

POLICY STATEMENT
MGT 340 Sec. 313
Fall 2006

Instructor:	David Hall	Classroom:	Glass 438
Office:	Glass 413	Class Night:	Thursdays
Office Hours:	Th 5:15 - 6:15 or by appointment	Class Hours:	6:30 - 9:20pm
E-mail Address:	dhall@missouristate.edu	Home Phone:	753-5140 (before 9 pm)
FD Office:	864-1527	Emergency Cell:	839-2091
Web Address:	www.mgt.missouristate.edu/Faculty.htm		
Course Web Address:	Blackboard.missouristate.edu		

TEXTBOOK/MATERIALS:

1. Textbook: Management, 8th edition, Robbins and Coulter – **required**
2. Access to *Wall Street Journal* – **required**

COURSE DESCRIPTION: 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.

GOALS:

1. Understand how a manager affects behavior at the individual, group and organizational levels.
2. Understand the importance of human resources to the organization and how a manager guides the organization's human resources.
3. Understand the managerial functions (planning, organizing, controlling, and leading) and how a manager utilizes these to accomplish organizational objectives.
4. Understand the technological, global, ethical and environmental forces as they interact to influence organizations.
5. Understand the evolution of managerial theories and the role each theory has played in the development of the management discipline.

ATTENDANCE: Rather than taking attendance, each night that there is not an exam, a quiz may be given to encourage attendance. The quiz cannot be made up after it has been given in class. Class will begin at 6:30 promptly. If the quiz is given at the beginning of class, those that arrive after it has been passed out will not be allowed to take the quiz.

READING ASSIGNMENTS: Chapter reading assignments are noted in the class outline. It is imperative that you read and study the book. Class lectures will cover the most difficult topics to aid in learning, however the lectures will not cover ALL of the material that the student is expected to learn.

EXAMS: There will be three exams over the material covered. One of these exams is the final. Each will be comprised of multiple choice (80%) and short answer (20%). One bonus essay question will be on each exam. The bonus questions will be comprehensive and cover material identified as "key" information. All other test questions will be non-comprehensive. Text material, class notes and discussion, and any other material provided by the instructor are fair game. Permission to take a make-up exam will be at the instructor's discretion and will typically be given at the end of the semester in an essay format. If permission is granted for a make-up exam, it is the student's responsibility to see that it is made up.

INTERVIEW/REPORT: The purpose of the project is to allow the student to apply the material learned in class to a realistic situation. This will be accomplished by each student interviewing a practicing manager using the assigned questions. During the course of the semester, the student will then be asked to apply information learned to the interview results in the form of a report.

QUIZZES/ACTIVITIES: Over the course of the semester, quizzes will be randomly given and additional assignments will be used. The purpose of the quizzes is to ensure students are properly prepared for class and to encourage prompt attendance. The quizzes may be given at the beginning of class, prior to lecture. Any student not seated when it is distributed, will not be allowed to take the quiz. Activities cannot be made up since participation is required for full learning to take place.

GRADING: Grades are based on points earned.

Points Possible	Grading Scale
3 exams @ 100 points= 300 pts.	450 - 500 (A)
Interview/Report = 100 pts.	400 - 449 (B)
Quizzes/Activities = <u>100 pts.</u>	350 - 399 (C)
500 pts.	300 - 349 (D)
	Below 300 (F)

MISCELLANEOUS:

1. It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Registration Center at 836-4335.
2. 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/3935.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.
3. 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/ldc>.
4. 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.
5. Assignments are due at the beginning of class. Assignments may be turned in up to one (1) week late and will be penalized one (1) letter grade.
6. I believe in giving students a voice in the format of the class. The structure listed in this policy statement may be modified upon request of the class and agreement of the instructor.
7. Due to the nature of my full time employment, there is a slight possibility of class being cancelled at the last minute with the exceptions of the exams.