

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

MGT4650.01 Contemporary Management Issues
WINTER 2015
Location: Garland

PROFESSOR INFORMATION:

Name: Dr. Carol A. Watson ***Please see special note below
Phone Number: 972-279-6511 ext. #153
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Office Location: Academic Services Office
Office Hours: After class or by appointment.
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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:

MGT4650.01 Contemporary Management Issues

Level: Undergraduate

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

The first class meeting is **Saturday, December 13th**, in **Room 18**

Subsequent class meetings on: January 10 & 24, 2015 and February 7 & 21, 2015

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: **The New Manager's Toolkit: 21 Things You Need to Know to Hit the Ground Running**

Author: Don Grimme & Sheryl Grimme
Publisher: AMACOM
Year Published: 2008
Edition: 1st
ISBN: 10: 0814413064 or 13: 9780814413067

Title: **Strength's Finder 2.0**

Author(s): Tom Rath
Publisher: Gallup Press
Year Published: 2007
Edition: 1st
ISBN: 13: 978-1595620156

Notes: *Book MUST be purchased NEW by student.*

Title: **Emotional Intelligence 2.0**

Author(s): Travis Bradberry, Jean Greaves and Patrick Lencioni
Publisher: TalentSmart
Published: 2009
Edition: 1st
ISBN: 10: 0974320625 or 13: 978-0974320625

Notes: *Book MUST be purchased NEW by student*

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. Understanding the role of the manager within the organization.
2. Understanding how changes in the economy affect managers.
3. Defining the importance of being able to adapt to today's workplace challenges by creating an adaptive organization.
4. Understanding how the differences in generations affect the workplace.
5. Discussing how being able to work with different personalities can be an asset to a manager.
6. Exploring gender differences.
7. Understanding how to conceptualize organizational needs in relation to change.
8. Understanding how working with Emotional IQ can be a powerful management tool.
9. Understanding the need to manage technology efficiently and effectively.
10. Understanding diversity within the workplace and how it affects managerial decision making.
11. Understanding ethics.
12. Discussing the hostile work environment and how to overcome this challenge.
13. Understanding the challenges of the entitled worker.
14. Understanding the challenges of the unmotivated worker.
15. Understanding the challenges of the overworked employee.

*****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 a second 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:

1. 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.
 2. All assignments are due at the *beginning* of class on the scheduled due date.
 3. Assignments may be submitted early, but no more than two (2) can be submitted in any one week.
 4. When submitting an assignment, please include your name, MGT4650.01, and the assignment title on the first page of the assignment.
 5. assignment.
 6. If you email your assignment, it must be emailed to the email address in the syllabus and I must be able to open it in order for it to be considered on time.
 7. There are no extra credit assignments available in this course.
 8. Do not plagiarize. Please read the section on Academic Honesty/Plagiarism.
 9. The last day to submit assignments is Saturday, February 21st, 2015.
- **Attendance is essential in a course of this nature and each student is strongly encouraged to attend each and every class.**

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.

The course will consist of readings, lecture, class and small group discussions and activities. There will be case studies, self-assessment exercises, and a final exam. At no time are students required to disclose personal information.

Class notes and handouts will be posted in the electronic instructor folder (FTP) for this course. More information about how to access this information will be provided during our first class meeting.

COURSE OUTLINE AND CALENDAR:

Week	Topic(s)	Assignment	Readings	Competencies
Out of Class Activities	Out of Class Activities:	Class Introductions Send Email to Professor	The New Manager's Toolkit Introduction	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15
1	Class, Introductions Continued Leading People, The Role of the Manager, Individual Management Styles	Work on Assignment #1	The New Manager's Toolkit Part One & Part Three	1,2,3
Out of Class Activities	Out of Class Activities: Leader Effectiveness	Assignment #1 DUE Discussion Forum #1 DUE Saturday, December 20th by midnight. Continue working on assignments.	The New Manager's Toolkit Part Four	1,2,3,9,11

2	Class Optimizing Contributions Personal & Interpersonal Effectiveness	Work on Assignment #2	The New Manager's Toolkit Part Five	1,3,7,12,13,14,15
Out of Class Activities	Out of Class Activities: Eliminating Conflict, Hostile Work Environment, Entitled Worker, Unmotivated Worker, Overworked Worker	Assignment #2 DUE Discussion Forum #2 DUE Saturday, January 17th by midnight. Continue working on assignments.	The New Manager's Toolkit Part Six	1,3,7,12,13,14,15
3	Class Emotional Intelligence	Work on Assignment #3	Emotional Intelligence 2.0 Chapters	8,10
Out of Class Activities	Out of Class Activities: Individual Differences, Ethics	Assignment #3 DUE Discussion Forum #3 DUE Saturday, January 31st by midnight. Continue working on assignments.	The New Manager's Toolkit Part Two	3,4,5,6
4	Class What are your Strengths? Ethics	Work on Assignment #4 Work on Case Study	Strength's Finder	1,2,10
Out of Class Activities	Out of Class Activities: Contemporary Management How to Optimize the Organization, Ethics	Assignment #4 DUE Discussion Forum #4 DUE Saturday, February 14th by midnight. Continue working on assignments.	Assigned Case Study	1,2,10,11
5	Final Class Contemporary Management Resources and Books	Case Study DUE In Class - Self Assessment Exercise ALL ASSIGNMENTS DUE TODAY.	N/A	1,2,3,4,5,6,7,8,9,10,11, 12,13,14,15

GRADING CRITERIA:

Written Assignment 1	15%
Written Assignment 2	15%
Written Assignment 3	15%
Written Assignment 4	15%
Written Assignment 5, Case Study	20%
Written Assignment 6, Self-Assessment Exercise	5%
Class Participation	15%

- ***Please expect to see four separate discussion questions this session. They can be located on your online portal for this class. Your answers should be approximately 250-300 words in length. Each question is worth 2.5% of your participation grade. 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. Class roll will be taken and will be worth 5% of your overall grade.

The following grading scale will be used for this course:

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 CWatson@eCmail.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 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 eCmail, 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 eCmail 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.