Course number: MGMT 3312.001
Instructor: Dr. Steve Ferguson
Semester: Fall 2019
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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
- Junior standing or above

Learning Objectives:
After completing this course students should be able to:
- Understand the scope, roles and functions that are essential to management (BBA Goal 2, Objective 1).
- Describe the historical evolution of management thought and practice (BBA Goal 2, Objective 1).
- Discuss and apply the major concepts and theories for topics that include decision-making, motivation, leadership, organizational culture, power, conflict, stress, and diversity (BBA Goal 3, Objective 1; Goal 2, Objective 1; Goal 2, Objective 2)
- Understand the ethical concerns and social responsibilities of organizations (BBA Goal 4, Objective 1).
- Describe the stages, processes, and dynamics involved in team/group management (BBA Goal 2, Objective 1).
- Understand critical internal and external environmental factors and their influences on organizations (BBA Goal 2, Objective 1).
- Contrast the key approaches to organizational structure and relate them to important organizational considerations (BBA Goal 2, Objective 1).

Major Field Test (MFT)
This course has been identified as critical to student mastery of the content covered by the Major Field Test (MFT). The MFT is required for all students pursuing the Bachelor of Business Administration degree. Students register for the MFT in BUSI0088, Major Field Test in Business. To prepare for this test, business majors are advised to retain their class notes,
textbooks, and other relevant materials from their business core courses in the areas referenced below. Completion of all College of Business core courses except MGMT 4388 is required. BUSI 0088 is CR/NC.

As an integral part of the College of Business’ Assurance of Learning program, the Major Field Test (MFT) is a nationally-normed, standardized multiple-choice test developed by the Educational Testing Service and administered to senior-level business students at many AACSB International accredited institutions in the United States. It is designed to measure students’ academic achievement through demonstration of their basic knowledge and understanding of key concepts, theories, and analytical methods in the functional areas of business. This test covers the areas of accounting, economics, finance, international issues, legal and social environment of business, management, marketing, quantitative business analysis, and information systems.

**Course Evaluation and Grading (may vary by section):**

**Grading:**
A 900-1000, B 800-899, C 700-799, D 600-699, F 0-599

**Course Assessments:**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Blackboard Discussion Participation</td>
<td>250</td>
<td>25</td>
</tr>
<tr>
<td>Homework (Connect Assignments)</td>
<td>250</td>
<td>25</td>
</tr>
<tr>
<td>Writing Assignments (one paper on ethics and one on leadership) (75 points for each paper)</td>
<td>150</td>
<td>15</td>
</tr>
<tr>
<td>Tests (6 tests, 58.5 points for each test)</td>
<td>350</td>
<td>35</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,000</td>
<td>100</td>
</tr>
</tbody>
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**Required Materials:**


**Websites Used:**
Blackboard [https://bb9.tamu.edu/](https://bb9.tamu.edu/)

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

**Course Policies:**

*C<=Classroom/Blackboard Discussion Participation* - Communication is a primary tool for leaders and managers in organizations. As students can see from the course assessment, participation in classroom discussion is as significant in determining the final grade as are homework (Connect) assignments.

*Every class session, beginning on January 27th every student is required to prepare and bring to class a written, discussion item, suitable for class discussion, that comes from the assigned text.* For example, the item could be a discussion question, an idea, an intriguing quote, or some other idea for class discussion. The student must also prepare a
written answer/response to their discussion question.

The student prepared discussion questions/answers will be graded for each class session. In order to receive a grade of 70% or higher, a student must submit to the instructor his/her discussion question/item and answer/response on an 8 1/2“ x 11” sheet of paper BEFORE the class session begins. Discussion items submitted after the beginning of class will receive a grade of 0 for that class session.

There are 13 weeks during the semester in which student will have the opportunity to participate in classroom discussions. Students will be graded each week for their discussion participation and/or in-class exercises. Students have the opportunity to earn approximately 20 points per week. Class participation grades will reflect both the quantity and the quality of student participation and discussion item submission.

Occasionally, students will be given the opportunity to participate in Blackboard discussions. Those discussions will be graded and counted as part of a student’s weekly, classroom discussion participation.

Homework – This portion of the grade will include a number of chapter assignments. The purpose of these assignments is to enhance student comprehension of major concepts. Homework for each chapter will be available in the Connect course supplement and/or Blackboard. It is the student’s responsibility to keep track of homework and submit it on time. Although in some cases students can discuss the homework, all submitted assignments should be exclusively the work of the submitting student. Only limited exceptions (for example, University excused absences) regarding homework make-ups will be made. An extended deadline will be posted if the entire class is impacted (for example, area flooding and power outage). In most other cases no credit will be given for late work.

Writing Assignments – There are two writing assignments for this class. One assignment or paper is focused on ethics. The second assignment is focused on leadership. Each assignment is valued at 75 points. More information about these assignments will be provided during the semester.

Tests – There is no final test for this course. There are six tests that assess various chapters. Tests are valued at 58.5 points for each test. Tests may consist of a combination of true and false, multiple choice, short answer, and/or essay questions. Tests will cover assigned chapters, videos, and other materials for that testing period.

The instructor will notify students in advance whether tests will be administered through Blackboard or by Blue Book and/or Scantron. Students are required to furnish their own Blue Book and/or Scantron if necessary.

There is no provision for make-up tests. Students are strongly cautioned to notify the instructor immediately if legitimate and insurmountable obstacles prevent them from participating in a scheduled test session.
**Attendance and class work** - Attendance for all classes is expected. Any student that is absent from class for an extensive period of time, without the specific prior approval of the instructor, may be reported to the registrar as stopped attending (SA) which could have serious consequences on financial aid and/or academic standing. The last date of regular attendance will be used as the stopped attending date, regardless of homework and exam completion.

Signing in and submitting any required written assignments due during that class session demonstrate class attendance. This is a “no fault” policy, which means you can take days off for a good reason or no reason, but most non-university absences are not excused. Likewise, students will not receive class participation credit for unexcused absences. Please consult with the instructor before any lengthy planned absence or University excused absence.

Attendance will be taken during each class. On-line activities may be offered in place of all or part of a class. These activities will be posted in Blackboard. Please come to class on time and participate in all activities. Every class is important and regular attendance builds continuity in mastering the material.

**Late Assignments** - The due dates for all assignments will be strictly followed. Late assignments may or may not be accepted at the instructor’s discretion; should the instructor accept a late assignment; the instructor may reduce the grade of the assignment the equivalent of one (1) letter grade for each day the assignment is late.

**Extra Credit** – Opportunities to earn extra credit may be offered during class or by completing other specific professional activities outside of class that have been identified and posted in advance by the instructor.

**Electronic Device Usage** - Computers or tablets, capable of completing assignments and tests on Blackboard, are required to complete the course.

**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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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. April 10th is the last day to drop a class this term.

Required 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/

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.

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.