Course Description:

This course provides a comprehensive survey of management functions, basic concepts, and management principles; coverage of planning and decision-making, organizing, directing, and controlling; coordination of organizational resources to achieve objectives.

Course Objective:

- To provide students with an in-depth analysis of the practice of management within organizations.
- To provide an overview of management functions, principles, and concepts
- To review relevant practical management practices
- To foster an understanding of the external environmental issues that impact management in organizations.

Method of Instruction:

A variety of methods will be used to deliver the course content and achieve the learning objectives of this course. These include but are not limited to, case analysis, class discussions, class activities, guest lectures, videos, student presentations, on-line media and lectures.

Class Attendance:

Attendance is required for this class. A number of assignments will be completed in class and will be due at the end of the class. Students who are late to class or absent are responsible for securing class notes, handouts, assignments or any schedule changes announced in class from another student. To make up an exam, you must:

1. Have a legitimate reason for missing the exam such as, illness or university activity.
2. Provide acceptable written verification of the reason for the illness.
3. Contact the professor prior to, or within 24 hours of the missed exam.

Assignments, Cases and Exams:

Students are expected to submit assignments in a timely fashion. Assignments are expected to be turned in at the beginning of class, unless otherwise directed. Late assignments (with an unexcused absence) will be assessed a 15% penalty. Late assignments will be accepted for excused absences only, and must be submitted at the beginning of the next class period following the absence. Exams and cases analyses will be given during the semester and are an important part of your grade.

Academic Integrity and Student Conduct:

Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs (http://saweb.memphis.edu/judicalaffairs). Please take a look, in particular, at the sections about “Academic Dishonesty,” “Student Code of Conduct and Responsibilities,” and “Disruptive Behaviors.” I will expect students to be aware of these guidelines and to conduct themselves accordingly.

Performance Evaluations:

The final grade for this course will be determined by the number of points earned on the following:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>300</td>
<td>1. Exams (3) @ 100 points each</td>
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<tr>
<td>100</td>
<td>2. Case Analysis (2) @ 50 points each</td>
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<td>100</td>
<td>3. Team Projects</td>
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<td>100</td>
<td>5. Final Exam</td>
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<td>Total Points</td>
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Grading Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>100-90%</td>
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<tr>
<td>69-60%</td>
<td>D</td>
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<tr>
<td>59-0%</td>
<td>F</td>
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MGMT 3110
Organization and Management
M-R, 10:50-12:50
Dr. Martha Robinson, Instructor

Course Outline

June 8: Course Overview
Chapter 2: The Evolution of Management

June 9: Chapter 3: The Environment and Corporate Culture

June 10: Chapter 4: Managing in a Global Environment
Chapter 5: Ethics and Social Responsibility
Chapter 6: Managing Small Business Start Ups (online assignment)

June 11: Exam 1, Chapters 2, 3, 4, 5, 6,
Chapter 7: Managerial Planning and Goal Setting

June 15: Team Project(s) assigned
Chapter 8: Strategy Formulation and Implementation

June 16: Chapter 9: Management Decision Making

June 17: Chapter 10: Designing Adaptive Organizations

June 18: Exam 2, Chapters 8, 9, 10, 11

June 22: Chapter 11: Managing Change and Innovation

Case Presentations (Teams)

June 23: Chapter 12: Human Resource Management
June 24: Chapter 14: Dynamics of Behavior in Organizations
June 25: Exam 3, Chapters 11, 12, 14,
June 29: **Project Teams Convene**
June 30: Chapter 15: Leadership
July 1: Chapter 16: Motivation
July 2: Chapter 17: Communication
July 6: Chapter 18: Teamwork
July 7: Chapter 19: Managerial and Quality Control
July 8: Team Presentations
July 9: **Final Exam**
        Team Presentations