



MGMT 113 : Management: An Introduction

Spring 2016 – CRN 13128 – Section 001

Classroom: GSM 128

Times: Tuesday/Thursday: 12:30-1:45

Instructor: Holly Hitzemann

Email: Please utilize the email/message within Blackboard rather than my UNM holly100@unm.edu email address.

Office Hours: Tues/Thurs: 10:30-12:30, 6-7 pm Tues, or by appt. Room 2131 or 2135

TEXT and MATERIALS

Fundamentals of Management: Essential Concepts and Applications Plus 2014 MyManagementLab. There are three options for acquiring the text and My Management Lab. You may choose hardbound , loose-leaf , or digital.

COURSE CATALOG DESCRIPTION

Modern concepts of organizations and their management in a dynamic world. An overview of managerial activities within business and other organizations.

COURSE OBJECTIVES

Understand and discuss the challenges organizations face in the new millennium

Describe the specific impact of globalization on management and apply this knowledge within a team project

Explain the origins of management and current trends.

Understand the impact of organizational culture

Specify the specific roles and functions of successful managers.

Discuss the role of ethics in modern management

Understand the business and strategic planning process

Describe the meaning and benefits of employee diversity

Recognize trends and challenges in modern human resource management

Apply team building theory to an actual class project

Explain how innovation can be supported within any organization through effective leadership

Understand how modern management communication is evolving, and the impact of four generations working together

Course Requirements and Grading

Participation (5 points/week)	75 pts
Homeworks: includes simulations, case analysis, self assessment reflection	375 pts
Team In-class discussions	100 pts
Team Case Analysis (4)	200 pts
Exams/Quizzes 5 total	250 pts
Total	1000 pts

Individual Homeworks: All assignments are clearly noted on your syllabus. Some assignments are from our textbook, while others are completed by accessing the My Management Lab associated with this course. See log into My Management Lab instructions within this syllabus.

Your homeworks must be typed and printed and brought to class. The exception are the simulation assignments which are completed online.

The **five on line exams/quizzes** will be multiple choice/true false and may include questions from in-class discussion/videos. See course calendar for dates.

The team case analysis assignments require typed answers to the case questions. **The in class team assignments** are done in class and are handwritten, and turned in at the end of class.

Important: Please collaborate on your team assignments in UNM Learn. If, by chance, there is an issue regarding a team member involvement, your instructor can view the collaborative history via the email and file exchange tools.

Final grades will be assigned as follows:

930-1000	points	A
900-929	points	A-
880-899	points	B+
830-879	points	B
800-829	points	B-
780-799	points	C+
730-779	points	C
700-729	points	C-
680-699	points	D+
650-679	points	D
Below 650	points	F

POLICIES AND PROCEDURES

Class participation and attendance is critical to learning this subject matter. **More than three unexcused absences may result in an administrative withdrawal, a downward grade adjustment or a failing grade for the course.** Contact me if you know you will be absent **more than one consecutive class** due to illness, work conflict, or other emergency. **Tardy work will not be accepted.** The exception to receipt of tardy work is illness/family emergency to be reviewed individually. Exams cannot be taken after their start date, but given the nature of your absence, I may re-open an exam.

ADA Statement

Reasonable accommodation will be given to any individual with a legitimate disability. Please contact the instructor privately for arrangements. If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials can be made available in alternative formats.

Plagiarism or cheating will result in a failing grade for the course. With regard to plagiarism, it is expected that **no more than 40% of any paper** will be cited work. The balance of the writing must be your original thought. Remember to cite sources in text, as well as on your reference page. I prefer APA format, but if you are more used to another style, simply be consistent.

See “Academic and Classroom Misconduct Process” in the [UNM Student Handbook](#). **Any student cheating on any exam will be subject to the University of New Mexico policies regarding cheating, as per the honor code, all cheating on exams or the final will result in receiving an F for the course.** In addition, the University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

ACADEMIC INTEGRITY

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>

Course Calendar: As the session progresses, a guest speaker may be included in our sessions, and/or I may slightly modify a session by adding or deleting a video. All paper due dates and exam due dates are firm.

All announcements/changes will be posted in Blackboard as a pop-up announcement: It is the student's responsibility to check Blackboard often (3-4 times per week) for Instructor Announcements

- **If you are having technical problems with Blackboard, you can contact**

<http://online.unm.edu/help/learn/students/>

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Course Schedule – Spring 2016

Participation will be taken at end of class

Note: Videos will be shown each week from My Management Lab(MML) and other sources.
Questions from these videos may appear on your exams.*

Date	Graded Assignment	Due Dates	Topic/Reading
Week 1 1/19 1/21	Participation		Review of Syllabus/MML Read Chapter 1: <i>Managers and Management</i> <i>Handout: Political Skills Assessment</i> <i>MML Chapter 1 video*</i>
Week 2 1/26 1/28	Participation Homework #1: (50 points) Case #2 <i>Not Sold Out</i> , Chapter 2 page 52. Answer all Discussion Questions. One page.	Due 1/28	Read Chapter 2: <i>The Management Environment</i> In class: What's the right organizational culture for me? <i>In Class: Chapter 1 simulation</i> Team Creation Handout: Team Guidance
Week 3 2/2 2/4	Participation Exam #1: Chapter 1,2, 3, (50 pts) opens	2/4 Due On line via Blackboard 2/06 (Sat)	Read Chapter 3: <i>Integrative Managerial Issues</i> Team Meetings
Week 4 2/9 2/11	Participation Homework #2: (100 pts) Complete Chapter 3 Simulation in MML In class team discussion question #1, Chapter 4, question 4-4 pg 103 (25 pts)	Due 2/11 Due in class 2/11	Read Chapter 4: <i>Foundations of Decision Making</i> Team Meetings
Week 5 2/16 2/18	Participation Case #1: Chapter 3- <i>Dirty Little Secret</i> – Team Case Assignment #1,pg 77 (50 pts)	Due 2/18	Read Chapter 5: <i>Foundations of Planning</i>

<p>Week 6</p> <p>2/23</p> <p>2/25</p>	<p>Participation</p> <p>Homework #3: (25 pts) Complete 3 SALs in MML. (What About Me) – Basic Personality, How Good are My Listening Skills (Working with Others), What’s My Leadership Style. Print out completion report and write approximately a 75 word reflection on how your results may influence your management style</p> <p>Quiz – Chapters 4/5 (25 pts)</p>	<p>Due 2/25</p> <p>Due online on Blackboard 2/27 (Sat)</p>	<p>Read Chapter 6: <i>Organizational Structure and Design</i></p>
<p>Week 7</p> <p>3/1</p> <p>3/3</p>	<p>Participation</p> <p>Case Application #3: Chapter 6- You Work Where - Team Case Assignment #2, pg 178 (50 pts)</p>	<p>Due 3/3</p>	<p>Read Chapter 7: <i>Managing Human Resources</i></p>
<p>Week 8</p> <p>3/8</p> <p>3/10</p>	<p>Participation</p> <p>Homework #4: (100 pts) Complete Chapter 8 simulation in MML</p> <p>Exam #2: Chapters 6,7,8 (50 pts) opens</p>	<p>Due 3/10</p> <p>Due online in Blackboard March 12 (Sat)</p>	<p>Read Chapter 8: <i>Managing Change and Innovation</i></p> <p>Team Meetings</p>
<p>3/13-3/20</p>	<p>Spring Break</p>		
<p>Week 9</p> <p>3/22</p> <p>3/24</p>	<p>Participation</p> <p>Case Application #3 : Chapter 8 - Stress Kills - Team Case Assignment #3, pg 244 (50 pts)</p>	<p>Due 3/24</p>	<p>Read Chapter 9: <i>Foundations of Individual Behavior</i></p> <p>In-class discussion regarding Internet/social media addiction (video)</p> <p>4 gens in workplace video</p>
<p>Week 10</p> <p>3/29</p> <p>3/31</p>	<p>Participation</p> <p>In class team discussion assignment #2. Chapter 9- question 9-10, page 270 (25 pts)</p>	<p>Due in-class 3/31</p>	<p>Read Chapter 10: Understanding Groups and Managing Work Teams</p>

<p>Week 11</p> <p>4/5</p> <p>4/7</p>	<p>Participation</p> <p>Homework #5: (100 pts) Complete Chapter 11 Simulation in MML</p>	<p>Due 4/7</p>	<p>Read Chapter 11: Motivating and Rewarding Employees</p> <p>RSA Video</p> <p>Discuss in-class “Do I want an Enriched Job”</p> <p>Team Meetings</p>
<p>Week 12</p> <p>4/12</p> <p>4/14</p>	<p>Participation</p> <p>Case Application #1: Chapter 12 Growing Leaders – Team Assignment #4, pg 358 (50 pts)</p>	<p>Due 4/14</p>	<p>Read Chapter 12: <i>Leadership and Trust</i></p>
<p>Week 13</p> <p>4/19</p> <p>4/21</p>	<p>Participation</p> <p>Exam #3: Chapters 9, 10, 11, 12, 13 (100 pts) opens</p> <p>In class team discussion assignment #3. Chapter 13 - Case #2 Banning Email, pg 385 (25 pts)</p>	<p>Due online in Blackboard 4/23 (Sat)</p> <p>Due in class 4/21</p>	<p>Read Chapter 13: <i>Managing Communication and Information</i></p>
<p>Week 14</p> <p>4/26</p> <p>4/28</p>	<p>Participation</p> <p>In class team discussion assignment #4. Chapter 14 -Case #2 Deep Water in Deep Trouble, pg 415. (25 pts)</p>		<p>Read Chapter 14: Foundations of Control</p>
<p>Week 15</p> <p>5/3</p> <p>5/5</p>	<p>Participation</p> <p>Quiz Chapters 14,15 opens (25 pts)</p>		<p>Read Chapter 15: <i>Operations Management</i></p> <p>Discuss Case #1: Tragedy in Fashion</p> <p>Trending topics in management</p> <p>Bullying</p> <p>Entrepreneurship</p>
<p>Week 16</p> <p>Finals Week</p>	<p>No final exam this week.</p>		

To register for **MGMT113**:

1. Go to www.pearsonmylabandmastering.com.
2. Under Register, select **Student**.
3. Confirm you have the information needed, then select **OK! Register now**.
4. Enter your instructor's course ID: **hitzemann54252**, and **Continue**.
5. Enter your existing Pearson account **username** and **password** to **Sign In**.
You have an account if you have used a Pearson product, for example: MyMathLab, MyITLab, MyPsychLab, MySpanishLab or Mastering, such as MasteringBiology.
↳ If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.
↳ Use the access code that came with your textbook or that you purchased separately from the bookstore.
↳ Buy access using a credit card or PayPal account.
↳ If available, get 14 days temporary access. (The link is near the bottom of the screen.)
7. From the confirmation page, select **Go To My Courses**.
8. On the My Courses page, select the course tile **MGMT113** to start your work.

To sign in later:

1. Go to www.pearsonmylabandmastering.com.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select the course tile **MGMT113** to start your work.

To upgrade temporary access to full access:

1. Go to www.pearsonmylabandmastering.com.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select **Upgrade access** from the course tile **MGMT113**.
5. Enter an access code or purchase access with a credit card or PayPal account.

For a registration overview, go to www.pearsonmylabandmastering.com/students/get-registered. Scroll down to **Need a little help?** and select a video.