Course Syllabus for MGMT 3312

Course number: MGMT 3312.W01
Semester: Summer 2019 (10 week course)
Office: OCNR 324
Office Telephone: 361-825-6012
Email: andrew.johnson@tamucc.edu

Instructor: Andrew Johnson, PhD

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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>30% (7 exams)</td>
</tr>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Current Events Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Final Paper</td>
<td>20%</td>
</tr>
</tbody>
</table>

Required Materials:

Textbook: Management Kinicki & Williams, McGraw-Hill

Websites Used:
Blackboard: https://bb9.tamucc.edu/

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

Course Guide: http://guides.library.tamucc.edu/mgmt3312

Course Policies:

**Exams** – The material is broken into units which will then be followed by an exam. Each exam will be offered according to the schedule. Students will be given a significant time interval to take the 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 an on campus meeting, 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. Consult the university schedule for 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. **Students may lose significant points for not using APA.**

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.

**Course Overview**

The Exceptional Manager: What You Do, How You Do It  
Management Theory: Essential Background for the Successful Manager  
Unit 1: Chapters 1 – 2  
Discussion Board – Introductions  
Assignment – Fortune 500 (October 18)  
Homework – Connect  
Exam 1

The Manager's Changing Work Environment & Ethical Responsibilities: Doing the Right Thing  
Global Management: Managing Across Borders  
Unit 2: Chapters 3 – 4  
Discussion Board – Globalization  
Assignment – External Environment (October 24)  
Homework – Connect  
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  
Unit 3: Chapters 5 – 7  
Assignment – Ethics Assignment (October 30) Company Articles (October 31)  
Homework – Connect  
Exam 3

Organizational Culture, Structure, & Design: Building Blocks of the Organization  
Human Resource Management: Getting the Right People for Managerial Success  
Unit 4: Chapters 8 – 9  
Assignment – Current Event Paper (November 10)  
Homework – Connect  
Exam 4

Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager  
Managing Individual Differences & Behavior: Supervising People as People  
Unit 5: Chapters 10 – 11  
Discussion Board – Motivation  
Assignment – (none)  
Homework – Connect  
Exam 5
Motivating Employees: Achieving Superior Performance in the Workplace
Groups & Teams: Increasing Cooperating, Reducing Conflict
Unit 6: Chapters 12 – 13
Discussion Board – (none)
Assignment – (none)
Homework – Connect
Exam 6

Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
Control & Quality Control Improvement: Techniques for Enhancing Organizational Effectiveness
Unit 7: Chapters 14 & 16
Assignment – Final Paper Due (December 5)
Homework – Connect
Exam 7