

Principles of Management & Organizational Behavior

Overview: *MGT 371 is a core course in the School of Business. The purpose of this course is to establish a strong understanding of the basic functions of Management. These basic functions include Planning, Organizing, Implementing, and Controlling. Extensive coverage will be given to many topics related to each individual function in order to provide you the knowledge and confidence to better compete as a successful manager in the dynamic business world of today. Contemporary managers are continually challenged to respond to opportunities and threats that arise in the dynamic, global business arena. Further, tomorrow's managers will be challenged to excel in everything they do. As competitive pressures continue to escalate and consumers across the globe demand increasing levels of quality, managers must strive for excellence in all facets of their organizations. The focus in this course is on meeting these challenges as they affect the functions of management and the roles and activities of the manager.*

Course Description: *An introduction to management theory and practice through the study of (1.) the basic functions of management - planning, organizing, implementing, and controlling - and (2.) individual and group behavior. Focused on preparing the student to respond effectively to a dynamic, global business environment.*

Text: *Management, Stephen P. Robbins and Mary Coulter*

Objectives: *At the conclusion of this course, you should have a working knowledge of :*

- ➔ *the four basic functions of management (Planning, Organizing, Implementing, and Controlling) and related topics*
- ➔ *the internal and external environment of an organization*
- ➔ *the impact of internationalization on managerial decision making*
- ➔ *the impact of social responsibility on managerial decision making*
- ➔ *the "soft skills" such as motivation, leadership, and communication*

Attendance Policy: *Attendance in all classes is required. There are no exceptions to this policy except in very extenuating circumstances (sickness, death in the family, etc., ...) Students who miss for school events will be excused, but must make up work. Roll will be called at the very beginning of each class. If you arrive after roll has been called, you are tardy. 3 tardies equals 1 absence. If you do arrive late, it is incumbent that you indicate to the instructor you were present for class. Attendance will impact on your final grade.*

Make-Up Exam Policy: *Make-up exams are given only with a **valid** excuse. These exams, if*

justified, will be given the **last** class meeting before the final exam. No exceptions.

Academic Honesty Policy: Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. **If you cheat in my class, I will go directly to the President and ask for your expulsion from the university.**

Appeals Policy: If a student misses more than the number of class periods specified in university policy and believes there are reasonable explanations for the absences, he/she may appeal the absences to the Dean. Students may obtain an appeals form from Dr. Eduardo, (Self 103).

Grade: Your course grade will be based on total points earned during the semester. The grade opportunities are:

→	Exam 1	100 pts.
→	Exam 2	100 pts.
→	Exam 3	100 pts.
→	Comprehensive Final	200 pts.
→	Team paper and presentation	125 pts. (presentation 75, paper 50)*

* the **actual points** you receive will be based on your group's evaluation of your performance throughout the semester and also my evaluation of your contributions

→→→→→→ Total points 625

→ Instructor reserves the right to give pop quizzes if deemed necessary; this may alter total points slightly.

Total points for the semester will be 625 points:

A = 625-562

B = 561-500

C = 499-437

D = 436-375

F = below 375

Methods of Instruction: The primary method of instruction will be the lecture method. Secondary methods of instruction will include viewing of films, guest speakers, and class

involvement and participation.

Evaluating Student Progress: *The student's progress will be based on their performance on exams, class participation, project and pop quizzes, if necessary.*

Expectations and Commitment:

*You will get as much out of this course as you desire to put into it. You must make that choice. I do not give grades. I do not curve grades. However, I have ever confidence that you **will** answer the challenge and *Be present, *Be ready to participate, *Be ready to ask and answer questions, and *THINK! Think about the topic and how it relates to your job, Think about the variables to be considered when applying the topic, and Think how you the manager would go about successfully implementing the topic under discussion.*

*Finally, please note that merely "showing up" for class is not sufficient. Unless you make a conscious effort to attend every class and actively participate in discussions, you will receive few, if any participation points. Also, all students are expected to conduct themselves in a professional manner. Unprofessional behavior such as, but not limited to, repeated disruption of class (including habitually walking in after class has started), sleeping in class, frequent side conversations with other students, or rudeness toward any person will be considered a serious violation and will affect your evaluation at semester's end. Also, very importantly, **TURN OFF** cell phones before entering the classroom. If a cell phone rings in class, the owner loses 5 points off his/her grade. Cell phones **MAY NOT** be used on tests as a calculator.*

I ask a lot of my students; however, I am committed to doing everything I can to facilitate your learning process. Do not hesitate to call or come by. This is my job, to be here for you.

Thank you.

Daily Class Schedule:

<i>CLASS #</i>	<i>TOPIC</i>	<i>INSTRUCTIONS</i>
<i>1</i>	<i>Syllabus</i>	
<i>2</i>	<i>mgmt. intro.</i>	
<i>3</i>	<i>mgmt. intro. and history</i>	<i>Team composition survey</i>
<i>4</i>	<i>culture and environment</i>	
<i>5</i>	<i>culture and environment</i>	
<i>6</i>	<i>culture and environment</i>	<i>Teams assigned</i>

7	<i>international business</i>	
8	<i>international business</i>	
9	<i>international business</i>	<i>Begin study for exam at least 1 week in advance</i>
10	<i>social responsibility</i>	
11	<i>social responsibility</i>	
12	EXAM 1 *****	
13	<i>strategic mgmt.</i>	
14	<i>strategic mgmt.</i>	
15	<i>strategic mgmt.</i>	
16	<i>strategic mgmt</i>	
17	<i>organizing and structures</i>	
18	<i>organizing and structures</i>	
19	<i>formal team meetings</i>	<i>Must turn in typed overview of work progress achieved to this point.</i>
20	<i>Change</i>	
21	<i>Change</i>	<i>Begin studying for Exam 2</i>
22	<i>Change</i>	
23	<i>team building</i>	
24	<i>team building</i>	
25	EXAM 2 *****	
26	<i>motivation</i>	
27	<i>motivation</i>	
28	<i>motivation</i>	
29	<i>leadership</i>	
30	<i>leadership</i>	
31	<i>leadership</i>	
32	<i>communication</i>	

33	<i>communication</i>	
34	<i>communication</i>	<i>Begin studying for Exam 3</i>
35	<i>control</i>	
36	<i>control</i>	
37	<i>EXAM 3 *****</i>	
38	<i>Presentations</i>	
39	<i>Presentations</i>	
40	<i>Presentations</i>	
41	<i>Presentations</i>	
42	<i>Review</i>	

******* *This schedule is tentative, subject to the discretion of the instructor.*

Principles of Management

Term Paper and Presentation

Guidelines

Teams of no more than 6 students will write a paper and make a presentation to the class on a contemporary issue consistent with the topics of this course. I suggest you consult your textbook, Internet research, or discussion with me in choosing a topic.

To complete the paper and presentation, students must work as a team. A team is a group of individuals who come together to complete a particular project or task. While your face to face team meeting may be limited due to geographics, you must still communicate. To ensure the success of the team arrangement, the team members must communicate frequently via e-mail, phones, voice mail, etc., ...



I would strongly suggest the following to improve the team's performance, and thus, your grade:

- have the team meet at least 5 - 7 times face to face*
- allocate tasks based on the team members' strengths and capabilities*
- consider the following roles being assigned, accepted and followed diligently:*

Team paper coordinator: *This team member will be responsible for ensuring the completion of the team paper. It is also this coordinator's responsibility to keep the team on track and connected. This individual's specific responsibilities include ...*

- ensuring team consensus regarding the topic*
- discussing the team's topic with the professor*
- coordinating the 3 researcher's work*

Team presentation coordinator: This team member will be responsible for the team's final presentation. This individual's specific responsibilities include ...

- assisting the team paper coordinator
- designing and constructing the presentation visuals (PowerPoint)
- designing the presentation format and assigning presentation roles
- preparing a handout for the class covering the main points of the presentation

Team Internet researcher: This team member will be responsible for completing Internet research on the team's chosen topic. This individual's specific responsibilities include ...

- communicating with the coordinators about the research and your progress
- summarizing (organized and typewritten) the info to be given to the team paper and presentation coordinators
- taking minutes of the team minutes (include day, time, length, members present) and write summaries of the meetings' activities and decisions. a typed copy of all minutes should be included with the appendices to the final paper

Team Library Researcher: This team member will be responsible for completing library research on the team's chosen topic. This individual's specific responsibilities include ...

- communicating with the coordinators about the research and your progress
- completing a library search on current and pertinent articles
- photocopying and summarizing at least 5 articles
- summarizing (organized and typewritten) the info to be given to the coordinators
- serving as the key proofreader/editor of the team paper

Team interviewer: This team member will conduct at least interviews with respective managers concerning the team's chosen topic. This individual's specific responsibilities include ...

- communicating with the coordinators about the interview and your progress
- contacting managers and requesting an interview
- drafting questions and conducting the interview. provide a typed copy of the interview questions and answers with the appendices to the final paper
- writing a follow-up thank you note to the interviewee (include a copy with the appendices to the final paper)
- summarizing the interview info (organized and typewritten) to be given to the coordinators

The team paper and presentation are worth 125 points, 50 points for the paper and 75 points for the presentation. The presentation should take 15 minutes. Copies of the evaluation sheets I will be using to grade your paper and presentation are attached.

As a team, you have the right to "vote off a member". You must bring the case to me if you

choose to do so. I will subjectively evaluate you on how strong I think your contributions are as well.

The final paper is due the same day that your team gives its' presentation. The paper should be 10 pages, not including bibliography, appendices, title page, table of contents, etc. , The paper must be typed and bound. Thank you notes, interviews and group minutes must be included in the appendices.

On your presentation day, you must be **professionally dressed** and **each** person must present some component.

Good Luck and Work Hard !!!!

➔ **TEAM PRESENTATION EVALUATION**

1. Team members:

2. Topic: _____

3. Length of presentation: _____

4. Date: _____

A. Content component (40 pts.)

* the presentation significantly expanded the understanding of the topic beyond class lecture and discussion (0 1 2 3 4 5)

* a clear theme was presented (0 1 2 3 4 5)

- * *the topic's relevance to the audience was established* (0 1 2 3 4 5)
- * *the main points were identifiable* (0 1 2 3 4 5)
- * *the main points were well supported* (0 1 2 3 4 5)
- * *examples to illustrate the main points were used* (0 1 2 3 4 5)
- * *there were transitions between the main points* (0 1 2 3 4 5)
- * *closure for the topic was provided* (0 1 2 3 4 5)

B. Communication component (35 pts.)

- * *the presentation engaged or involved the audience* (0 1 2 3 4 5)
- * *the presenters were poised and professional* (0 1 2 3 4 5)
- * *the presenters spoke clearly and audibly* (0 1 2 3 4 5)
- * *the presenters maintained eye contact* (0 1 2 3 4 5)
- * *audio visuals were appropriate and relevant* (0 1 2 3 4 5)
- * *handouts provided were appropriate and relevant* (0 1 2 3 4 5)
- * *the length of the presentation was adequate* (0 1 2 3 4 5)

→ TEAM PAPER EVALUATION

1. Team Members:

2. Title: _____

A. Content (25 pts.)

- * *demonstrates knowledge of topic/management principles* (0 1 2 3 4 5 6 7)
- * *developed valid conclusions relative to topic* (0 1 2 3 4 5 6)
- * *appropriate use of library resources*
 - *appropriate use of Internet resources*
 - *appropriate use of managerial interview*

- * discussion supports key points* (0 1 2 3 4 5 6)
- * includes citations and number of bibliographic items* (0 1 2 3)
- * includes appendices* (0 1 2 3)
- B. Organization (5 pts.)**
 - * structure is evident (intro., main points, conclusion, etc.,)* (0 1 2 3 4 5)
- C. Readability (5 pts.)**
 - * ease of readability (heading, subheadings, italics, etc.,)* (0 1 2 3 4 5)
- D. Grammar and Style (15 pts.)**
 - * sentences complete and well written* (0 1 2 3 4 5)
 - * transition smooth and logical* (0 1 2 3 4 5)
 - * correct spelling, grammar, and punctuation* (0 1 2 3 4 5)

TOTAL POINTS _____