INSTRUCTOR
Dr. Greg Hoffeditz
Office: Rehn 213A
Hours: Mondays and Wednesdays 9:00 – 10:30 and 2:00 – 2:50
Fridays: By appointment
E-mail: ghoffeditz@business.siu.edu
Office phone: 618-453-7895 (only M and W)

LECTURE
Mondays and Wednesdays
Sec 001 1:00 – 1:50 pm
Room: LAWSON 141
Sec 002 3:00 – 3:50 pm
Room: LAWSON 151

QUizzes
Fridays (see course schedule)

TEACHING ASSISTANT Sec 1 & 2
Charles Robinson
E-mail: charles.wayne.robinson@siu.edu
Office: None
Hours: By appointment

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

TEXT

ISBN-10: 013349991X

MY MANAGEMENT LAB

* MyManagementLab Access Card only:
   Go to www.pearsonmylabs.com to register and log on.
   NOTE: After obtaining the access card, you will be able to purchase an eText and/or three-hole hard copy of the book through the website.

** At the bookstore:
   Student Value Edition Package includes the above text (3-hole punch), PLUS
   MyManagementLab Access Card
   ISBN-10: 0133035662

***Accessing MyManagementLab (MML)
   Obtain an Access Card either through the bookstore (with the book package) or from Pearson. You will receive a User ID and password. You will need to log in to register for the course. Once you've registered, you will have access to course materials and resources. Assignment due dates and time specified are located in the course schedule section of this syllabus.

To register for Management - Sections 1 and 2:
2. Under Register, click Student.
3. Enter your instructor's course ID: (Sec 1) hoffeditz62258 OR (Sec 2) hoffeditz60629, and click Continue.
4. Sign in with an existing Pearson account or create an account:
   - If you have previously used a Pearson website (for example, MyMathLab), enter your Pearson username and password. Click Sign In.
   - If you do not have a Pearson account, click Create.
   - Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
   - Use the access code that came with your textbook or that you purchased separately from the bookstore, OR
   - Buy access using a credit card or PayPal.
   - If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click Go To Your Course on the Confirmation page.
   - Under MyLab/Mastering New Design on the left, click Management - Sections 1 and 2 to start your work.
STUDENT RESPONSIBILITIES AND COURSE POLICIES (see Course Contract)

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 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.

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 quizzes. 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. For each roster you FAIL to initial, you WILL LOSE 2 points from your final grade. 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 in a book on quiz days!
If you reach 10 unexcused absences, as identified by your initials on attendance rosters, you WILL be locked out of the ability to take quizzes until being reinstated upon meeting with the instructor during office hours (not after class session).

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 314 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 315 points or 90%, not 314 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).

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 participate in class discussions
- You are expected to remain off of your phone during the class – INCLUDING texting and social media
- 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 (1:00 – 1:50) and Section 2 (3:00 – 3:50)
- NO MAKE-UP quizzes for non-emergencies without APPROVAL PRIOR to the assigned quiz time – See Quiz Rescheduling Protocol
- Quizzes WILL BE taken INDIVIDUALLY!
- The quiz will automatically shut down at the end of your scheduled class 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 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 for Section 2

COMPUTERS
- Take the quizzes using a properly formatted computer
- 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 - See Quiz Issue Protocol

QUIZ ISSUE PROTOCOL
IF you have a problem taking your quiz, you WILL follow the protocol below:
1. First, reboot your computer and re-login, if this fails...
2. Try a different computer and operating system, if this fails...
3. Next, contact Pearson Support – DURING the allotted quiz time for assistance
4. Be sure to get a Service Ticket number
5. Finally, AFTER contacting Pearson, email or talk to the TA for additional assistance, and DURING the allotted quiz time, to report the problem
6. Provide the TA with the ticket number

NOTE – Neither the instructor nor TA have control over the Pearson product; nor are they IT experts to fix your computer. Individual computer issues are the responsibility of the student. See QUIZZES above and the Course Contract.
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
- **Quiz questions will be randomly arranged for each student**
- You will have a limited amount of time to finish the quiz – start on time

QUIZ RESCHEDULING PROTOCOL
IF you need to reschedule a quiz, for a legitimate reason (see Legitimate Excuses), you WILL follow the protocol below:
1. If you have a LEGITIMATE reason for missing a scheduled quiz, and you know AHEAD of time, you WILL REQUEST to reschedule the quiz IN PERSON after class on the **WEDNESDAY PRIOR to the quiz**.
2. You WILL FOLLOW UP the IN PERSON request with an EMAIL (for documentation) requesting to reschedule, the reason, and the earliest time you will be available to take the quiz (either immediately before the scheduled quiz, or immediately after.
3. If you must miss a quiz for a last minute (i.e. emergency) reason, IMMEDIATELY email the TA and/or instructor at the very earliest convenience to explain the situation.
4. Once the situation has been alleviated, **provide documentation** of the situation for quiz rescheduling.
5. **Failure to follow** the above protocol will result in the inability to reschedule the quiz.

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
- National Guard/Reserve military duty (with orders)
- Travel/participation in **University sponsored events** (sports, clubs, professional, etc.) (Show letter of schedule)
- Documented medical reasons – must notify immediately after the quiz unless known before the quiz of potential issues

FINAL
Optional
Worth 25 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>85%</td>
</tr>
<tr>
<td>• 3 extra Quizzes (15 total)</td>
<td>75 (25 points each)</td>
<td>Replaces lowest 2 quiz scores above</td>
</tr>
<tr>
<td>• Quiz 1 is a practice quiz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Optional Final</td>
<td>25 (25 points)</td>
<td>Replaces lowest quiz score remaining after the three lowest scores have been dropped.</td>
</tr>
<tr>
<td>• Total QUIZ points available</td>
<td>400 HOWEVER --&gt;</td>
<td>Only 300 count towards grade</td>
</tr>
<tr>
<td>Chapter Video Questions (10 total)</td>
<td>50 points (5 points each)</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>-2 points per absence</td>
<td>N/A</td>
</tr>
<tr>
<td>Total points available</td>
<td>350 HOWEVER --&gt;</td>
<td>Only 350 count towards grade</td>
</tr>
<tr>
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</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>315 – 350</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>280 – 314</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>245 – 279</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>210 – 244</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>F</td>
<td>209 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
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Jan</td>
<td>No Class</td>
<td>Course Introduction</td>
<td><em>MyLab</em> system</td>
</tr>
<tr>
<td></td>
<td><em>Martin Luther King Day</em></td>
<td>Syllabus Overview</td>
<td>Demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Book introduction</td>
<td><em>Assignment</em> – Read <em>Get</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Started with MyManagementLabs</em></td>
</tr>
<tr>
<td>25 Jan</td>
<td><strong>Chapter 1</strong></td>
<td>Chapter 1 cont.</td>
<td>Quiz 1 – Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Managers and Management</td>
<td></td>
<td><em>(Practice only - REQUIRED)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Assignments</em> – Read Chapter 2</td>
</tr>
<tr>
<td>1 Feb</td>
<td><strong>Chapter 2</strong></td>
<td>Chapter 2 cont.</td>
<td>Quiz 2 – Chapter 2</td>
</tr>
<tr>
<td></td>
<td>The Management Environment</td>
<td></td>
<td><em>Assignments</em></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Read Chapter 3</td>
</tr>
<tr>
<td>8 Feb</td>
<td><strong>Chapter 3</strong></td>
<td>Chapter 3 cont.</td>
<td>Quiz 3 – Chapter 3</td>
</tr>
<tr>
<td></td>
<td>Integrative Management Issues</td>
<td></td>
<td><em>Assignments</em></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 4</td>
</tr>
<tr>
<td>15 Feb</td>
<td><strong>Chapter 4</strong></td>
<td>Chapter 4 cont.</td>
<td>Quiz 4 – Chapter 4</td>
</tr>
<tr>
<td></td>
<td>Foundations of Decision Making</td>
<td></td>
<td><em>Assignments</em></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 5</td>
</tr>
<tr>
<td>22 Feb</td>
<td><strong>Chapter 5</strong></td>
<td>Chapter 5 cont.</td>
<td>Quiz 5 – Chapter 5</td>
</tr>
<tr>
<td></td>
<td>Foundations of Planning</td>
<td></td>
<td><em>Assignments</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read Chapter 6</td>
</tr>
<tr>
<td>29 Feb</td>
<td><strong>Chapter 6</strong></td>
<td>Chapter 6 cont.</td>
<td>Quiz 6 – Chapter 6</td>
</tr>
<tr>
<td></td>
<td>Organizational Structure and</td>
<td></td>
<td><em>Assignments</em></td>
</tr>
<tr>
<td></td>
<td>Design</td>
<td></td>
<td>Read Chapter 7</td>
</tr>
<tr>
<td>7 Mar</td>
<td><strong>Chapter 7</strong></td>
<td>Chapter 7 cont.</td>
<td>Quiz 7 – Chapter 7</td>
</tr>
<tr>
<td></td>
<td>Managing Human Resources</td>
<td></td>
<td><em>Assignments</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Read chapter 8</td>
</tr>
<tr>
<td>Week</td>
<td>Monday</td>
<td>Wednesday</td>
<td>Friday</td>
</tr>
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<td>------</td>
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</tr>
<tr>
<td>14 Mar</td>
<td>No Class Spring Break</td>
<td>No Class Spring Break</td>
<td>No Class Spring Break</td>
</tr>
<tr>
<td>21 Mar</td>
<td><strong>Chapter 8</strong> Managing Change and Innovation</td>
<td>Chapter 8 cont.</td>
<td><strong>Quiz 8 – Chapter 8</strong>&lt;br&gt;Assignments Read Chapter 9</td>
</tr>
<tr>
<td>28 Mar</td>
<td><strong>Chapter 9</strong> 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>4 Apr</td>
<td><strong>Chapter 10</strong> 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>
</tr>
<tr>
<td>11 Apr</td>
<td><strong>Chapter 11</strong> Motivating and Rewarding Employees</td>
<td>Chapter 11 cont.</td>
<td><strong>Quiz 11 – Chapter 11</strong>&lt;br&gt;Assignments Read Chapter 12</td>
</tr>
<tr>
<td>18 Apr</td>
<td><strong>Chapter 12</strong> Leadership and Trust</td>
<td>Chapter 12 cont.</td>
<td><strong>Quiz 12 – Chapter 12</strong>&lt;br&gt;Assignments Read Chapter 13</td>
</tr>
<tr>
<td>25 Apr</td>
<td><strong>Chapter 13</strong> Managing Communications and Information</td>
<td>Chapter 13 cont.</td>
<td><strong>Quiz 13 – Chapter 13</strong>&lt;br&gt;Assignments Read Chapters 14 and 15</td>
</tr>
<tr>
<td>2 May</td>
<td><strong>Chapter 14</strong> Foundations of Control</td>
<td><strong>Chapter 15</strong> Operations Management</td>
<td><strong>Quiz 14 – Chapter 14</strong>&lt;br&gt;<strong>AND</strong>&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 May</td>
<td>Final Examinations&lt;br&gt;Section 1 – Friday, May 13, 12:30 – 2:30 p.m.&lt;br&gt;Section 2 – Friday, May 13, 2:45 – 4:45 p.m.</td>
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</tbody>
</table>

**NOTE – SUBJECT TO CHANGE**

University Final Exam Schedule
http://registrar.siu.edu/calendars/finalexam.html