



Fall 2014: MGMT 113.001 Introduction to Management
Tuesday/Thursday: 12:30-1:45 p.m.
Dane Smith Hall 123

INSTRUCTOR INFORMATION

Instructor: Melissa Cast
Email: via UNM Learn
Office: ASM 2065
Phone: 505-277-8777
Office Hours: Tuesdays 2:00-3:30 p.m. Thursdays 2:00-4:00 p.m. & by appointment

COURSE MATERIALS

Text:



MANAGEMENT: PRACTICAL INTRO 6/E

Author: KINICKI
ISBN: 9780078029547
Publisher: McGraw-Hill
Edition: 6
Copyright: 12

***PLEASE NOTE: As a registered student, you are responsible for acquiring the textbook. Failure to purchase the textbook is NOT an acceptable excuse for missed work.**

Other: Supplemental videos and readings may be posted on UNM Learn or handed out in class. These materials will be provided by the instructor and notice of their usage will be given during class or via UNM Learn. Please see the Required Technology section below.

COURSE CATALOG DESCRIPTION

MGMT 113: MANAGEMENT: AN INTRODUCTION, 3 CR. Modern concepts of organizations and their management in a dynamic world. An overview of managerial activities within business and other organizations.

COURSE OBJECTIVES

- Develop a broad understanding of the business environment in contemporary organizations, and increase your ability to work with people from diverse backgrounds.

- Develop your knowledge and understanding of the requirements for success in various business enterprises.
- Increase your awareness of the variables affecting business and how these influence workplace behavior.
- Identify a specific area of business that is interesting and potentially valuable to you in your future career development endeavors.

COMMUNICATION WITH THE INSTRUCTOR

- **PLEASE USE UNM LEARN (NOT UNM EMAIL) FOR ALL COURSE COMMUNICATION.** If an emergency occurs and you must reach me immediately, you may email me at castm@unm.edu. If you send email to this address for purposes other than an emergency, I will instruct you to re-submit your communication via UNM Learn. ***I will make every effort to reply to your email within 24-48 hours.*** If it is a matter which requires special consideration, I will send an initial response indicating my receipt of your message and a follow-up message once the issue is resolved.
- Because all course communication must occur via UNM Learn, leaving a message on my office voicemail or a note on my office door is not sufficient. Please do not assume I will reply to such efforts.

REQUIRED TECHNOLOGY

In order to access course resources, students need to log onto UNM Learn. (<https://learn.unm.edu>). Through UNM Learn, you will be able to access the course syllabus, the powerpoints for each chapter, and any additional assigned readings or resources. ***You will not have to submit assignments via UNM Learn, but it will be your 'go to' location for course resources. Also, I will post all grades here, so check frequently to see where you stand in the course!***

Additional UNM Learn information:

Learn Course Requires:

- A high speed Internet connection is highly recommended.
 - Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: <http://kb.blackboard.com/pages/viewpage.action?pageId=38830689>
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.

Learn course components perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including Anderson's Computer Lab (ASM 1002), (UNM's Computer Pods (<http://it.unm.edu/pods/locations.html>) or one of UNM's many (Statewide Centers: <http://statewide.unm.edu/nm/index.html>).

For additional information: see <https://learn.unm.edu>

For UNM Learn Technical Support: (505) 277-5757 (M-F 8am - 5pm) or learn@unm.edu.

UNM Learn Tracking:

UNM Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, etc... This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Scheduled Maintenance

UNM Learn has a daily scheduled maintenance window from 4:30 am – 5:30 am when UNM Learn is not available. There is also a routine maintenance window every Saturday from 6:00 am – 12 noon which may be used for system maintenance. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including UNM Learn. The general system maintenance window is on Sundays from 6:00 am – 12 noon. Announcements for the Saturday and Sunday maintenance windows are normally posted in UNM Learn two weeks ahead of time to notify users of planned outages.

GRADING

Note: Check your posted grades on UNM Learn frequently. Any questions regarding grades should be submitted in writing within 48 hours after the grade has been posted.

Teamwork: I will place you in teams at the beginning of the semester. There will be approximately 18 teams of 5-6 members each. This will be the team with which you do your final project. Also, throughout the semester you will work with this team on in-class activities. As such, I will ask you to sit with your teammates for the duration of the semester.

Attendance: It is your responsibility as a student to attend every class session unless documentation of an excused absence is provided. As such, every class period will provide an opportunity to earn "activity points." Because these points are tied to your presence and/or class participation, make-up points are rarely possible. Points will not be given on quiz days. However, points will be given for all other classes, including presentations during final exam week.

Quizzes: There will be 5 quizzes throughout the semester worth 100 points each. At the end of the semester, I will drop your lowest quiz. Quizzes may only be made up in the case of an excused absence. Otherwise, a missed quiz will be awarded '0' points and be dropped as your lowest quiz. Quizzes will primarily be multiple-choice or true-false questions. However, short answer questions are possible. You are responsible for all material in the book chapters, even if we do not cover it in class. A final exam will not be given. Please note, I have scheduled a review period prior to each quiz. I strongly encourage you to attend this class period, as it is an opportunity to ask final questions about material/clear up any concerns you have regarding the chapters.

YOU ARE REQUIRED TO BRING A SCANTRON TO CLASS FOR THE QUIZ. FAILURE TO DO SO WILL RESULT IN A 2 POINT DEDUCTION FROM YOUR QUIZ SCORE.

Final Project: Students will participate in a team project. This project will be presented during the final exam period set aside for our class, as pre-determined by the University. A separate handout detailing this project is provided at the end of this syllabus.

Points Possible:

Quizzes (4 counted @ 100 points each):	400
Activity Points:	250
Final Group Project:	<u>150</u>
Total:	800

To calculate your grade, then, you only need to divide the total number of points you've earned to date by the total points possible to date. At the end of the semester, you only need to take your total points and divide by 800 to give you your grade as a percent. The grading scale is as follows:

A	90% to 100%	≥720 points
B	80% to 89%	719-640
C	70% to 79%	639-560
D	60% to 69%	559-480
F	Equal to/Under 59%	≤480

The instructor does not round grades (e.g. 89.99% = B; 90.00% = A). Fractional grades may be used at the instructor's discretion.

ADMINISTRATIVE INFORMATION

Online UNM Resources:

- **Libraries:** <http://www.unm.edu/libraries>
- **CAPS** <http://caps.unm.edu/> - CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes.
- **Online Writing Lab (OWL)** - <http://caps.unm.edu/writing/owl> - students may submit academic papers required for UNM course or degree fulfillment or application submissions online for proofreading.
- **Smarthinking** - <http://caps.unm.edu/online/smarthinking/cas> Smarthinking™ is a Washington, D.C. based organization that provides online tutoring and academic support for university students 24 hours a day, 7 days a week in various common courses.

Students with Disabilities:

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (<http://as2.unm.edu/>). Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or <http://as2.unm.edu/index.html>. Information about your disability is confidential.

If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. Frequently, we will need to coordinate accommodating activities with other offices on campus, so that course materials can be made available in alternative formats.

Copyrighted Materials:

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

<http://pathfinder.unm.edu/common/policies/copyright-policy-and-law.html>

Academic Integrity:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's **Policy on Academic Dishonesty** and the **Student Code of Conduct** which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be

applied. For full text of Anderson's Academic Honesty Code, please visit <http://www.mgt.unm.edu/honesty>

Electronic Devices: There are no electronic devices permitted during class time (cell phones, laptops, etc...) The instructor reserves the right to revoke activity points for any class in which a student fails to abide by this policy.

Absences: The instructor will abide by the University's official policy regarding absences: <https://pathfinder.unm.edu/common/policies/class-absences-student-attendance.html>

Incompletes: How do I get an "incomplete?" (from the UNM Dean of Students FAQs):
"If a student wants to receive an "incomplete" in their class(es), they need to discuss it with their instructor(s). If the instructor(s) assigns an "incomplete" the student needs to complete whatever work the instructor requires. The instructor will submit an "I" on the grade report. Incomplete grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an IF (failing) grade. The student is responsible for making arrangements with the instructor for resolving an incomplete grade."

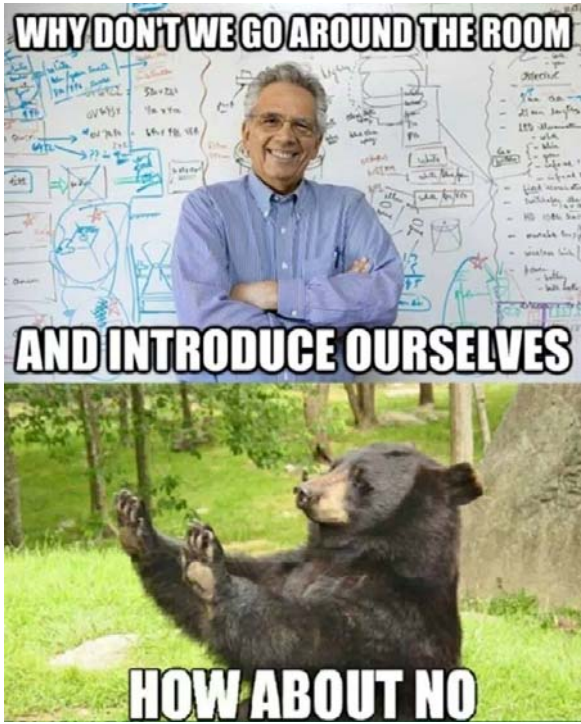
Withdrawals: It is the responsibility of the student to know important dates such as University drop dates.

CLASS SCHEDULE

DATE	TOPIC
8/19	Introductions & Expectations
8/21	Chapter 1
8/26	Chapter 2
9/2	Chapter 3
9/4	Quiz 1 Review
9/9	Quiz 1 – Chapters 1, 2, 3
9/11	Chapter 4
9/16	Chapter 5
9/18	Chapter 6
9/23	Quiz 2 Review
9/25	Quiz 2 – Chapters 4, 5, 6
9/30	Chapter 7
10/2	Chapter 8
10/7	Chapter 9
10/9	FALL BREAK, NO CLASS
10/14	Quiz 3 Review & Team Project Proposals Due
10/16	Quiz 3 – Chapters 7, 8, 9
10/21	Chapter 10
10/23	Chapter 11
10/28	Chapter 12
10/30	Chapter 13
11/4	Quiz 4 Review
11/6	Quiz 4 – Chapters 10, 11, 12, 13
11/11	Chapter 14
11/13	Chapter 15
11/18	Chapter 16
11/20	Quiz 5 Review
11/25	Quiz 5 – Chapters 14, 15, 16
11/27	THANKSGIVING BREAK, NO CLASS
12/2	Team Project Time In-Class
12/4	Teams 1-6 ‘Ten-Minute Overview’
12/8-12/13	FINAL EXAM WEEK Teams 7-18 ‘Ten-Minute Overview’

***Schedule is subject to change. Changes will be announced in class and/or on UNM Learn.**

Finally, a meme that may describe how some of you are feeling about Day 1:



Appendix A: Final Team Project

Topic: An in-depth managerial analysis of a selected organization, e.g., a corporation, company, firm or association (ideally, an organization which the students have some interest in joining as an employee or associate)

1. What is the mission of the organization?
 - a. What planning methodologies are utilized?
 - b. Define and assess the organization's strategy.
 - c. Identify its customers and/or constituents; and its competitors.
2. Describe how the firm is organized.
 - a. Note the formal structure (organizational charts); also what informal entities exist?
 - b. Describe the decision-making process.
 - c. How does the organization manage change?
3. What is the leadership style?
 - a. Who are the organization's heroes?
 - b. Describe the motivational environment.
 - c. Assess the effectiveness of the organizational communications.
4. Comment on the processes for control
 - a. Note the type of controls.
 - b. Describe the financial controls.
 - c. Describe the operational controls.
 - d. What role(s) do information systems play?
5. Evaluate any innovative managerial practices.
 - a. How is entrepreneurship encouraged?
 - b. What ethical dilemmas are faced?
 - c. What sources of "employee empowerment" are utilized?
 - d. Role(s) of technology
6. Assess your team's interest in joining the organization.
 - a. Why or Why Not?

How can your team answer these questions?

1. Literature review (e.g. Bios of founders)
2. Employee interviews
3. "Promotional" materials assessment (e.g., website review)

Deliverables:

1. Approximately 15 double-spaced pages with well documented references and bibliography
2. A ten-minute overview of the significant findings of your research efforts: preferably using PowerPoint presentation software

Please note the following important dates:

- October 14th:** A proposal of your final project is due. In this, please include
- a) the names of your team members
 - b) the organization you would like to assess
 - c) how you will go about assessing the organization
 - d) any questions or concerns you may have for me before proceeding

December 2nd: Time to work on your team projects in class. I will check in with you during this time and assist with final questions/concerns.

FINAL EXAM WEEK: All final team project papers are due this week (exact date TBA). Your team's presentation date will either be December 4th or the date of our final exam period (I will make this clear once the University posts the Fall 2014 final exam schedule).