

**AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE**

MGT4650.01 Contemporary Management Issues

FALL 2014

Location: Garland

PROFESSOR INFORMATION:

Name: Dr. Jonathan Schultz

Phone Number: 972-279-6511 ext. 143

Faculty Fax #: 972-686-5890

Office Location: Garland Room R

Office Hours: Monday, Thursday; 4pm-6pm

Email Address: MGT4650.01@eCmail.Amberton.edu

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COURSE INFORMATION:

MGT4650.01 Contemporary Management Issues

Level: Undergraduate

Beginning Date of Session: Saturday, September 13, 2014

Ending Date of Session: Thursday, November 20, 2014

The first class meeting is **Monday, September 15, 2014**, in **Room 19**

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Management

Authors: Gulati, Mayo & Nohria

Publisher: Cengage

Year Published: 2014

Edition: 1st

ISBN-10: 0538478462

ISBN-13: 9780538478465

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:

- Understanding the history and theory of management and its value within the organization. (Class Discussion)
- Understanding the role of the manager within the organization. (Written Assignment)
- Understanding how changes in the economy affect managers. (Class Discussion)
- Defining the importance of being able to adapt to today's workplace challenges by creating an adaptive organization. (Exam 1)
- Understanding how the differences in generations affect the workplace. (Class Discussion and Exam 2)
- Discussing how being able to work with different personalities can be an asset to a manager. (Class Discussion and Exam 2)
- Exploring gender differences. (Class Discussion and Exam 1)
- Understanding how to conceptualize organizational needs in relation to change. (Class Discussion and Exam 1)
- Understanding how working with Emotional IQ can be a powerful management tool. (Class Discussion and Exam 1)
- Understanding the need to manage technology efficiently and effectively. (Class Discussion and Exam 2)
- Understanding diversity. (Class Discussion and Case Study)
- Understanding ethics. (Class Discussion and Ethics Paper)
- Discussing the hostile work environment and how to overcome this challenge. (Class Discussion and Exam 2)
- Understanding the challenges of the entitled worker, the lazy worker, the unmotivated worker, and the overworked employee. (Class Discussion and Exam 2)
- Understanding the need for relationship building within the organization. (Exam 1)
- Understanding how to motivate and empower employees. (Case Study and Exam 2)

- Discussing issues to be addressed for future success. (Class Discussion)

COURSE POLICIES:

Students are expected to take exams and submit written assignments on the date scheduled. As a general rule, make-up assignments will not be allowed and written assignments submitted after the date due will not be accepted. Exceptions will be considered on a case-by-case basis and only if the student has contacted the professor before the scheduled exam or assignment due date. Any assignment submitted late will be assessed a 15% penalty (for up to two 24 hour periods – this does not apply to the course project due in week 10). All weekly assignments are due Sunday by 11:59 PM Central (except the final week of class – items will be due on Wednesday 11:59 PM Central). There will be no extra-credit assignments.

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 DELIVERY METHODOLOGY:

This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

Ethics Assignment: The course will require one written ethics assignment (3-5 pages in length) regarding ethical awareness and ethical decision-making. Instructions will be provided for the written assignment in class.

Exams: The course will require two separate (non-comprehensive) exams over the assigned chapters in the text. These assessments will include a selection of objective questions based upon the class lectures and assigned readings.

Case Study: The course will require one written case study (5-7 pages in length) that will provide a real-world scenario for the student to apply knowledge from the content of the course. Instructions will be provided for the case study in the classroom.

COURSE OUTLINE AND CALENDAR:Week 1

Topic: Introduction to Management

Readings:

Chapters: 1

Assignments DUE: None

Week 2

Topic: Global Business Environment, Ethics, and Corporate Social Responsibility

Readings:

Chapters: 2-3

Assignments DUE: Ethics Assignment

Week 3

Topic: Organizational Structure, Design, and Culture

Readings:

Chapters: 7-8

Assignments DUE: None

Week 4

Topic: Managing Human Capital and Performance

Management

Readings:

Chapters: 9-10

Assignments DUE: None

Week 5

Topic: Organizational Change

Readings:

Chapters: 11

Assignments DUE: Exam 1: Chapters 1-3, 7-11

Week 6

Topic: Leadership in Organizations and Becoming a Leader

Readings:

Chapters: 12-13

Assignments DUE: None

Week 7

Topic: Power, Influence, and Decision-Making

Readings:

Chapters: 14-15

Assignments DUE: None

Week 8

Topic: Conflict, Negotiation, and Leading Teams

Readings:

Chapters: 16-17
Assignments DUE: None

Week 9

Topic: Motivation and Communication

Readings:

Chapters: 18-19

Assignments Due: Case Study

Week 10

Topic: Summary and Wrapping Up the Class

Readings:

None

Assignments DUE: Exam 2: Chapters 12-19

Exam 2 – Due Wednesday, November 19, 2014 (NO
LATE WORK WILL BE ACCEPTED)

GRADING CRITERIA:

| | |
|---------------|-----|
| Ethics Paper | 10% |
| Exam 1 | 30% |
| Exam 2 | 30% |
| Case Study | 20% |
| Participation | 10% |

Undergraduate

| | |
|----------|---|
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

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 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 eCmail account and contact the instructor at JSchultz@eCmail.amberton.edu or phone extension 143. 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 COMMUNICATIONS:

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to eMail, Discussion Forums, Chat Rooms, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal 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 eMail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP Tutorials and Electronic Instructor Folders (FTP).

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.

When using the eCmail system, students may send to and receive email from those users who have accounts on the Amberton email servers only (Amberton.edu and eCmail.Amberton.edu). Email from outside the University's systems will be rejected.

Upon completion of a session, all mail is removed from the eCmail account. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

Discussion Forum

The forums are accessible, as of the first day of the session, through the Student Portal. The discussion forums are good avenues for student – to – student communication and interaction.

Help forums such as “Ask-a-Librarian” and “Tech Tips” are also listed with the course forums. Visit these areas if you have questions about research and technical issues.

Chat Rooms

Chat rooms are accessible through the Student Portal as of the first day of the session and provide students and faculty the ability to communicate on-line in real time.

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.

RECOMMENDED ONLINE SOURCES:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal, under “General Tools.”

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.

BIBLIOGRAPHY:

Research resources are available through the University’s physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

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 University physical Library, or the Virtual University “Ask-A-Librarian” section of the discussion forum, or email their questions to library@Amberton.edu.