MGT6175.E1 Management Responsibility & Practice
WINTER 2015

PROFESSOR INFORMATION:
Name: Dr. Matthew Reagan
Phone Number: 972-279-6511 ext. 269
Email Address: MGT6175.E1@eCmail.Amberton.edu
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, December 6, 2014
Ending Date of Session: Thursday, February 26, 2015
Holiday Break: Friday, December 19, 2014 through Friday, January 2, 2015
Student access available to the Student Portal: Saturday, December 6, 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: 2013
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 <u>you are enrolled</u> 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:
Graduate Status

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

COURSE POLICIES:
(1) DO NOT plagiarize in any way. Any student that plagiarizes, regardless of intent, **will receive a zero** for the assignment. Academic honesty is highly valued at Amberton University. A student must always submit work that represents his or her original words or ideas. Review the section herein that discusses Academic Honesty/Plagiarism. Plagiarism can be described as, but is not limited to the following examples:
- Having a tutor or friend complete a portion of your assignments;
- Having a reviewer make extensive revisions to an assignment;
- Copying work submitted by another student to a public class meeting; and/or,
- Using information from online information services without proper citation.

(2) Late Policy for Assignments is as follows:
Late Assignments will be penalized with a 10% grade deduction for the first 2 days late and 5% each day afterwards up to 5 days, unless you have made prior arrangements with me. You lose 10% whether you are one or two days late. The reasons for this is to ensure if you are going to be late that you do not rush the assignment to turn it in. If circumstances arise that preclude you from meeting course requirements or assignment deadlines you must notify me **immediately**. If an assignment is turned in **5 or more days late, NO points will be earned**. **Deadlines will be defined as 11:59 p.m. CST on each due date.** Do not wait until the last minute to turn in assignments. The syllabus is offered well in advance to allow students to plan accordingly.

Special Note: No late assignments will be accepted in the last week of the course, except in extreme circumstances and arrangements have been made with the instructor prior to the due date. No assignments or exams will be accepted after the course end date.

(3) No Extra credit - I do **NOT** provide extra credit work in this class.

(4) Assignments not submitted correctly will not be graded and will be returned. Resubmitted assignments must still be in by the due date. Due date credit is not given for assignments that are returned ungraded.

(5) All assignments must be completed in order to receive a passing grade in this course. Even assignments that are late and do not receive a grade must be turned in. In other words, you do not have the option of skipping one or two assignments and taking a lower grade in the course. **Failure to complete all assignments as specified will result in a grade of an "F."**

(6) Assignments that do not rise to the level of university work will be graded accordingly. Please adhere to recognizable and consistent guidelines when preparing your papers, especially when citing other sources. **APA standards will be strictly enforced,** so be sure to use the APA Manual, rather than programs which claim to do this automatically. I have not yet seen any programs that do this perfectly.

(7) Academic Resources - When you are conducting research for an assignment, the majority of your sources should be the **text book** or **peer-reviewed academic journals**, such as those you find in the University library databases.

- **WARNING**: **Internet searches will often take you to non-academic information resources** such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. Keep in mind that the information you find in these sources is unreliable and may not be accurate, since it does not come under a formal oversight or peer-review process. Avoid using these types of sources. **It is NOT permitted in this course and will NOT be counted towards fulfilling assignments.**

While you may use and cite some non-academic resources such as trade journals or an organization's website only when researching a company, you may not rely on them exclusively. With this exception of company Web sites for company-research, no un-authored material may be cited in this course. If a company Web site is used, students must take strong measures to determine the *author* (corporate or individual) and *date* of the material cited, per APA guidelines. No other un-authored sources may be used.

The use of primary sources, when appropriate, is always encouraged. For example, when writing about leaders in certain industries, one may want to issue questionnaires, surveys or conduct interviews. Data from these sources is considered primary, as opposed to secondary data found in some peer-reviewed journals. Keep in mind, there are proper ways of conducting primary research and these methods go beyond the scope of this class. Therefore, quality secondary sources should be your primary source of research and information. Remember that you are responsible for the accuracy of any facts presented in your assignments and therefore should confirm the veracity of information you find on non-academic sources through further research. Read the Research Resources section at the end of this document.

(8) A successful learning experience depends on the student's willingness to stay on schedule with respect to due dates, course readings and other requirements. You are encouraged to plan ahead and pace yourself so that adequate time is allotted for each assignment and unexpected circumstances do not hinder your success.

(9) Feedback – I will provide feedback for *graded exercises/assignments* within 5-6 days of the due date. Graded exercises/assignments are *not* the same as exercises that receive participation grades. Exercises that count as participation will *not* be graded, but are merely intended to keep you on track and to see how you are processing the course content. However, if you need feedback at any time regarding participation assignments, please ask me, and I will be happy to provide it.

(10) Amberton University policy states that it is up to an instructor's discretion as to whether or not he or she grants an "Incomplete" at the end of a course. Be advised, **I do NOT grant "Incompletes"** in my courses.

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 Dec 7th	Introduction to Management	1,2, & 3	Chapter 1-4	Forum Posting #1 Due – 11th
2 Dec 14th	Evolution of Management Thinking	2 & 3	Chapter 1-4	Forum Posting #2 **&** Writing Assignment #1 Due – Dec 18th

3 Jan 4th	Corporate Culture, Managing in a Global Environment	4, 5, 8, & 14	Chapters 5-7	Forum Posting #3 Due – Jan 8th
4 Jan 11th	Ethics, Managerial Planning and Goal Setting	5 & 15	Chapters 8-9	Forum Posting #4 **&** Writing Assignment #2 Due – Jan 15th
5 Jan 18th	Strategy and Managerial Decision Making	4, 9, 10, 12 & 13	Chapters 10-12	Forum Posting #5 **&** Writing Assignment #3 Due – Jan 22nd
6 Jan 25th	The Adaptive Organization, Managing Change & Innovation	1 & 8 - 10	Chapters 13-15	Forum Posting #6 Due – Jan 29th
7 Feb 1st	Managing Human Resources & Diversity	4, 6, & 11	Chapters 16	Forum Posting #7 **&** Writing Assignment #4 Due – Feb 5th
8 Feb 8th	Understanding Individual Behavior and Leadership	4 & 14	Chapters 17	Forum Posting #8 Due – Feb 12th
9 Feb 15th	Motivating Employees, Managing Communication and Leading Teams	7 & 14	Chapters 18 - 19	Forum Posting #9 Due – Feb 12th
10 Feb 22nd	Leading Teams, Quality and Performance	1, 2, 7, 14, & 16	Chapter 19	Forum Posting #10 **&** Writing Assignment #5 Due – Feb 19th

* You are encouraged to complete you reading assignments early as it may help you in responding to forum postings and other assignments. Every attempt was made to space out the assignments to give you time to complete them while matching reading and writing/forum posting assignments together.

GRADING CRITERIA:

Case Studies	42% - 3 @ 14% each
Participation/Attendance in Online Forum	30% - 10 @ 3% each
PowerPoint assignments	28% - 2 @ 14% each

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 eCmail account and contact the instructor at MEReagan@eCmail.amberton.edu or phone extension 269. 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, eCmail 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. <u>You must know your Amberton ID# to gain access to the course and to send email to your professor.</u>

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.