Syllabus
MGT 295-1OL, Fundamentals of Management and Organizational Behavior
Department of Management & Organization
School of Business
Central Connecticut State University
Summer 2020

• **Class (CRN 50585):** Online

• **Course Description (CCSU Catalog):**
  - Prerequisites: ENG 110 or ENG 202 or HON 140 with a grade of C- or higher and sophomore standing.
  - Introduction to the principles of management and their application to business. Emphasis on the development of a philosophy of management and interpersonal behavior within organizations.

• **Course Objectives:**
  After completing this course, students should be able to satisfy the following objectives:
  - To think "strategically" about managing whole enterprises and to make decisions considering multiple alternatives involving multiple and sometimes conflicting goals
  - To develop skills in formulating and implementing management strategies and policies
  - To have some understanding of the history of management as a professional discipline
  - To have some understanding of the "work" of management - what are the goals and tasks?
  - To have some understanding of the organizational settings in which management occurs including structures, systems, cultures, and broad economic and social environments
  - To have some understanding of the relationships between people in organizations
  - To have some understanding of the implications for management and corporate behavior, and their responsibility to the well-being of society as a whole.

Students will be required to demonstrate the following skills:
  - Written communication skills through the completion of essay exams and/or other course projects
  - Critical thinking and adaptive thinking skills by analyzing cases and experiential exercises
  - Understand the complexities of management and organizations generally.
  - Competency in searching for information (information literacy) to complete projects. This means much more than just getting on Google ...

• **Textbook:**
  - Required
  - ISBN: 978-1-337-91768-1
  - This textbook may also be supplemented by other readings, including news articles, which will be distributed in class.

• **Office Hours:**
  - Monday to Friday: 4 – 5 pm via Microsoft Teams
  - and other times by appointment: To schedule an appointment, go to:
  - https://outlook.office365.com/owa/calendar/CentralConnecticutStateUniversity4@my.ccsu.edu/bookings/
• **Instructor Information:**
  - C. Christopher Lee, PhD, Associate Professor & MBA Program Director
  - E-mail: christopher.lee@ccsu.edu
  - Office: Vance 434
  - Office Tel: (860) 832-3288

• **Course Overview:**
  - The course is designed to start your journey of the exploration of management theory and practice. It examines the primary role of a manager and the manager's interaction within an organization. Schermerhorn (2008) states, "New values and management approaches are appearing; the nature of work and organization is changing; the age of information is not only with us, it is transforming our lives." Obviously, effective management practice from even fifteen years ago will likely not work all that well today. Our course will cover six categories of management, which are:
    1. **Management** - focuses on understanding managers and what they do
    2. **Environment** - explores the contemporary business environment in terms of competition, diversity, globalization and cross-cultural management, entrepreneurship, and management.
    3. **Planning** - addresses how managers use information, information technology, and decision making for planning and in the process or strategic management.
    4. **Organizing** - reviews traditional and new developments in organization structure and design, as well as human resources management, and sustainable innovation and change.
    5. **Leading** - presents the major models and current perspectives on leadership, individual behavior and performance, teams and teamwork, communication and interpersonal skills.
    6. **Controlling** - addresses how managers use information for controlling operations as well as employees.

  - This course is an early opportunity for all students to develop a fundamental understanding of how and why people organize to get work done, in both for-profits and non-profit organizations. This course will examine the roles, responsibilities, and skills essential to being a successful leader or manager in organizations. Students will be challenged to relate key concepts to real-life cases and examples, as well as their own experience. Given that the class is comprised of students with different backgrounds and work experiences, having all students participate is a key and expected component to enhancing everyone's learning experience.

• **Assessment Criteria (tentative):**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams &amp; Quizzes</td>
<td>500</td>
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<tr>
<td>Homework</td>
<td>200</td>
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<tr>
<td>Group Projects</td>
<td>200</td>
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<tr>
<td>Attendance &amp; Participation</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td>1000</td>
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*The assessment points are tentative and are subject to change at the instructor’s discretion. Such changes show in BlackBoard as the class proceeds.

• **Grading Scale (CCSU):**
### Course Policies:

1. **Prepare for class.** My class-time assumes that you've already read the assigned readings as scheduled.
2. **Participation:** I expect everyone to participate in class discussions, group exercises and otherwise contribute to an exchange of ideas and relevant experiences.
3. **Attendance and Presence:** I will track attendance at random times. You are responsible for your own learning, but your attendance and participation also contributes to the learning of others in the class, and if you are absent, then you are letting down our learning community. I expect everyone to give our class time full attention and participation in a sincere and respectful manner.
4. **Use the CCSU email.** The course announcements will be sent to you via the CCSU email & BlackBoard.
5. **No texting, social media, email,** etc. are allowed in class.
6. **All assignments, discussions, reports, and tests have due dates** (See our Blackboard Course.) Assignments must be turned in by the due date. Homework turned in late will not be graded unless prior permission is obtained.
7. **Please review the Blackboard Announcements & calendar for each class,** so you are not missing assignments, discussion, reports or tests dates.
8. **CCSU sanctioned travel related absences** (athletics, conference presentations, conference attendance) are approved by CCSU administrators (Provost, Dean, Department Chair, AD Director). Instructors are expected to accommodate students in these situations. However, students are expected to make arrangements with the instructor before the travel occurs. Failure to do so may result in “F” grades being assigned for the missed work.
9. **Students are expected to perform all assigned work themselves** unless otherwise noted. Any form of cheating or plagiarism will be handled in accordance with the Honor Code Procedures. Violations of the Honor Code may result in an F for the course grade.

### The Americans with Disabilities Act & Accommodations:

In compliance with CCSU policies and equal access laws, disability-related accommodations or services are available to students with documented disabilities. If you are a student with a disability and you think you may require accommodations you must register with Disability Services (DS). DS will provide you with a letter of confirmation of your verified disability and authorize recommended accommodations. This authorization must be presented to your instructor before any accommodations can be made. Students who desire such services should meet with instructors in a timely manner, preferably during the first week of class, to discuss individual
disability related needs. Any student who feels that an accommodation is needed – based on the impact of a disability – should meet with instructors privately to discuss specific needs.

- **Course Activities:**
  - Classroom Group Activities, Films, and Web Exercises
  - Other written and oral assignments—approximately 10, some during class. Assignments include experiential exercises, web assignments, discussion questions, current article abstracts, and organizational cases related to management topics. This classroom section includes several group activities during class. Written assignments to be completed outside of class are submitted at the beginning of class in hardcopy and are to be saved to an external device for submission if requested by the instructor.
  - Reading Assignments and Textbook Study: The PRRR (Preview, Read, Recite, Review—Active Reading) method of study is recommended.
  - Lectures—live during classroom section
  - Exams may include multiple choice, True/False, essay topics and cases for the application of the concepts. Examples of the types of essay and case questions will be provided before the exam.

- **Ethical Behavior**
  - Honesty is expected. Cheating is defined as representing someone else’s work as your own or using support materials not permitted during examinations or quizzes. Exams are time restrained. It is expected that all of the time allowed will be needed to thoroughly cover essay and case questions on exams.
  
  Using “copy and paste” when the assignment instructions do not ask for “copy and paste” is plagiarism. Altering just a few words still constitutes plagiarism. A function of the online course content and assignments is to check written assignments with online and library database contents. Another service “turnitin.com” is also used, when needed.

  When quoting, use quotation marks, and **completely cite** your source including the page or paragraph number. Complete citations include author, name of publication, name of article (if a periodical or journal), date of publication, and page number. If citing a web page, copy and paste the URL of the web page/s to the bottom of your assignment submission. Always show your source/s. Assignments that do not show the source/s are marked down at least one point. If you are quoting the textbook, use quotation marks and simply list the author, year, and page number. Example: (Daft, 2008, p. 23). If assignments require discussions based on the text or your own opinions based on the text and you are not quoting, then citations are not required—the textbook as the reference is obvious.

  **Computer monitors are to be turned off during class** when the class is not working together on assigned, computer work or online course materials. **Personal computer usage** is limited to before and after class. Personal computer usage during class is distracting to other students and the instructor - it is impolite. Violation of this rule may lead to dismissal from class.
• **Tentative Schedule:**

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<tr>
<th>Week</th>
<th>Part</th>
<th>Textbook (Cengage MindTap)</th>
<th>Test</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>Ch. 1 - Introduction</td>
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<td>Environment</td>
<td>Ch. 2 – Corporate Culture</td>
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<td>Ch. 3 - Globalization</td>
<td>Test 1 (Chapters 1 to 3)</td>
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<td>2</td>
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<td>Ch. 4 – Ethics &amp; Social Responsibility</td>
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<td>Planning</td>
<td>Ch. 5 – Planning &amp; Goal Setting</td>
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<td>Ch. 6 – Managerial Decision Making</td>
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<td>Test 2 (Chapters 1 to 6)</td>
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<td>3</td>
<td>Organizing</td>
<td>Ch. 7 – Organizational Structure</td>
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<td>Ch. 8 – Change &amp; Innovation</td>
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<td>Ch. 9 - HR Management</td>
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<td>Test 3 (Chapters 4 to 9)</td>
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<td>4</td>
<td>Leading</td>
<td>Ch. 10 – Understanding Individual Behavior</td>
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<td>Ch. 11 – Leadership</td>
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<td>Ch. 12 – Motivation</td>
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<td>Ch. 13 – Communication</td>
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<td>Test 4 (Chapters 7 to 13)</td>
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<td>5</td>
<td>Controlling</td>
<td>Ch. 14 – Leading Teams</td>
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<td>Ch. 15 – Managing Quality &amp; Performance</td>
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<td>Test 5 (Chapters 10 to 15)</td>
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<td>Final Exam (Chapters 1 to 15)</td>
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*Note: This schedule is subject to change at the instructor’s discretion. Such changes show in BlackBoard as the class proceeds.

• **Class Cancellation:**

- Cancellation or delay information can be obtained by calling the CCSU "Snow Phone" at (860) 832-3333, listening to radio station WTIC, 1080 AM, watching television stations WVIT (Channel 30) or WFSB (Channel 3), or by going to: [http://www.csu.edu/cancellation/](http://www.csu.edu/cancellation/).

- I intend to be in class on time, but if I am not you should wait 15 minutes before leaving ... in the rare instance of traffic delay, etc. I will make every effort to make an announcement or email with information about my arrival.