### Syllabus and Course Schedule

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>LECTURE</th>
<th>TEACHING ASSISTANT Sec 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Greg Hoffeditz</td>
<td>Mondays and Wednesdays</td>
<td>Charles Robinson</td>
</tr>
<tr>
<td><strong>Office:</strong> Rehn 213A</td>
<td><strong>Sec 001</strong> 11:00 – 11:50 pm</td>
<td>E-mail: <a href="mailto:charles.wayne.robinson@siu.edu">charles.wayne.robinson@siu.edu</a></td>
</tr>
<tr>
<td><strong>Hours:</strong> Mondays and Wednesdays 10:00 – 10:30 and 2:00 – 3:50 Fridays: By appointment</td>
<td><strong>Room:</strong> LAWSON 161</td>
<td>Office: None</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ghoffeditz@business.siu.edu">ghoffeditz@business.siu.edu</a></td>
<td><strong>Sec 002</strong> 12:00 – 12:50 pm</td>
<td><strong>Hours:</strong> By appointment</td>
</tr>
<tr>
<td>Office phone: 618-453-7895 (only M and W)</td>
<td><strong>Room:</strong> LAWSON 171</td>
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</table>

### 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, MyManagementLab materials, and personal experiences to better understand the role of managers in the business environment, and in life in general.

### 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 understand and deal with issues in business and everyday life. (Thinking critically is an essential skill for business and life 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
This course falls under the IncludED program. As such, the text and My Management Lab (Pearson MyLabsPlus) are automatically included in your course fees. You will have access to both an e-text through My Management Lab AND a hard copy, 3-hole punched version of the book. You pick up the hard copy at the campus bookstore (Follett – in the Student Center). Go to the desk in the text book section to pick up the hard copy. DO NOT pay for it again. It has already been paid for through your course fees.

TEXT Used
ISBN-10: 013349991X

ACCESSING My Management Lab (Pearson MyLabsPlus Learning Management System)

• Log into Desire2Learn (D2L) – also known as SIU Online – to access My Management Lab.
• Read: Get Started with My Management Labs
• 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 My Management Lab, contact the Pearson Support.
• It may be a registration issue – therefore go to the bookstore and speak with CHAD.

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, are not tolerated. Please leave the room if you feel disrespectful to your fellow students. 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. Even though this is a lecture setting, the best learning comes from discussion of certain topics. You are expected read all relevant materials prior to class and come to class prepared.

YOU are responsible for ATTENDANCE
Each class session may be tied to weekly quizzes through specific questions. Attending class will clue you in to what is going to be on the quiz, as well as logistical information regarding
Attendance will be taken on an unannounced basis. The procedure for taking attendance is a mass class roster, broken down by name will be placed on the stage at the front of the class. You will find the sheet containing your name and initial next to your name.

**WHY IS YOUR ATTENDANCE IMPORTANT?**
As mentioned, attendance will be taken unannounced. It may be once a week. It may be twice a week. Or it may not be taken during the week. **IF you sign ALL** attendance rosters that are provided during the semester, you will receive **25 points**. For each roster you **FAIL to initial**, you will **LOSE 2 points**. **IF you FAIL to initial a minimum of 50%** of the rosters, you will automatically **DROP one letter grade**. **IF you FAIL to initial a minimum of 20%** of the rosters, you will automatically drop **TWO letter grades for the course** – NO MATTER what your quiz scores are. **WHY?** Because learning is more than just looking up answers on quiz days!

Attendance roster data will be used for consideration of final grade adjustment at the end of the semester. For example, if you have a final score of 359 points (89.5%) but **HAVE NOT signed 80% of the attendance rosters** used during the semester, you will receive a B for the course. An A is 360 points or 90%, not 359 or 89.5%. **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**, **DO NOT** expect any favors – the equity theory of motivation applies – the outcome you receive will equal the effort you put into the class. For instance, **you WILL NOT** be allowed to make up a quiz for any computer issue. **You WILL NOT** be able to reschedule a quiz (except for documented emergencies and/or excused absence reasons stated on Page 5).

**YOU are responsible for QUIZZES and ASSIGNMENTS**
All quizzes must be taken at the assigned time and date. Any additional assignments must be submitted on the designated due date and time. Late quizzes **WILL NOT** be allowed without prior (to the quiz) approval and for an acceptable reason. Late assignments **WILL NOT** be accepted. You MUST report any problems **DURING** the quiz time – not afterwards.

**YOU are responsible for TRACKING YOUR PROGRESS**
It is up to **YOU** to keep current on your grades using **MyManagementLab**. 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. The overall percentage provided by MyManagementLab will only be inaccurate until Quiz 12.

**YOU are responsible for ACADEMIC HONESTY**
You **WILL NOT** work in groups while taking the weekly quizzes. 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 and in jeopardy of receiving a failing grade.

**WHAT IS EXPECTED FROM THE STUDENT (Ground Rules)**
- You are expected to attend all classes (See Attendance under Student Responsibilities)
- You are expected to take all quizzes at the allotted time
- You are expected to verbally request to have a quiz rescheduled **in class** the **Wednesday before the quiz** if you need to adjust the quiz time for an excused reason (See Quizzes)
• You are expected to follow up the verbal request for a quiz reschedule with an email for documentation purposes
• You are expected to use proper grammar, sentence structure, punctuation and spelling when emailing the instructor and/or TA
• You are expected to identify the purpose of the email in the Subject block
• You are expected to write a description of what an attachment is – do not just attach something to an email without explanation
• You are expected to use a properly functioning computer, operating system and Internet when using My Labs
• You are expected to first contact Pearson Support for any quiz issues – DURING the allotted quiz time and to get a service ticket number
• You are expected to contact the TA, AFTER you contact Pearson for assistance, and DURING the allotted quiz time, to report the problem
• You are expected to participate in class discussions
• You are expected to remain off of your phone during the class
• You are expected to track your progress throughout the semester

COURSE LAYOUT/FORMAT

MONDAYS will generally consist of a lecture covering the book chapter and/or other pertinent materials. WEDNESDAYS will typically cover the rest of the chapter. Any announcements regarding the upcoming Friday quiz will be made on Wednesday prior. Any requests to reschedule a quiz for an appropriate reason MUST BE made on the Wednesday before the quiz. FRIDAYS are QUIZ day. On quiz days, instead of coming to the classroom you will log into the MyManagementLab course site (via D2L) using a computer that meets all functional requirements to operate MyManagementLab without problems. Cell phones may or may not have trouble with proper functioning quizzes and are not recommended. See Course Quizzes below for further information. Quizzes WILL BE taken ONLY during your scheduled course time.

COURSE ASSIGNMENTS AND GRADES:

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

• 15 graded quizzes (not including the final)
• 12 highest quiz scores count toward final grade
• Quizzes are administered every Friday - see Course Schedule
• Quizzes are administered through MyManagementLab
• Quizzes WILL BE taken at the scheduled time for your section
• Quiz times are: Section 1 (11:00 – 11:50) and Section 2 (12:00 – 12:50)
• The quiz will automatically shut down at the end of your scheduled class time
• Take the quizzes using a properly formatted computer
• NO EXCUSES are for missing a quiz
• NO MAKE-UP quizzes for non-emergency absences without APPROVAL PRIOR to the assigned quiz time
• Proper Internet connectivity speed is IMPORTANT
• Some devices (cell phones, tablets) may not submit quizzes effectively
• Use a proper computer - any issue submitting a quiz will result in 0 points for that quiz
• NO MAKE UP quizzes for lost connections, slow Internet speeds or any other computer problems without a Pearson Support service ticket number issued during quiz time
• DO NOT wait until the time is up to try to submit! Computer clocks and the MyLab system’s quiz time may not be in sync. Answers may not save! 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, and that will be your score. Use the SAVE tab only when you are ready to submit for scoring.
• Scores and responses will post after the scheduled quiz time
• Come to the office to discuss specific quiz issues

QUIZ TIPS
• Quizzes cover material from the book, extra readings (or video segments), and lectures
• Anything covered in the course material, whether stated or not, is fair game
• 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
• Quiz questions will be randomly arranged for each student
• You will have a limited amount of time to finish the quiz – start on time

LEGITIMATE EXCUSES
If you have a legitimate excuse to miss a quiz you will need to show documentation PRIOR to the quiz. **Legitimate excuses consist of the following:**
• Recognized holidays
• 3 exams scheduled for the same day (Show schedule)
• National Guard/Reserve military duty (with orders)
• Travel/participation in University sponsored events (sports, clubs, professional, etc.) (Show letter of schedule)

FINAL
Mandatory
Worth 50 points
• The final exam is cumulative
• Taken in the same format as the regular quizzes on MyManagementLab
• Taken during the scheduled during the scheduled final exam time)
• No make-up finals will be given
**FINAL GRADE CALCULATION**

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Point Value</th>
<th>Percentage of Overall Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Scores x 12</td>
<td>300 (25 points each)</td>
<td>67%</td>
</tr>
<tr>
<td>• 3 extra quizzes (15 total)</td>
<td>75 (25 points each)</td>
<td>Replaces lowest 3 quiz scores above</td>
</tr>
<tr>
<td>Final</td>
<td>50 points</td>
<td>11%</td>
</tr>
<tr>
<td>Chapter Video Questions (15 total)</td>
<td>75 points (5 points each)</td>
<td>17%</td>
</tr>
<tr>
<td>Attendance</td>
<td>25 points</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total points available</strong></td>
<td>525 <strong>HOWEVER --&gt;</strong></td>
<td>Only 450 count towards grade</td>
</tr>
</tbody>
</table>

To determine your final grade, add up your top 12 quiz scores
Attend more than 50% of the classes

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>405 – 450</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>360 – 404</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>315 – 359</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>270 – 314</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>F</td>
<td>269 and lower</td>
<td>0-59.9%</td>
</tr>
</tbody>
</table>

**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 – University Policies and Procedures**
Please review the following site for additional University policies and information: [http://pvcaa.siu.edu/forms/index.html](http://pvcaa.siu.edu/forms/index.html)
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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</thead>
</table>
| 24 Aug | Course Introduction  
Syllabus Overview  
Book introduction  
**Assignment** – Read *Get Started with MyManagementLabs* | *MyLab* system demonstration  
**Assignment** – Read Chapter 1 for Friday | Chapter 1  
Managers and Management  
Log on to *MyManagementLab (MML)* |
| 31 Aug | Chapter 1 cont. | Chapter 13  
Managing Communications and Information | Quiz 1 – Chapter 1  
**Assignments** – Read Chapter 13 |
| 7 Sep | **No Class**  
*Labor Day* | Chapter 13 cont. | Quiz 2 – Chapter 13  
**Assignments**  
Read Chapter 2 |
| 14 Sep | **Chapter 2**  
The Management Environment | Chapter 2 cont. | Quiz 3 – Chapter 2  
**Assignments**  
Read Chapter 3 |
| 21 Sep | **Chapter 3**  
Integrative Management Issues | Chapter 3 cont. | Quiz 4 – Chapter 3  
**Assignments**  
Read chapter 4 |
| 28 Sep | **Chapter 4**  
Foundations of Decision Making | Chapter 4 cont. | Quiz 5 – Chapter 4  
**Assignments**  
Read chapter 5 |
| 5 Oct | **Chapter 5**  
Foundations of Planning | Chapter 5 cont. | Quiz 6 – Chapter 5  
**Assignments**  
Read Chapter 8 |
| 12 Oct | **No Class (Oct 12)**  
*Fall Break*  
**NOTE QUIZ CHANGES** | **Chapter 8**  
Managing Change and Innovation | Quiz 7 – Chapter 8  
**Assignments**  
Read Chapter 6 |
| 19 Oct | **Chapter 6**  
Organizational Structure and Design | Chapter 6 cont. | Quiz 8 – Chapter 6  
**Assignments**  
Read chapter 7 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Oct</td>
<td><strong>Chapter 7</strong></td>
<td>Chapter 7 cont.</td>
<td>Quiz 9 – Chapter 7</td>
</tr>
<tr>
<td></td>
<td>Managing Human Resources</td>
<td></td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read Chapter 9</td>
</tr>
<tr>
<td>2 Nov</td>
<td><strong>Chapter 9</strong></td>
<td>Chapter 9 cont.</td>
<td>Quiz 10 – Chapter 9</td>
</tr>
<tr>
<td></td>
<td>Foundations of Individual Behavior</td>
<td></td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 10</td>
</tr>
<tr>
<td>9 Nov</td>
<td><strong>Chapter 10</strong></td>
<td>Chapter 10 cont.</td>
<td>Quiz 11 – Chapter 10</td>
</tr>
<tr>
<td></td>
<td>Understanding Groups and Managing Work Teams</td>
<td></td>
<td>Assignments</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 11</td>
</tr>
<tr>
<td>16 Nov</td>
<td><strong>Chapter 11</strong></td>
<td>Chapter 11 cont.</td>
<td>Quiz 12 – Chapter 11</td>
</tr>
<tr>
<td></td>
<td>Motivating and Rewarding Employees</td>
<td></td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 12</td>
</tr>
<tr>
<td>23 Nov</td>
<td><strong>Chapter 12</strong></td>
<td>No Class (Nov 26) Thanksgiving/Fall Break</td>
<td>Quiz 13 – Chapter 12</td>
</tr>
<tr>
<td></td>
<td>Leadership and Trust</td>
<td></td>
<td>Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read Chapters 14 and 15</td>
</tr>
<tr>
<td>30 Nov</td>
<td>Chapter 12 cont.</td>
<td>Chapter 14 Foundations of Control</td>
<td>Quiz 14 – Chapter 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AND Quiz 15 – Chapter 15</td>
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<td></td>
<td></td>
<td></td>
<td>(One hour each, but will be open from 7:00 a.m. – 9:00 p.m.)</td>
</tr>
<tr>
<td>7 Dec</td>
<td>Chapter 14 cont.</td>
<td><strong>Chapter 15</strong> Operations Management</td>
<td>Quiz 14 – Chapter 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AND Quiz 15 – Chapter 15</td>
</tr>
<tr>
<td>14 Dec</td>
<td>Final Examinations</td>
<td></td>
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<tr>
<td></td>
<td>Section 1 – Friday, Dec 18, 10:15 – 12:15 p.m.</td>
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<tr>
<td></td>
<td>Section 2 – Monday, Dec 14, 12:30 – 2:30 p.m.</td>
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</tbody>
</table>

**NOTE – SUBJECT TO CHANGE** – Check the course schedule online frequently for updates

**University Final Exam Schedule**
[http://registrar.siu.edu/calendars/finalexam.html](http://registrar.siu.edu/calendars/finalexam.html)