

Organization and Management – MGT 210 – Section 630
Spring 2017 – Tuesday – 6:45pm – 9:30pm
WKU – Glasgow Campus

Instructor: Jerry Lundin
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Office hours: Adjunct Office - Room 231 - Tuesday: 6pm – 6:30pm;
Wednesday: 6pm – 6:30pm. Other times scheduled as needed.

COURSE DESCRIPTION

MGT 210. ORGANIZATION AND MANAGEMENT. (3) Prerequisite: Sophomore standing. An introduction to organization theory and organizational behavior. The course focuses on managing people and material resources to enhance organizational productivity and effectiveness. Attention is given to the managerial functions of planning, organizing, leading and controlling.

TEXT

Bateman and Snell, 2015, Management: Leading and Collaborating in a Competitive World. 11th Edition, (Loose-leaf) (Custom – WKU) McGraw-Hill.

IMPORTANT: A portion of your point total (20%) will require registration with McGraw-Hill Connect that comes with a new text. Registration can be done through Blackboard using a code THAT COMES with a new text. This also gives you e-book access. You also have an option of just purchasing only a Connect code which will allow you access to Connect. This can be purchased online.

COURSE OBJECTIVES

This course will work to develop a student's understanding of business within a framework of social intelligence. More specifically students will:

- 1) Learn key foundational management terms,
- 2) Gain knowledge of teams that leads to effective teamwork and associated skills,
- 3) Develop a basic comprehension of managerial planning and decision making.
- 4) Develop an understanding of the basics of Organizational Behavior
- 5) Understand the importance of international business and global awareness
- 6) Develop an understanding of social responsibility and ethical processes associated with jobs and organizations
- 7) The insight, knowledge, and skill which will help you improve the progression of student's careers.

Within the Business degree this course is designed to address communication skills, ethical awareness, global awareness, and discipline competency.

BLACKBOARD

Blackboard will be used to communicate assignments, post grades, take quizzes, complete homework and provide general class information. Know how to use it. Make sure that the email address you have registered on Blackboard is the one you check regularly. I will be using Blackboard to email messages to the class when necessary.

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GRADING AND ASSIGNMENTS

3 Examinations (125 points each)	375 points (47%)
Attendance	50 points (6%)
Assignments/Homework/Participation	120 points (15%)
Connect Assignments	180 points (22%)
Individual Paper	<u>75 points (9%)</u>
Total Points	800 points

A: 90% + (720-800pts) B: 80% - 89% (640-719pts) C: 70% - 79% (560-639pts)
D: 60% - 69% (480-559pts) F: Below 60% (479pts – below)

EXAMINATIONS

Each exam is worth 125 points and will cover material from the text as well as material presented during class. Exams may consist of multiple choice, true/false and short answer questions. If you have a conflict taking an exam on the scheduled date, you **MUST** discuss the situation with me **PRIOR** to the exam.

ATTENDANCE

Attendance will be taken each class period. You can earn up to 50 points for 100% attendance. If you are not in class, you will not receive points for attendance. For each absence beyond 2, an additional **30 points** will be deducted from your point total at the end of the semester.

CONNECT

18 Connect activities each worth 10 points will be located on the class Blackboard page in the test/quiz section. Details for the Connect assignments will be discussed during the first day of class. Connect assignments must be completed and submitted by their due dates and times to earn points.

ASSIGNMENTS/HOMEWORK/PARTICIPATION

Graded assignments will be made throughout the semester. These can include research, case studies and class presentations. Participation in class takes many forms and includes contributing to class discussions, asking relevant questions, demonstrating active participation in group assignments, and preparing for each class.

INDIVIDUAL PAPER

This assignment is focused on you and requires you to think about your future in both your personal as well as professional life. Concepts covered in this class are to be incorporated into the paper that demonstrates understanding of the concepts.

Further details of the paper will be discussed in class along with format, length and a deeper explanation of the purpose of the assignment.

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LATE WORK

Meeting deadlines is fundamental to success in business and in this class. All assignments are to be turned or submitted the day they are due.

STUDENT DISABILITY SERVICES

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270 745 5004. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

ACADEMIC OFFENSES: PLAGIARISM AND CHEATING

I expect that all of the individual assignments you complete for Management 210 are always your own work. However, many students are not sure exactly what “your own work” means, so, please read again the information on plagiarism and cheating from your student handbook. Aside from copying work, plagiarism includes incorrectly citing sources or presenting someone’s information as your own, without crediting the source. To avoid this, you should carefully make notes to keep track of where your information came from. In written form, you must use quotation marks when referring to another’s work. In a speech where you are paraphrasing, you can say “According to ... (give name)...” It does not take much effort to make sure you follow the rules for using another’s thoughts.

YOU ARE RESPONSIBLE for telling your audience or reader whether you are:

1. directly quoting from a source
2. paraphrasing closely from a source, which means using significant portions of another source’s sentences or language
3. using the ideas advanced by a different source

PENALTY FOR ACADEMIC DISHONESTY

Western Kentucky University is committed to the highest standards of ethical conduct and academic excellence. You are expected to be familiar with Western Kentucky University’s policy on Academic Dishonesty. Any student found guilty of plagiarism, fabrication, cheating on an exam, or purchasing papers, speeches, or other assignments will immediately receive a failing grade on the assignment and in the course, and will be reported for disciplinary action. Falsified medical excuses and presenting another student’s work as your own fall within the guidelines of this academic integrity policy.

As you can see, these are extreme measures for academic offenses that we believe are serious. If you have any questions about whether you may be plagiarizing in your work, please be sure to contact me well in advance of the due date for your assignment.

INCLEMENT WEATHER/CLASS CANCELLATION

In case of inclement weather, you should visit WKU’s website, watch WBKO or listen to one of the local radio stations to learn if the classes at WKU-Glasgow are cancelled. If I cancel a class for other reasons, I will email you of the cancellation. If possible, I will also contact WKU-Glasgow for them to post the cancellation on the classroom door.

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COURSE/CLASSROOM CONDUCT

I expect the highest level of professionalism and personal behavior from every student. Creating a respectful and trustworthy classroom environment is the responsibility of every student. This type of environment will lead to a more productive learning process and one of high academic integrity. Behavior that undermines the learning environment and/or academic integrity will not be tolerated. Examples of these behaviors include (but not limited to):

- Cheating – Giving, using, or attempting to use unauthorized materials, information, or devices in any academic exercise.
- Copying from another student's exam or receiving unauthorized assistance during a quiz, test, written assignment or examination.
- Using books, notes, calculators, or computers when they are expressly prohibited by the instructor.
- Procuring copies of tests or examinations before they are given.
- Copying reports, computer files and other work from other students.
- Reading the newspaper and/or doing the crossword puzzle, private conversations.
- Cell phone use during class time. This includes sending out and receiving text messages.
- Inappropriate use of personal computers.
- Avoiding racist, sexist, homophobic, or other negative language that may unnecessarily exclude or affect members of our campus and classroom community.

ELECTRONIC POLICY

Cell phones, SMART phones, iPads, Tablets, etc., are convenient communication tools and mediums. They have their purpose, place and practicality. However, during class isn't the place. My preference is to keep as many of the students in the moment and engaged. Electronic devices present a barrier to achieving that. If this becomes an issue, I will demonstrate reinforcement theory with that student(s). Look it up in the text. Reinforcement theory will be a point of discussion the first day of class. You are certainly free to use your electronic devices during our scheduled breaks.

Any student using an electronic device during an exam will receive a zero on that exam and may be subject to other university discipline.

If you are a student who uses an electronic device to take notes, great, but please sit in the front row. On occasions, students need access to their electronic devices during class because of personal issues. If a student has this situation, see me before class so that I am aware.

NOTE

I reserve the right to amend the syllabus and the course schedule as necessary throughout the semester and will make updated versions available on Blackboard.