

**POLICY STATEMENT  
MGT 340 ORGANIZATIONAL BEHAVIOR AND MANAGEMENT  
LOPEZ, SPRING 2007**

<b>Instructor:</b>	Joyce Lopez
<b>Office:</b>	Glass 215
<b>Office Hours:</b>	M/W/F 11:00 to 1:30
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<b>TEXTBOOK/MATERIALS:</b>	
1.	Textbook: <u>Management</u> , 8/e, Robbins and Coulter - <b>required</b>
2.	Access to Internet - <b>required</b>
3.	Access to <i>Wall Street Journal</i> - <b>required</b>

**COURSE PURPOSE/CATALOG DESCRIPTION:** Prerequisites: 54 credit hours, including PSY 121 or permission. A study of individual, interpersonal, and group behavior within organizations and the behavioral implications of management processes. The interaction of human, technological, structural, global, ethical, and environmental factors are also discussed. A "C" grade or better is required in this course to take ACC 555. This course may not be taken pass/not pass.

- COURSE OBJECTIVES:** Upon completion of the course, the student should be able to:
1. Understand how a manager affects behavior at the individual, group, and organizational levels.
  2. Understand the importance of human resources to organizations and how a manager guides the organization's human resources.
  3. Understand the managerial functions (planning, organizing, leading, and evaluating), 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.
  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. Understand, through exposure, diverse sizes and types of organizations and the managers who manage them.
  8. Understand, through exposure, current management terminology, business news, and the Internet/WWW.

**ATTENDANCE POLICY:** You are expected to be regular in attendance, to arrive in class on time, and to remain in class until class has ended. Attendance will be taken at the beginning of every class session. You are responsible for obtaining class notes, assignments, announcements, and handout materials from a responsible colleague **BEFORE** the next class to allow yourself time to complete any assigned work, to read assigned material, and/or to collect any information that may be needed for class. **If you have an unauthorized or unexcused absence on the day that an unannounced quiz is given or an in-class activity is conducted, you will not be permitted to make it up. Also, attendance and participation will be deciding factors in borderline grade situations.** The University attendance policy can be found at <http://www.missouristate.edu/recreg/attendan.html>.

**ASSIGNMENTS:** Assignments include reading and studying *Management 8/e* by Robbins and Coulter. Chapter **reading** assignments are noted in the class outline. **YOU are responsible for reading and understanding the chapter material.** Class lectures may not always cover this material thoroughly and completely, especially as we get beyond the introductory chapters.

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 completed outside of class will be individual work. All assignments must be clearly and completely identified with student's name, section number, assignment description, and date of submission (not date the assignment was given or completed). Incorrectly identified work will receive point deductions. Unless otherwise indicated, all assignments should be completed on a computer.

If you know you are going to be absent, contact me.

**MAKEUP/LATE WORK POLICY:** Students who provide appropriate documentation from doctors when ill or in advance from coaches, sponsors, or others in authority for university-sponsored absences will be permitted to make arrangements for assignments and/or most other projects scheduled during the absence. **UNAUTHORIZED LATE WORK WILL NOT BE ACCEPTED FOR CREDIT.** Assignments prepared outside of class should be brought to class completed and submitted when requested.

**CLASSROOM ETIQUETTE:** You are expected to behave in a courteous, respectful manner while in class. Specifically, you should be actively engaged in classroom activities, not passively (or negatively) observing these activities. During exams/quizzes, students who are wearing baseball-style caps must either remove those caps or turn them around backward. Tinted glasses may not be worn during exams.

**COMPUTER USAGE:** You are expected to complete assigned work outside of class on a computer. Software should be compatible with the software in the University's computer labs. Using incompatible software prohibits your being able to edit work during class or to merge text with input from others during group projects. Further, using incompatible software prevents your being able to submit to me assignments electronically should the need arise.

**IMPORTANT NOTE:** The graded assignments and any quizzes in this class can affect your grade. Even as few as 2 missed assignments/quizzes can make a significant difference in your final grade.

**EXPLANATION OF WORK REQUIRED:**

*Tests:* There will be non-cumulative tests over the chapter material. One of these 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 unless prior arrangements have been made.

*Current Topics Analysis:* This assignment is my attempt to get you immersed in current business news. Information on format, topics, and due dates for these Current Topics will be made available.

*Management Project:* This project may incorporate one of two activities. We will either build a portfolio of your personal assessments and an analysis of your management skills or develop a research project. Information for this Management Project will be discussed in class.

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

**GRADING:** Total points earned throughout the semester will be associated with out-of-class assignments, in-class activities, group projects, exams and quizzes. Students will know in advance the value of assignments, activities, and exams/quizzes. Earned points on ALL work will be totaled and divided by points possible. The resulting percentage will determine the final course grade according to the following scale: A: 100 - 90; B: 89 - 80; C: 79 - 70; D: 69 - 60; F: below 60. Questions about grades received on returned assignments should be raised at the time the assignment is returned, not at the end of the semester.

**ACADEMIC INTEGRITY:** 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.

**NON-DISCRIMINATION POLICY STATEMENT:** 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, Sicheluff 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.

**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/lcd>.

**DROP PROCEDURE:** 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.

**CELL PHONE POLICY:** The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. 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.

**MGT 340  
TENTATIVE CLASS OUTLINE**

<u>DATE</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
January 17	Introduction to Class. Go over syllabus.	
January 19	Introduction to Management	Chapter 1
January 22	Chapter 1 continued	
January 24	Management Yesterday and Today	Chapter 2
January 26	<b>No class—outside activity</b>	
January 29	Organizational Culture and Environment	Chapter 3
January 31	Chapter 3 continued	
February 2	<b>TEST #1 - Chapters 1-3</b>	
February 5	Managing in a Global Environment	<b>Chapter 4, WSJ #1 Due</b>
February 7	Chapter 4 continued	
February 9	Social Responsibility and Managerial Ethics	Chapter 5
February 12	Chapter 5 continued	
February 14	<b>TEST #2 - Chapters 4-5</b>	
February 16	Decision Making	Chapter 6
February 19	<b>PRESIDENT'S DAY—NO CLASSES</b>	
February 21	Chapter 6 Continued	
February 23	Foundations of planning	<b>Chapter 7; WSJ #2 Due</b>
February 26	Chapter 7 continued	
February 28	Strategic Management	Chapter 8
March 2	Chapter 8 continued	
March 5	<b>TEST #3 - Chapters 6-8</b>	
March 7	Foundations of Control	Chapter 18
March 9	Operations and Value Chain Management	Chapter 19
March 12	Chapter 19 continued	
March 14	<b>TEST #4 - Chapters 18 and 19</b>	
March 16	Management Project Review	
<b>March 17-25</b>	<b>SPRING BREAK</b>	
March 26	Organizational Structure and Design	Chapter 10
March 28	Chapter 10 continued	
March 30	Human Resource Management	Chapter 12; <b>WSJ #3 Due</b>
April 2	Chapter 12 continued	
April 4	<b>Test #5 Chapters 10 and 12</b>	
<b>April 6</b>	<b>Spring Holiday</b>	
April 9	Managing Change and Innovation	Chapter 13
April 11	Chapter 13 continued	
April 13	Foundations of Behavior	Chapter 14
April 16	Chapter 14 continued	
April 18	<b>Test #6 Chapters 13 and 14</b>	
April 20	Understanding Groups and Teams	Chapter 15

April 23	Chapter 15, continued	Management Project Due
April 25	Motivating Employees	Chapter 16
April 27	Chapter 16 Continued	
April 30	Chapter 16 Continued	
May 2	Leadership , Last Day to Drop	Chapter 17
May 4	Chapter 17 continued	
May 7	Chapter 17 continued	
May 9	Review	

<b>FINAL EXAM PERIOD</b>		
<b>Section 4</b>	<b>Monday, May 14</b>	<b>1:15 to 3:15</b>
<b>Section 5</b>	<b>Wednesday, May 16</b>	<b>3:30 to 5:30</b>