

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

This course will be administered via an alternative learning management system

**MGT6175.E1 Management Responsibility & Practice
FALL 2014**

PROFESSOR INFORMATION:

Name: Dr. Carol A. Watson ***Please see special note below.

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This is a closed email system. Emails from accounts outside of the eCmail system will not be delivered. Refer to "Course Communications" below.

COURSE INFORMATION:

MGT6175.E1 Management Responsibility & Practice

Level: Graduate

Beginning Date of Session: Saturday, September 13, 2014

Ending Date of Session: Thursday, November 20, 2014

Student access available to the Student Portal: Saturday, September 13, 2014.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Management

Author: Richard L. Daft

Publisher: Cengage

Year Published: 2014

Edition: 11th

ISBN-13: 9781285068657

ISBN-10: 1285068653

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. Just look for the "Bookstore" tab across the top of the home page. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you

are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Students should be careful to obtain the exact resource(s) required for the course.

COURSE PREREQUISITES:

None

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Demonstrating an in-depth understanding of managerial functions and the management process through casework applications. **(Case Study)**
2. Demonstrating an ability to apply approaches to management thought and leadership theories by examining evolution and challenges. **(Case Study)**
3. Demonstrating an in-depth understanding of managerial competencies. **(Discussion Section)**
4. Analyzing the impact of various environmental influences on the management of organizations. **(Case Study)**
5. Demonstrating knowledge of global considerations in organizational management. **(Research Paper)**
6. Demonstrating an in-depth understanding of performance management. **(Case Study)**
7. Comparing and contrasting the advantages and disadvantages of various types of work groups and teams. **(Discussion Section)**
8. Demonstrating knowledge of organizational culture and how it affects the management of organizations. **(Ethics Discussion)**
9. Demonstrating knowledge of organizational control systems. **(Discussion Section)**
10. Analyzing strategic and operational management process and demonstrating creative problem solving and decision-making abilities. **(Case Study)**
11. Analyzing the use of outsourcing to add to corporate value. **(Discussion Section)**
12. Analyzing resources capabilities within a competitive environment. **(Case Study)**
13. Analyzing strategy formation at the business and corporate levels. **(Discussion Section)**
14. Demonstrating knowledge of organizational behavior through power, politics, conflict, and stress strategy formation. **(Discussion Section)**
15. Demonstrating an understanding of organizational ethics and social responsibility. **(Discussion Section)**
16. Analyzing organizational challenges such as quality productivity, job satisfaction, and organizational design. **(Research Paper/Discussion Section)**

*****SPECIAL NOTICE**

The professor for this course holds the rank of Academic Dean for Amberton University. Should the student have an appeal or grievance relative to the final grade received for this course, s/he must follow the following appeal procedure, which is an exception to the appeal procedure as outlined in the Amberton University Catalog. This appeal procedure is for the final course grade only. Individual grades for exercises or examinations are considered a part of the learning process and can only be judged in the totality of the learning and evaluation process.

If this appeal procedure does not meet with the approval of the student, s/he should not enroll in this course.

APPEAL PROCESS

1. To begin the appeal process, the complaint must be in writing.
2. The appeal will immediately be forwarded to a non-involved Vice President for handling.
3. The non-involved Vice President will inform the class professor of the complaint and the professor will/may reply to the complaint in writing.
4. This second non-involved Vice President will select an appeal committee of no fewer than three faculty and forward both the student's complaint and the professor's response to the faculty committee for review.
5. The committee will review the appeal and render a confidential judgment (committee members who voted, how they voted, will be kept confidential).
6. The conclusion of the committee will be forwarded to the student. The committee's findings will be final.

COURSE POLICIES:

- Read and complete all assignments by the scheduled due date. An assignment submitted after the due date will be assessed a penalty of 5% for each day it is late. Work submitted more than one week after the scheduled due date will NOT be accepted.
- All assignments are due at noon, Central Standard Time.
- Assignments may be submitted early, but no more than two (2) may be submitted in any one-week.
- When submitting an assignment, please include YOUR NAME, MGT6175.E1, and the assignment number on the first page of the assignment as well as the subject line of your email. All assignments must be submitted through the Moodle Portal.
- There are no extra credit assignments available in this course.
- Do not plagiarize. Please read the section on Academic Honesty/Plagiarism.
- The **last** day to submit assignments is **Monday, November 17th, 2014**.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Competencies	Readings	Due dates
1 Sept. 15	Introduction to Management	1, 2, 3	Chapter 1	Discussion Board Orientation Quiz, due Mon., Sept. 15th
2 Sept. 22	Evolution of Management Thinking	2, 3	Chapter 2	Discussion Board Assignment 1, due Mon., Sept. 22nd Case Study
3 Sept. 29	Corporate Culture, Managing in a Global Environment	4, 5, 8	Chapters 3 – 4	Discussion Board
4 Oct. 6	Ethics, Managerial Planning and Goal Setting	5, 15	Chapters 5 – 7	Assignment 2, due Mon., Oct. 6th PPT
5 Oct. 13	Strategy and Managerial Decision Making	4, 9, 10, 12, 13	Chapters 8 – 9	Discussion Board
6 Oct. 20	The Adaptive Organization, Managing Change & Innovation	1, 8, 9, 10	Chapters 10 – 11	Assignment 3, due Mon., Oct. 20th SWOT
7 Oct. 27	Managing Human Resources & Diversity	4, 6, 11	Chapters 12 – 13	Discussion Board
8 Nov. 3	Understanding Individual Behavior and Leadership	4, 14	Chapters 14 – 15	Assignment 4, due Mon., Nov. 3rd Research Paper
9 Nov. 10	Motivating Employees, Managing Communication and Leading Teams	7, 14	Chapters 16 – 17	Discussion Board
10 Nov. 17	Leading Teams, Quality and Performance <i>Class Wrap-Up</i>	7, 14, 16, 1, 2	Chapters 18 – 19	Assignment 5, due Mon., Nov. 17th Self-Reflection

GRADING CRITERIA:

Orientation Quiz (5%)

This short orientation quiz covers the important components of the syllabus and is due by Monday, September 15th, 2104.

Assignment 1, Case for Critical Analysis (15%)

Please read Chapters 1-2 in Management. The written assignment will be due by Monday, September 22nd, 2014.

Assignment 2, Power Point Presentation (15%)

Please read Chapters 3-7 in Management. The assignment will be due by Monday, October 6th, 2014.

Assignment 3, SWOT Analysis (15%)

Please read Chapters 8-11 in Management. The written assignment will be due by Monday, October 20th, 2014.

Assignment 4, Research Paper (30%)

Please read Chapters 12-15 in Management. This research paper will require the student to utilize the information learned in this course to make recommendations for improved effectiveness within an organization. This assignment will be due by Monday, November 3rd, 2014.

Assignment 5 (5%)

Please read Chapter 16-19 in Management. This self-reflection exercise will be due on Monday, November 17th, 2104.

Class Participation (15%) – Discussion Comments

Please expect to see six separate discussion points this session. Your answers should be approximately 250-300 words in length. You are not required to comment on the other students' answers. You are only required to comment on the original question one time. However, if you want to chime in on what your fellow students have to say, it most certainly makes for a more interesting online discussion. These discussion questions will be graded as follows:

6/6 comments = 100%

5/6 comments = 85%

4/6 comments = 65%

3/6 comments = 50 %

2/6 comments = 35%

1/6 comments = 15%

The deadline to submit your responses is Thursday, November 13th at midnight for all discussion threads. I understand that you are working adults, therefore please respond when you have time in your busy schedules. I will be sending you an additional reminder before that date.

GRADING CRITERIA:

Orientation Quiz	5%
Assignment 1, Case for Critical Analysis	15%
Assignment 2, Power Point Presentation	15%
Assignment 3, SWOT Analysis	15%
Assignment 4, Research Paper	30%
Self-Assessment Exercise	5%

Class Participation – Discussion Comments 15%

The following grading scale will be used for this course:

Graduate	
92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their eMail account and contact the instructor at CWatson@eMail.amberton.edu or phone extension 153. Do not use the Course Number e-mail as it is no longer operational.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Students enrolled in distance learning courses use the resources contained in Amberton's Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>). After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, eMail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You

must know your Amberton ID# to gain access to the course and to send email to your professor.

COURSE COMMUNICATIONS:

Students will communicate with faculty using any of three methods: eCmail, Discussion Forum and Chat Room. Each student enrolled in this course is assigned an Amberton eCmail account, Discussion Forum and Chat Room, with access through the Student Portal.

You must use Amberton's eCmail system to send emails, do not use outside email accounts (ie. Yahoo, msn, Hotmail), as email from outside the University will be rejected.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton student eCmail system (eCmail.Amberton.edu). Students are encouraged to check their email regularly for University news and notices.

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted as an attachment to an email. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton eCmail system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the "Ask-A-Librarian" section of the discussion forum or email their questions to library@Amberton.edu.

QUALITY ENHANCEMENT PLAN – QEP TOOLKITS:

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "QEP Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.