MANAGEMENT 304-950, Spring 2014

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Welcome Aboard!

It’s almost time to start 304-950 for Spring 2014. Here are a few preliminaries to observe:

1. Textbook = “Contemporary Management, 7th Edition” McGraw-Hill Irwin, by Gareth Jones and Jennifer George. There are hardcover and paperback versions. This text is available as a physical book from 710 etc. It’s available as a physical text directly from publisher.


Note: McGraw Hill Connect can be purchased as a bundled deal along with an e-book. Meaning that you can skip the need for a physical book altogether if you wish.

3. There are no scheduled classes but there is a weekly schedule.

4. Week One, starting January 13th, begin reading chapter one but there is no required homework and no quiz week one, because we need one week at the beginning to get organized, for add and drops, to figure out how to use Desire2Learn, and CONNECT. We will begin normal operations WEEK 2 when the first LearnSmart Module is due.

COURSE REQUIREMENTS:
Management 304-950 does not have official class meeting times. But it does have a schedule of homework assignments, discussions plus quizzes that follow the regular semester schedule.

GRADING:

LearnSmart: All told we will cover 13 chapters in the textbook. Each of them has a homework assignment. For each chapter you are required to complete the LearnSmart Module associated with that chapter. You don't need to complete all 13, however, because we will only count your ten best assignments. So that is 10 times 100 points = 1000

Four Required Quizzes, each counting for 500 points = 2000

Discussion Board. Every week some questions are posted for the discussion board. Your job is to use your textbook to formulate some answers to those questions. Each week your participation is graded. Your Ten best discussions @ 200 per = 2000 points.

So the total is 1000 for LearnSmart, 2000 for Quizzes, plus 2000 for Discussions = 5000 points.

90% + = A, 80-89.99% = B, 70-79.99% = C, 60-69.99% = D, and less than 59.99% = F (yikes).

PRELIMINARY SCHEDULE

WEEKs ALL BEGINNING MONDAY:

Jan 13 INTRODUCTION TO MANAGEMENT.

Jan 21 1 MANAGERS AND MANAGING

Note: You have off Jan 20 for MLK holiday, so begin work Jan 22

LearnSmart for each week due by Sunday nite at midnight. Discussions begin Monday morning and they also end Sunday night. For example, the LearnSmart for Chapter One is due on or before Sunday Sept 1, and the Chapter One Discussion
begins August 26th finishes at midnight Sept 1. Following weeks repeat this same procedure.

Jan 27  2  EVOLUTION OF MANAGEMENT THOUGHT
Feb 3   3  MANAGER AS A PERSON
Feb 10  4  ETHICS
Feb 17  6  MANAGING GLOBAL ENVIRONMENT

**QUIZ ONE** Covers  1,2,3,4  Available from 8:00am on Friday Feb 21 to 11:59pm on Sunday, Feb 23.

Feb 24  7  DECISION MAKING LEARNING CREATIVITY
March 3  8  MANAGER AS A PLANNER
March 8 to 16 Spring Break
March 17 10 ORGANIZATIONAL CULTURE AND STRUCTURE
March 24 11 CONTROL AND CHANGE

**QUIZ TWO** Covers Chapters 6,7,8,10 Available to take from 8:00am on Friday March 28 to 11:59pm on Sunday March 30.

March 31 12 HUMAN RESOURCES
April 7   13 MOTIVATE

**QUIZ THREE** 11,12,13  Available from 8:00am on Friday, April 11 to Sunday 11:59pm April 13

April 14 14 LEADERS
April 21  15 TEAMS
April 28 Study
QUIZ FOUR  14,15  Available from 8:00am on Monday May 5 to 11:59pm on Wed May 7.

FAQ

What if I am unable to take a homework or a quiz because of an absence of a personal nature, such as broken computers, dead batteries, lost connections, trips, marriages, jail, or I am kidnapped by Aliens?

We do not make fallback arrangements for students who miss quizzes or homework for reasons of a personal nature. If you have another obligation on a quiz day, you need to contact me. We only count ten of thirteen LearnSmart modules, so you can miss three for any kind of reason you choose. We don't want to argue with you about what reasons constitute a valid reason for missing. That's not part of our regime. That's why we only count ten LearnSmart modules in your grade. If you miss a quiz, contact Sharon or Professor Stubbart.

What if I am unable to take a quiz because of an absence that is due to one of the following reasons?

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

If you miss a quiz, don't panic, contact Sharon or Professor Stubbart.

What if, while I am taking homework, assignments, or the quiz, I experience an Internet or computer failure that does not allow me to complete my work or delays my progress in completing it?

In the case of a system failure by Mediacom, or Desire2Learn, or SIUC, or Connect -- then we will take action to remediate. But most failures are local. Even so, inform us about them so we can check it out. Once in a while students find real defects in one of the systems.

What if I do not submit my assignments before the deadline?
You lose those points you might have acquired. Do not wait until the last minute to submit LearnSmart or homework assignments, just in case you run into computer difficulties.

**What if I get caught violating the Student Code?**

If we find evidence that you have violated the student code, the maximum penalties allowed will be exacted.

**What if my friends and I help each other during the quiz?**

Homework and quizzes are individual assignments, not group activities. The time for communication and collaboration is during Discussions. We expect you to observe the Student Code. It is up to you to know the provisions of the student code, especially as the code applied to taking quizzes. Keep in mind the fact that you can use your textbook during a quiz, but you must submit your own personal answers, not other student’s answers.

**How can I participate in DISCUSSION BOARD?**

I can’t overemphasize how important the discussions are. It’s through the discussions I get to know who is who. In particular, it’s easy for me to see by the number of your comments and their quality, who is really onboard for 304 and who is indifferent. In additions, discussion count for 40% of your final grade.

For each week you receive an assignment, which comes through email. You have about 6 days to discuss the case by post your thoughts and comments to the discussion. The basic rule is this: You must offer at least TWO comments on TWO separate days. Last term, with 26 students, we received about 150 comments per assignment. There are usually students who post 4-5 comments, sometimes a student posts as many as a dozen comments per chapter. Generally, students don’t have much to say on Monday or Tuesday because they are just grappling with the material in the midst of a busy family life and work. Post your ideas, questions, puzzles, tables, graphs, charts, pictures.

- Share info, such as spreadsheets.
- Ask for help.
- Explore ideas and disagreements.
• Apply your textbook.
• Discuss the material from other courses you have taken.
• Share new and different sources you have discovered.
• Discuss your personal experiences, or use your expertise.

In general, you want to post information that will help you and your colleagues to come to grips with the case or the Chapter at hand. The best comments are the ones most useful to other students. Just what constitutes a good contribution to the discussion board is not an exact science. Here are some tips.

• If your comments get responses, that’s an encouraging sign.
• If Professor S comments on your comments, that is generally a plus.
• Stay away from "hot button" issues unless there is a clear and immediate relevance to the case at hand.
• Good comments show that a student knows the case facts.
• Good comments show that a student can apply concepts from 304.
• Good comments often involve personal experience, such as a story, any employer you work(ed) for, or expertise that you use at work.
• Good comments tell your fellow students insights, information, or conclusions that are not already obvious.
• Good comments use correct business terminology.
• Sometimes students bring in specialized info that have access to such as Morningstar or Bloomberg or Compustat.

Your contributions are graded WEEKLY on both QUALITY and QUANTITY.

Emergency Procedures:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow
these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

We will have much more for you once we get started. As for now, Read Chapter One and take a look at LearnSmart, because your first assignment is due for Next Sunday.

Additional Information Available At:

http://pvcaa.siu.edu/_common/documents/Syllabus%20Attachment_Spring20141.pdf