College of Business BBA Online General Business Degree Completion
Course Syllabus for MGMT 3312

Course number: MGMT 3312
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Semester: Fall 2017
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Course Description:
This course addresses interactions of individuals and groups in work environments. Topics include decision-making, motivation, leadership, power, conflict, stress, and diversity. Other coverage includes management functions and environmental constraints affecting managerial practice and decisions.

Course Prerequisites:
- BUSI 0011

Learning Objectives:
After completing this course students should be able to:
- Understand the scope, roles and functions that are essential to management.
- Describe the historical evolution of management thought and practice.
- Discuss and apply the major concepts and theories for topics that include decision-making, motivation, leadership, organizational culture, power, conflict, stress, and diversity.
- Understand the ethical concerns and social responsibilities of organizations.
- Describe the stages, processes, and dynamics involved in team/group management.
- Understand critical internal and external environmental factors and their influences on organizations.
- Contrast the key approaches to organizational structure and relate them to important organizational considerations.

Course Requirements:
Exams: 30% (7 weekly exams)
Homework: 30%
Assignments: 20% (weekly assignments & discussion board)
Final Paper: 20%

Required Materials:

The Connect+ supplement is required and access comes packaged with the text. This is a direct link for access - http://shop.mheducation.com/mhshop/productDetails?isbn=1259657965
Websites Used:

Blackboard https://bb9.tamucc.edu/

Connect http://connect.mcgraw-hill.com/ (also linked through Blackboard)

https://connect.mheducation.com/class/a-johnson-online-bba-development-course

Course Policies:

Exams – The material is broken into seven, weekly segments which will then be followed by an exam worth 50 points. Each exam will be offered according to the schedule. Students will be given a significant time interval to schedule their own exam. No extensions will be offered for missed exams.

Electronic Device Usage – Computers or tablets are required to complete the course.

Instructor Feedback – The instructor aims to provide graded assignments in a timely manner, typically less than one week. Feedback on written assignments may be accessed by viewing the completed assignment in Blackboard after it has been graded. The Blackboard gradebook is used to track progress.

Office Hours – Please contact the instructor via email for a web conference or phone conference.

Grading
A 90-100, B 80-89, C 70-79, D 60-69, F 0-59

Academic Integrity/Plagiarism
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. TBD is the last day to drop a class with an automatic grade of “W” this term.
**Preferred methods of scholarly citations** – APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

APA Citation Information: [http://owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)

**Classroom/professional behavior**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Grade Appeals**
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

**Disabilities Accommodations**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

Schedule (any changes will be announced in Blackboard)

All deadlines are at 11:59 p.m. on the date given.

The Exceptional Manager: What You Do, How You Do It
Management Theory: Essential Background for the Successful Manager
Week 1: Chapters 1 - 2
Discussion Board – Introductions
Assignment – Fortune 500
Homework –
Exam 1

The Manager's Changing Work Environment & Ethical Responsibilities: Doing the Right Thing
Global Management: Managing Across Borders
Week 2: Chapters 3 – 4
Discussion Board – Globalization
Assignment – External Environment
Homework –
Exam 2

Planning: The Foundation of Successful Management
Strategic Management: How Exceptional Managers Realize a Grand Design
Individual & Group Decision Making: How Managers Make Things Happen
Week 3: Chapters 5 – 7
Assignment – Company Articles
Homework –
Exam 3

Organizational Culture, Structure, & Design: Building Blocks of the Organization
Human Resource Management: Getting the Right People for Managerial Success
Week 4: Chapters 8 – 9
Assignment – Current Event Paper
Homework –
Exam 4
Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager
Managing Individual Differences & Behavior: Supervising People as People
Week 5: Chapters 10 – 11
Discussion Board – Innovation
Assignment – Resume
Homework –
Exam 5

Motivating Employees: Achieving Superior Performance in the Workplace
Groups & Teams: Increasing Cooperating, Reducing Conflict
Week 6: Chapters 12 – 13
Discussion Board – Motivation
Assignment – Work on final paper
Homework –
Exam 6

Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
Control & Quality Control Improvement: Techniques for Enhancing Organizational Effectiveness
Week 7: Chapters 14 & 16
Assignment – Final Paper Due
Homework –
Exam 7