. After five days (including weekend or holiday days) the work will no longer be accepted.
3. **There will be no make-ups for the on-line quizzes or in-class activities for any reason.**

XII. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

Appeals and Grievance Procedure:

College of Business Link:

http://www.murraystate.edu/Libraries/COB_Documents/Appeals_and_Grivance_Procedure.pdf

MSU Link: <http://www.murraystate.edu/Academics/RegistrarsOffice/AcademicAppeal/> or <http://support.murraystate.edu/default.asp?id=819&Lang=1&SID=>

XIII. MSU Strategic Plan:

<http://murraystate.edu/strategic-initiatives-plan/>

XIV. NON-DISCRIMINATION POLICY STATEMENT:

Policy Statement:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In addition, Murray State University does not discriminate on the basis of sex in its educational programs and activities and is required by Title IX and 34 CFR part 106 not to discriminate in such a manner. The prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics and housing.

For more information, contact the Title IX Coordinator and Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice) (270) 809-3361 (TDD).

Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889 (TDD).

If you are an SSS or SSLD student, please contact me as soon as possible.

- XV. REMINDERS:** Please remember to be courteous and professional during class times. This includes refraining from side conversations and leaving class early or arriving late. ***No cell phones, texting, surfing the web, etc.***

**MGT 350 – Fundamentals of Management
Spring 2016 Tentative Schedule***

Week 1: January 20 January 22	Introductions; Course Overview; Syllabus Chapter 1—Managers and Managing
Week 2: January 25 January 27 January 29	Chapter 1—Managers and Managing Chapter 2—The Evolution of Management Thought Chapter 2—The Evolution of Management Thought
Week 3: February 1 February 3 February 5	Chapter 3—Values, Attitudes, Emotions, and Culture: The Manager as a Person Chapter 3—Values, Attitudes, Emotions, and Culture: The Manager as a Person Chapter 3—Values, Attitudes, Emotions, and Culture: The Manager as a Person; <i>Quiz 1 due</i>
Week 4: February 8 February 10 February 12	Chapter 4—Ethics and Social Responsibility Chapter 4—Ethics and Social Responsibility Chapter 5— Managing Diverse Employees in a Multicultural Environment; <i>Self-Assessment 1 due</i>
Week 5: February 15 February 17 February 19	Chapter 5— Managing Diverse Employees in a Multicultural Environment; <i>Quiz 2 due</i> Review for Exam Exam #1—Chapters 2—5
Week 6: February 22 February 24 February 26	Chapter 6—Managing in the Global Environment Chapter 6—Managing in the Global Environment Chapter 7—Decision Making, Learning, Creativity, and Entrepreneurship
Week 7: February 29 March 2 March 4	Chapter 7—Decision Making, Learning, Creativity, and Entrepreneurship Chapter 8— Manager as a Planner and Strategist; <i>Quiz 3 due</i> Chapter 8— Manager as a Planner and Strategist
Week 8: March 7 March 9 March 11	Chapter 8— Manager as a Planner and Strategist Chapter 9—Value Chain Management: Functional Strategies for Competitive Advantage Chapter 9—Value Chain Management; <i>Quiz 4 due;</i>
Week 9: March 14 March 16 March 18	Review for exam; <i>Self-Assessment 2 due</i> Exam #2—Chapters 6—9 Chapter 10— Managing Organizational Structure and Culture
Week 10: March 21-25	Spring Break (Class will not meet)
Week 11: March 28 March 30 April 1	Chapter 10— Managing Organizational Structure and Culture Chapter 10— Managing Organizational Structure and Culture Chapter 11— Organizational Control and Change; <i>Quiz 5 due</i>

Week 12: April 4 April 6 April 8	Chapter 13—Motivation and Performance Chapter 13—Motivation and Performance Chapter 12— Human Resource Management
Week 13: April 11 April 13 April 15	Chapter 12— Human Resource Management; <i>Quiz 6 due</i> Exam #3—Chapters 10—13 Chapter 14—Leadership
Week 14: April 18 April 20 April 22	Chapter 14—Leadership Chapter 15—Effective Groups and Teams Chapter 15—Effective Groups and Teams; <i>Quiz 7 due & Self-Assessment 3 due</i>
Week 15: April 25 April 27 April 29	Chapter 16—Effective Communication Chapter 17—Conflict Politics and Negotiation Chapter 17—Conflict Politics and Negotiation
Week 16: May 2 May 4 May 6	Chapter 18—Using IT to Increase Performance; <i>Quiz 8 due</i> Exam #4 Chapters 14—18 Stop Day - Review session for optional comprehensive final
Finals Week	Optional Comprehensive Final MWF 10:30 - Thursday, 5/12 at 10:30 am ** Please refer to the Registrar's website for the final exam schedule

- Note: The assignments are subject to change, at the discretion of the instructor, in order to enhance the learning environment. Any changes will be announced in class and posted on Canvas well ahead of the due date.