

Fall 2006 Section 9 T & R 3:30pm to 4:45pm GLA350

Professor: Dr. Patricia Feltes
Office: GLA403 Phone: 836-6342 Email: PEF760f@smsu.edu

Office Hours: T & R 12:30 pm to 3:00 pm
And by appointment

Text: "Management" 8th edition by Stephen Robbins and Mary Coulter
Articles/cases will be on Blackboard

Grading:

	points	%
Exam #1	90	22.5%
Exam #2	90	22.5%
Exam #3	90	22.5%
Exam #4	90	22.5%
Final comprehensive exam/optional (90)		(22.5%)
Participation	40	10%
Totals	<u>400</u>	<u>100%</u>

Tests will include four exams of equal weight. A comprehensive but optional final will also be offered. The tests will be multiple choice with 90 questions (1 point per question). The final is optional. If you have missed an exam the final can be used to replace one missed exam. Or if no test has been missed, the final, at the option of the student, can be taken to replace one of the prior test grades. The exams will include material from the text, lectures, case discussions, class exercises etc. See tentative schedule for specific chapters covered for each exam.

Participation: Thinking, questioning, and analyzing are essential activities in this course. In order to benefit from the course material, each person in the class must participate. Each student in the class is expected to be able to intelligently discuss assignments ie. readings, cases for discussion etc etc. as well as take part in any class exercises. It should be remembered that if you aren't in class you can't participate. Each missed class is worth 2 of the 40 points available.

Additional cases and articles will be assigned for discussion purposes. Extra credit papers etc. will NOT be assigned or accepted.

NO MAKEUP EXAMS WILL BE GIVEN. If a test is missed, the final exam can be taken to replace the missed test points.

Academic Dishonesty: Do not embarrass yourself and me by cheating. Academic dishonesty can result in an “F” in the course and the full enforcement of other penalties as sanctioned by the University policy on Academic Dishonesty. See the Student Academic Integrity Policies and Procedures Manual. Penalties can include a grade of XF (failing because of academic dishonesty). You are always allowed to study together outside of class and to discuss class material. Plagiarism and dishonest test taking are another matter however.

Disability/EEO: If you feel a need to be accommodated for any type of disability, please see me as early as possible in the semester. Officially: “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](http://www.Missouristate.edu/disability). “

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.

The use of cell phones, pagers, or similar communication devices during class is prohibited. All such devices must be turned off or put in a silent mode. If it is an emergency situation discuss the need for the cell phone etc. with the instructor prior to the class.

Grade Ranges

A = 90% and up

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = below 60%

Please understand that you are responsible to get any handouts, announcements, or notes that you may have missed by being absent. In addition, it is expected that you will keep track of those absences.

Students are expected to come to class on time and stay for the entire class.

TENTATIVE SCHEDULE

EVERYONE IS EXPECTED TO READ THE CASE, ARTICLE OR CHAPTER FOR THE DAY AND BE READY TO PARTICIPATE!!!!!!!

Aug.	22	Introduction to course/ receive syllabus
	24	Chapter 1
	29	Chapters 2
	31	Chapter 3
Sept.	5	Chapter 4.
	7	Speaker or article
	12	Chapter 5
	14	Kildeer - Blackboard
	19	EXAM #1 chaps. 1-5
	21	Chapter 6
	26	Speaker or Articles/case
	28	Chapter 7
Oct.	3	Chapter 8
	5	Chapter 9
	10	EXAM #2 chaps 6 - 9
	12	Chapter 10
	17	Chapter 11
	19	Fall Break - No classes
	24	Chapter 12
	26	Chapter 13
	31	Article/case
Nov..	2	Chapter 14
	7	Speaker or articles/cases
	9	EXAM #3 chaps 10 - 14
	14	Chapter 15
	16	Chapter 16
	21 & 23	Happy Thanksgiving!
	28	Chapter 17
	30	Chapter 18
Dec.	5	Chapter 19
	7	EXAM #4 chaps. 15 - 19

Finals week Section 6 Tuesday Dec. 12 3:30pm to 5:30 pm GLA350

APPLICATION OF MGT PRINCIPLES
Information, Control, Decision-Making
(ie. Keeping track of grades)

	possible points	actual
Exam #1	90	
Exam #2	90	
Exam #3	90	
Exam #4	90	
Optional Final Exam	(90)	
Participation	40	
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Total	400	