

POLICY STATEMENT
MGT 340 – Organizational Behavior and Management
Spring, 2007

Professor: Dr. Mary Coulter
Office: Glass 408
Office Hours: T 7:00 a.m. - 8:00 a.m.; 11:00 a.m. - 12:30 p.m.
Th 7:00 a.m. - 8:00 a.m.; 11:00 a.m. - 12:30 p.m.
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Important Web Sites: www.courses.missouristate.edu/mkc164f
www.blackboard.missouristate.edu
www.prenhall.com/Coulter

TEXTBOOK/MATERIALS

Text: Robbins/Coulter *Management*, 9th edition - **required**
Blackboard – must enroll for this course – **required**
Access to the *Wall Street Journal* – **required**

COURSE CONTENT AND STRUCTURE

This course is a study of various management theories with an emphasis on their behavioral implications. Management is discussed in terms of its application in all types of organizations in a dynamic world environment.

COURSE OBJECTIVES

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| <ol style="list-style-type: none">1. Understand how a manager affects behavior at the individual, group, and organizational levels.2. Understand importance of human resource to organization and how manager guides the organization's human resources.3. Understand the managerial functions (planning, organizing, leading, and controlling) and how a manager utilizes these to accomplish organizational objectives.4. Understand the global nature of organizations and the role of managers in the global environment. | <ol style="list-style-type: none">5. Understand the social and ethical responsibilities of managers.6. Understand the evolution of managerial theories and the role each theory has played in the development of the management discipline.7. Be exposed to diverse sizes and types of organizations and the managers who manage them.8. Be exposed to current management terminology, business news, and the Internet. |
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ASSIGNMENTS

Assignments include reading and studying *Management 9e* by Robbins and Coulter. Chapter **reading** assignments are noted in the class outline. You are responsible for reading and understanding the chapter material and are expected to read assigned material **before** the class session in which it is covered. Class lectures may not always cover this material thoroughly and completely, especially as we get beyond the introductory chapters. You are also required to have access to the *Wall Street Journal*.

There will be two types of written assignments: those completed in class and those completed outside class. Assignments completed in class will include various team and individual work. Assignments designed to be completed outside of class will be individual work. These assignments will come from the book, the publisher's Web site or from other sources. We will be doing a variety of different things—one thing I feel strongly about is providing you with different, challenging, and fun assignments that enhance your learning experiences in this course.

All assigned work done outside class is due on the date assigned at the **beginning** of the class period. Assigned work done in class will be due during that class period. If you are absent on a day that we complete an assignment **in** class, that work canNOT be made up if you have not contacted me **prior** to the beginning of the class. However, if you know you are going to be absent on a particular day, contact me prior to class and if we are going to be doing an in-class assignment that day, I will give you an alternate assignment that must be completed and brought to class the next class session. If it is not completed by

the next class session, you will not get credit for that assignment. If there was an **outside** assignment due (such as a Current Topics Analysis) and you have contacted me prior to class, you can turn that assignment in at the next class session, but you will automatically lose 50% of the possible points. **Please note:** If you do not contact me prior to class on the day that you are absent, you canNOT make up any assignments done in class that day or get any credit for any assignments due to be turned in that day.

GRADING

Grades are based on points earned for tests, assigned work, quizzes, and class contributions. The following point distribution is in effect:

518 - 575	(A)
460 - 517	(B)
403 - 459	(C)
345 - 402	(D)
Below 345	(F)

4 exams @ 100 pts.	=	400 pts.
Current Topics Analysis (4 x 10 pts.)	=	40 pts.
Manager's Portfolio (5 "things" x 10 pts.)	=	50 pts.
Miscellaneous Assignments (quizzes, out-of-class assignments, in-class exercises)	=	<u>85 pts.</u>
		575 pts. total

Questions about grades received on returned assignments should be raised at the time the assignment is returned, not at the end of the semester.

EXPLANATION OF WORK REQUIRED

Tests: There will be four non-cumulative tests over the material covered. One of these four tests is the final exam which is not comprehensive. Text material, class notes, and any other material provided by the instructor will be fair game for inclusion on the tests. No make-up exams will be given. If you miss an exam, you will make up that exam after taking your final exam.

Current Topics Analysis: This assignment is my attempt to immerse you in the current business news by having you read and analyze stories about management from the *Wall Street Journal*. You will do four of these throughout the semester. Information regarding the format for these assignments can be found on my Web site. Due dates will vary depending on the stories written in the *Journal*. (I know this creates uncertainty, but managers often have to deal with such uncertainties — it's what life in organizations is all about!)

Manager's Portfolio: This assignment is designed to help you build a portfolio of personal assessments and analysis of management skills. It will include a combination of Self-Assessment Exercises (found on the publisher's Web site) and completion of Management Skills Modules (found in Skill-Building Modules at end of textbook and on publisher's Web site). Information on format and due dates for this Manager's Portfolio can be found on my Web site. The due dates are also noted on the Class Assignment Schedule found at the end of this document.

Miscellaneous Assignments: These include graded work such as quizzes, out-of-class assignments and in-class exercises.

IMPORTANT NOTE ABOUT GRADES

The graded assignments (in and out of class) and any quizzes can have a big impact on your grade. Even as few as two (2) missed assignments can make a significant difference in your final grade! Trust me on this one!

Several grading opportunities are provided, so no extra credit work will be given. First of all, allowing certain people an opportunity to earn extra credit isn't fair to others in the class. And, additionally, if your class performance is suffering already, why would you think you're going to do any better on extra credit work? **BOTTOM LINE:** Do your assigned work...do it well...turn it in on time, and you won't have to worry about extra credit!

ESSENTIAL REQUIREMENTS TO DO WELL IN THIS COURSE

1. Regular attendance and participation for all class sessions. Class attendance is essential and expected. All class meetings will be held unless it is announced specifically there will be none. Everyone (including me) should come to class ON

TIME, prepared, and willing to participate in open discussion. Arriving late disrupts the class. I will use a seating chart to take attendance at the beginning of class and if you are not in class at that time, you will be marked absent. It is your responsibility to notify me after class if you have arrived late. Otherwise, you will be marked absent. If you fail to notify me after that specific class that you have arrived late, the recorded absence will remain – no later negotiations will take place, especially at the end of the semester, concerning recorded absences. After 5 absences (essentially 2 ½ weeks of class), the appropriate University authority may be notified. The number of absences may influence borderline grades.

To encourage your attendance and being on time to class by using positive motivation (which is a topic we'll discuss this semester), and recognizing that sometimes circumstances beyond your control cause you to run late, you will receive a bonus 5 points at the end of the semester if you have been there every day and have been late less than 3 times. Translated – Come to class every day and be late no more than 2 times. Otherwise, you will not get the 5 bonus points.

2. Thorough advance preparation of the material to be discussed for the day. There will be a great deal of material presented in this class. Management is an all-encompassing subject and because this class is a “survey” class, we cover a lot of topics very quickly. Keep up with your reading and come to class so you don't miss out on in-class assignments. Don't get behind! Manage your time well!

3. Participate in the class by asking questions and answering questions during lecture and in-class exercises/assignments. Please be aware that it will be difficult to follow the discussion or participate if you have not read the material. I will come to class assuming you have read the material and have a basic understanding of the concepts, theories, and techniques. During class, I'll be reinforcing key points, clearing up questions concerning the basics, and introducing other aspects of the material.

4. Avail yourself of all the available materials to help you as you study. There is a lot of information included on my publisher's Web site, from chapter outlines to a list of key terms to sample questions. I would recommend that you use this material to help as you study and prepare for exams.

CLASSROOM CONDUCT

Respect and common courtesy require that individuals not distract others around them with idle talk or disruptive behavior. If this occurs, the person will be asked to refrain from the behavior immediately or to leave the classroom.

Rude behavior will not be tolerated. Examples of “rude behavior” could include the following:

- Talking to your neighbor during class.
- Reading newspapers/magazines during class.
- Sleeping during class.
- Frequent/excessive late arrivals.
- Leaving during class, then returning during the same class period (unless it is a true emergency).
- Speaking disrespectfully to the professor or to another student during class.
- Playing with cards during class.
- Leaving cell phones/pagers on during class.
- Playing electronic games during class.

COURSE/UNIVERSITY POLICIES

Disability Accommodation

To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/lcdc>.

Statement of Nondiscrimination

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Academic Dishonesty

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/22102.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Use of Cell Phones in Class

As a member of the learning community, each student has a responsibility to other students and the professor who also are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Provost's Office prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and CANNOT be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Sanctions for violation of this policy are determined by the instructor and may include dismissal from class. See Class Disruption (www.missouristate.edu/recreg/classdis.html). In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions are described in the document, *Student Academic Integrity Policies and Procedures*, which can be found at www.missouristate.edu/provost/22102.htm.

Final Drop Date

The final drop date for the Spring 2007 semester is May 4. The grade of N (withdraw passing) may not be awarded after this date. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated. To drop a class anytime after the first week, you must turn in a drop slip at an authorized registration center.

CLASS OUTLINE
12:30 p.m. Class
T, Th Section

DATE	TOPIC	ASSIGNMENT
January 16	Introduction to Class. Go over syllabus.	
January 18	Introduction to Management and Organizations	Chapter 1
January 23	Finish Chapter 1; Management Yesterday and Today	Chapter 2
January 25	Organizational Culture and Environment	Chapter 3
January 30	Chapter 3 continued	
February 1	Managing in a Global Environment	Chapter 4
February 6	Social Responsibility and Managerial Ethics	Chapter 5
February 8	Chapter 5 continued	
February 13	TEST #1 - Chapters 1-5	
February 15	Organizational Structure & Design	Chapter 10
February 20	Finish Chapter 10; Human Resource Management	Chapter 12
February 22	Chapter 12 continued	
February 27	Finish Chapter 12; Managing Change and Innovation	Chapter 13
March 1	Chapter 13 continued	
March 6	Finish Chapter 13; Foundations of Behavior	Chapter 14
March 8	Chapter 14 continued	Chapter 14
March 13	Chapter 14 continued	Chapter 14
March 15	TEST #2 – Chapters 10, 12-14	
March 20	SPRING BREAK	
March 22	SPRING BREAK	
March 27	Understanding Groups and Teams	Chapter 15
March 29	Chapter 15 continued	
April 3	Finish Chapter 15; Motivating Employees	Chapter 16
April 5	SPRING HOLIDAY	
April 10	Chapter 16 continued	
April 12	Chapter 16 continued Manager's Portfolio Due	
April 17	Leadership	Chapter 17
April 19	Chapter 17 continued	

April 24	Chapter 17 continued	
April 26	TEST #3 – Chapters 15-17	
May 1	Decision Making	Chapter 6
May 3	Foundations of Planning	Chapter 7
May 8	Strategic Management	Chapter 8
May 10	Foundations of Control	Chapter 18

NOTE: If changes need to be made to this schedule, I will announce these in class.

FINAL EXAM FOR THIS CLASS

12:30 p.m. Class

Tuesday, May 15, 2007

11:00 a.m. to 1:00 p.m.