**INSTRUCTOR**

Dr. Greg Hoffeditz  
Office: Rehn 213A  
Hours: Mondays and Wednesdays 10:00 – 10:30 and 1:00 – 3:00  
Fridays: By appointment  
E-mail: ghoffeditz@business.siu.edu  
Office phone: 618-453-7895 (only M/W/F)

**LECTURE**

Mondays and Wednesdays  
Sec 001 11:00 – 11:50 pm  
Sec 002 12:00 – 12:50 pm  
Room: LAWSON 151

**QUIZZES**

Fridays (see course schedule)

**TEACHING ASSITANT Sec 1 & 2**

Luke Voegel  
E-mail: luke.voegel@siu.edu  
Office:  
Hours: By appointment

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**Course Description**

This course is designed to develop an understanding of the fundamentals of management. We will look at what managers do on a daily basis and explore some of the attributes that make them successful. As a foundational course, you will be introduced to some of the terminology and basic concepts used in the management field. We will utilize the book, case materials, group activities, other readings, and personal experiences to better understand the role of managers in our business environment.

**Prerequisites**

Check the course prerequisites with your academic advisor

**Course Objectives**

- To understand what managers do and what makes them successful in order to become better managers in business and in life.
- To introduce terminology used in the management field.
- To understand key components of global business environments.
- To become knowledgeable of ethical issues in business and their repercussions.
- To enhance and promote **critical reasoning skills** needed to cope with business issues and other dilemmas you may encounter in everyday life. (Thinking strategically is an essential skill for business practices and life in general. It is a skill that involves looking at issues from several different points of view.)
• To understand the importance and potential implications of your decisions as a manager in a wide range of situations.

REQUIRED TEXT AND MATERIAL

IncludED Program

As part of the IncludED program, the text and MyManagementLab you will be using are included automatically in your course fees. You will have access to both an e-text through MyManagementLab AND you will receive a hard copy, 3-hole punched version of the book. You can pick up the hard copy at the campus bookstore. Make sure you stop at the text book section desk to pick it up so you aren’t paying for it twice.

Text
ISBN-10: 013349991X

Accessing MyManagementLab (Learning Management System)

• Log into Desire2Learn (D2L) – also known as SIU Online – to access MyManagementLab.
• Read: Get Started with MyManagementLabs
• Run a systems check to ensure your computer meets all requirements to function properly.
• READ and FOLLOW ALL OF THE REQUIREMENTS regarding operating systems (OS), browser settings, AND other requirements (such as Internet Connections).
• IF you have problems accessing MyManagementLab, contact the Pearson help desk.

STUDENT RESPONSIBILITIES AND COURSE POLICIES

YOU are responsible for YOUR ACTIONS
Cell phones (including texting) and other distractions such as talking when inappropriate, goofing off, or sleeping, will not be tolerated and you may be asked to leave. If your behavior continues to be problematic, necessary measures will be taken, which may include loss of grade.

YOU are responsible for CLASS PARTICIPATION/PREPARATION
YOU are expected to be prepared for each class and to actively participate. Prior preparation will help you to grasp the materials quickly. You are expected read all relevant materials prior to class and come to class prepared.

YOU are responsible for ATTENDANCE
Regular attendance is necessary if you expect to do well in the course. Each class lecture, case discussion, exercise, video, or guest lecture may be tied to the course quizzes through specific questions. In other words, attending class will clue you in to what is going to be on the quiz. Some questions will be specific to things that are only covered in the classroom. Periodically throughout the semester attendance will be taken on an unannounced basis.
WHY IS YOUR ATTENDANCE IMPORTANT?
This attendance data will be used to determine consideration for grade adjustments at the end of the semester. For example, if you have a final score of 179 points and have not signed the roster 80% of the times attendance is taken, you will receive a B for the course. Do not come begging for an A. An A is 180 points, not 179. Attendance will also dictate if you receive consideration to make up a quiz for extenuating circumstances. If your initials do not appear on at least 80% of the class rosters when attendance is taken, do not expect any favors – I use the equity theory of motivation – the outcome you receive will be equal to the effort you put in.

YOU are responsible for ASSIGNMENTS
All assignments must be submitted on the designated due date and time. Late assignments WILL NOT be accepted.

YOU are responsible for ACADEMIC HONESTY
Student who have committed or have attempted to commit acts of academic dishonesty will be subject to the disciplinary sanctions and conditions as outlined in the SIUC Student Conduct Code. YOU are responsible for the authorship of papers and oral presentations. Papers that show signs of plagiarism and/or improper documentation of sources put YOU in jeopardy of receiving a failing grade.

YOU are responsible for TRACKING YOUR PROGRESS
It is up to YOU to keep current on your grades using MML and/or D2L. If you find a grade discrepancy, do not wait until final grades are submitted to say anything. Failure to notify me of a discrepancy PRIOR to final grades being submitted will result in the grade received.

COURSE LAYOUT/FORMAT

Mondays will generally consist of a lecture covering the book chapter and/or other pertinent materials. On Wednesdays we will typically cover the rest of the chapter and discuss some additional materials such as business cases or current events. Friday’s are quiz day. On quiz days, instead of coming to the classroom you will log in to the MyManagementLab course site at one of the many campus computer labs or at home (see Course Quizzes below) and take the quiz during your scheduled course time.

COURSE ASSIGNMENTS AND GRADES:

COURSE QUIZZES
(12 Quizzes total, 25 points each, for a total of 300 points)

There are 15 graded quizzes throughout the course; however, only the 12 highest quiz scores will count toward your final grade. This means that you can miss three (3) quizzes and not be penalized. You should plan to take ALL of the quizzes if you want to try to improve your overall final score OR in case you need to miss one for some unexcused reason. With the exception of Week 1 and the Friday after Thanksgiving, quizzes will be administered every Friday of the semester. Check the Course Schedule at the end of this syllabus OR the assignment calendar on MyManagementLab for scheduled times.

- ALL quizzes will be administered through the MyManagementLab system and must be taken at the scheduled time for your section.
You will need to start the quiz at the beginning of the scheduled course time. The quiz will expire at the end of your scheduled class time – NOT at the end of the allotted hour! This is to track attendance for that class period (i.e. Sec 1: 11:00 -11:50 and Sec 2: 12:00 – 12:50).

The only difference between the quiz Fridays and class is that you take the quizzes online instead of in the classroom.

There are NO EXCUSES for missing a quiz and there will be no make-up quizzes allowed without PRIOR APPROVAL to the assigned quiz time.

You are responsible to make sure you have proper connectivity on whatever device you choose to use to access AND submit quizzes. Some devices may not submit quizzes effectively and you may lose the quiz. Since it is your responsibility to use a proper computer, any issue you have submitting a quiz will result in 0 points for that quiz.

There are NO MAKE UP QUIZZES given for lost connections, slow Internet speeds or any other computer problems.

It is recommended that you FREQUENTLY SAVE YOUR RESPONSES in case of computer or Internet malfunctions, or operator errors. This ensures you will at least receive partial credit for the quiz.

It is up to you to insure that your computer will work and that you log in at the correct time to take the quiz.

DO NOT wait until the time is up to try to submit! Your answers may not save! And if they don’t, you will not have a score for that quiz!

DO NOT hit the Save and Submit tab by mistake – if you do, your quiz will end at that moment, whether you finished or not, and that will be your score. Use the SAVE tab only until you are ready to submit for scoring. It is also good to write down your answers.

Quizzes will cover material from the book, cases, extra readings (or video segments), and lectures. This means anything covered in the course (i.e. lecture and/or assignments) is fair game for the quiz. It is important to attend class regularly since there may be things on the quiz that are not covered in the book or online slides (i.e., things from the in-class lecture). You will have access to publisher PowerPoints; however, items will be added or removed from those slides for the lecture. You will NOT have access to the actual lecture slides. You must attend class and take notes in order to obtain this information.

Quizzes need to be taken individually. Quizzes will be randomly arranged for each student. You will have a limited amount of time to finish the quiz.

If you have a LEGITIMATE EXCUSE to miss a quiz you will need to show documentation to the instructor prior to the quiz. Legitimate excuses consist of the following:

- Recognized holidays,
- 3 exams scheduled for the same day,
- National Guard/Military active duty,
- Travel/participation in University sponsored events (sports, clubs, professional, etc.)

Optional Cumulative (online) Final Exams: (25 points; may replace one of your lower quiz scores if taken.
A final exam will be offered to make up for one of your quiz scores, if needed. If you take this exam it will replace your lowest quiz score, assuming you score higher on the final exam than your lowest quiz score.
• The final exam will not be counted if the score is lower than all of your regular quiz scores.
• The final exam is cumulative.
• You need not show up for the final as it will be in the same format as the regular quizzes on MyManagementLab.
• The final exam will be taken during the scheduled during the scheduled final exam time).
• No make-up finals will be given

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Point Value</th>
<th>Percentage of Overall Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes x 12</td>
<td>300 (25 points ea)</td>
<td>100%</td>
</tr>
<tr>
<td>• 3 extra quizzes (15 total)</td>
<td>(25 points ea)</td>
<td>• Replaces lowest 2 quiz scores above</td>
</tr>
<tr>
<td>• Optional final</td>
<td>(25 points ea)</td>
<td>• Replaces lowest quiz score remaining after the three lowest scores have been dropped.</td>
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<tr>
<td>• Total points possible</td>
<td>400 HOWEVER --&gt;</td>
<td>• Only 300 count towards grade</td>
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**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>270 – 300</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>240 – 269</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>210 – 239</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>180 – 209</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>F</td>
<td>179 and lower</td>
<td>0-59.9%</td>
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</tbody>
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**Subject to Change Clause**

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. Students will be informed of changes either verbally or in writing.

**Syllabus Attachment**

Please review the following site for additional University policies and information: [http://pvcaa.siu.edu/index1/Syllabus%20Attachment_Fall2014-12.pdf](http://pvcaa.siu.edu/index1/Syllabus%20Attachment_Fall2014-12.pdf).

**Course Schedule**

– Check the course schedule online frequently for updates

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>18 Aug</td>
<td>Course Introduction Syllabus Overview Book introduction Assignment – Read Get Started with MyManagementLabs</td>
<td>MyLab system Demonstration Assignment – Read Chapter 1 for Friday</td>
<td>Chapter 1 Managers and Management Log on to MyManagementLab (MML)</td>
</tr>
<tr>
<td>Week</td>
<td>Monday</td>
<td>Wednesday</td>
<td>Friday</td>
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<tr>
<td>25 Aug</td>
<td>Chapter 1 cont.</td>
<td><strong>Chapter 2</strong>&lt;br&gt;The Management Environment</td>
<td><strong>Quiz 1 – Chapter 1</strong>&lt;br&gt;Assignments – Read Chapter 2</td>
</tr>
<tr>
<td>1 Sep</td>
<td>No Class Labor Day</td>
<td>Chapter 2 cont.</td>
<td><strong>Quiz 2 – Chapter 2</strong>&lt;br&gt;Assignments Read Chapter 3</td>
</tr>
<tr>
<td>8 Sep</td>
<td><strong>Chapter 3</strong>&lt;br&gt;Integrative Management Issues</td>
<td>Chapter 3 cont.</td>
<td><strong>Quiz 3 – Chapter 3</strong>&lt;br&gt;Assignments Read chapter 4</td>
</tr>
<tr>
<td>15 Sep</td>
<td><strong>Chapter 4</strong>&lt;br&gt;Foundations of Decision Making</td>
<td>Chapter 4 cont.</td>
<td><strong>Quiz 4 – Chapter 4</strong>&lt;br&gt;Assignments Read chapter 5</td>
</tr>
<tr>
<td>22 Sep</td>
<td><strong>Chapter 5</strong>&lt;br&gt;Foundations of Planning</td>
<td>Chapter 5 cont.</td>
<td><strong>Quiz 5 – Chapter 5</strong>&lt;br&gt;Assignments Read Chapter 6</td>
</tr>
<tr>
<td>29 Sep</td>
<td><strong>Chapter 6</strong>&lt;br&gt;Organizational Structure and Design</td>
<td>Chapter 6 cont.</td>
<td><strong>Quiz 6 – Chapter 6</strong>&lt;br&gt;Assignments Read Chapter 7</td>
</tr>
<tr>
<td>6 Oct</td>
<td><strong>Chapter 7</strong>&lt;br&gt;Managing Human Resources</td>
<td>Chapter 7 cont.</td>
<td><strong>Quiz 7 – Chapter 7</strong>&lt;br&gt;Assignments Read chapter 8</td>
</tr>
<tr>
<td>13 Oct</td>
<td>No Class (Oct 13) Fall Break</td>
<td><strong>Chapter 8</strong>&lt;br&gt;Managing Change and Innovation</td>
<td><strong>Quiz 8 – Chapter 8</strong>&lt;br&gt;Assignments Read Chapter 9</td>
</tr>
<tr>
<td>20 Oct</td>
<td><strong>Chapter 9</strong>&lt;br&gt;Foundations of Individual Behavior</td>
<td>Chapter 9 cont.</td>
<td><strong>Quiz 9 – Chapter 9</strong>&lt;br&gt;Assignments Read chapter 10</td>
</tr>
<tr>
<td>27 Oct</td>
<td><strong>Chapter 10</strong>&lt;br&gt;Understanding Groups and Managing Work Teams</td>
<td>Chapter 10 cont.</td>
<td><strong>Quiz 10 – Chapter 10</strong>&lt;br&gt;Assignments Read chapter 11</td>
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<tr>
<td>Week</td>
<td>Monday</td>
<td>Wednesday</td>
<td>Friday</td>
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<tr>
<td>3 Nov</td>
<td><strong>Chapter 11</strong>&lt;br&gt;Motivating and Rewarding Employees</td>
<td>Chapter 11 cont.</td>
<td><strong>Quiz 11 – Chapter 11</strong>&lt;br&gt;Assignments&lt;br&gt;Read chapter 12</td>
</tr>
<tr>
<td>10 Nov</td>
<td><strong>Chapter 12</strong>&lt;br&gt;Leadership and Trust</td>
<td>Chapter 12 cont.</td>
<td><strong>Quiz 12 – Chapter 12</strong>&lt;br&gt;Assignments&lt;br&gt;Read Chapter 13</td>
</tr>
<tr>
<td>17 Nov</td>
<td><strong>Chapter 13</strong>&lt;br&gt;Managing Communications and Information</td>
<td>Chapter 13 cont.</td>
<td><strong>Quiz 13 – Chapter 13</strong>&lt;br&gt;Assignments&lt;br&gt;Read Chapters 14 and 15</td>
</tr>
<tr>
<td>24 Nov</td>
<td><strong>Chapter 14</strong>&lt;br&gt;Foundations of Control</td>
<td>No Class (Nov 26)&lt;br&gt;Thanksgiving/Fall Break</td>
<td>No Class (Nov 28)&lt;br&gt;Thanksgiving/Fall Break</td>
</tr>
<tr>
<td>1 Dec</td>
<td>Chapter 14 cont.</td>
<td><strong>Chapter 15</strong> Operations Management</td>
<td><strong>Quiz 14 – Chapter 14</strong>&lt;br&gt;AND&lt;br&gt;<strong>Quiz 15 – Chapter 15</strong>&lt;br&gt;(One hour each, but will be open from 7:00 a.m. – 9:00 p.m.)</td>
</tr>
<tr>
<td>9 Dec</td>
<td><strong>Final Examinations</strong>&lt;br&gt;Section 1 – Friday, Dec 12, 10:00 – 11:45&lt;br&gt;Section 2 – Wednesday, Dec 10, 12:00 – 1:45</td>
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**University Final Exam Schedule**<br>[http://registrar.siu.edu/calendars/finalexam.html](http://registrar.siu.edu/calendars/finalexam.html)