



# CENTRAL WASHINGTON UNIVERSITY

**MGT 382 – 12177 – AL01 Winter 2020**

Online Course

## Instructor Information

Name: Dr. Erica C. Holley  
Email: holleye@cwu.edu  
Phone: 425.640.1574 x3759  
Office Location/Hours: CWU Lynnwood 3021

## College of Business Mission

We launch students toward a better future by engaging them in industry-relevant and student-centered programs driven by strong partnerships between students, faculty, staff, and business professionals.

## College of Business Learning Goals

Graduates of the College of Business will be able to demonstrate:

1. Foundation knowledge and skill in the fundamental business disciplines.
2. Effective communication in written and oral business presentations.
3. Comprehension and application of ethical principles in business decisions.
4. Problems solving ability using integrative and critical assessment of business information and appropriate technical tools.
5. Career readiness through participation in Career Center events, self-assessment, club activities, internships and other professional engagement.
6. Competency in their specialized field of study.

## Course Description

This course introduces students to the macro (e.g., structure and strategy) and micro (e.g., human behaviors and leadership) principles of Management. Course will be offered every year (Fall, Winter, Spring, Summer).

## Course Objectives

Upon successful completion of this course, the student will be able to:

- Describe the basic concepts of management
- Recognize the different forms of organization structure and control systems.

- Define the basic functions of human resource management.
- Compare and contrast the different approaches to motivation.
- Differentiate the various leadership styles.
- Recognize the challenges of team work and communication.
- Identify managerial issues related to diversity, ethics, and the global economy.

This course is a critical part of your major field curriculum. Students graduating from the College of Business will be reassessed on these learning outcomes in an exit exam. The exit exam typically takes place in the students' senior year and will test the students with 3 questions on each of these learning outcomes. All of the questions will be randomly selected from a question bank and presented in a random sequence.

### **Course Prerequisites**

ECON 201 and admission to a CB major; or admission to a College of Business Graduate Program.

### **Academic Conduct Code**

All students enrolling in College of Business courses are expected to comport themselves in a professional manner consistent with Washington State law, CWU policy and the College of Business Honor Code. As College of Business students we pledge to uphold these standards of professionalism and conduct ourselves in accordance with them. We will not lie, cheat, or steal, and will not tolerate those who do. Our behavior defines who we are and what we will become. Academic conduct encompasses integrity as well as professional behavior towards students, staff, and faculty.

All acts of dishonesty in any course work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentations, and abetting of any of the above. Should you have any questions about plagiarism or any other forms of academic misconduct, please speak with me before submitting an exam/assignment.

Students violating CWU policy on academic dishonesty (see CWUP 5-90-040(22) and CWUR 2-90-040(22)) will at a minimum be given a score of zero on the relevant assignment/exam and at a maximum failed from the course and referred for further disciplinary action. In addition, CWU disciplinary policy will be followed in the event that academic misconduct occurs. Students should refer to the CWU policy manual (section CWUP 5-90-010(4)) and the CWU Student Conduct Code (II.B) for more information.

Professional behavior is expected of all students. Students who deploy, threats, harassment, or a pattern of communications with the intention of damaging another student's reputation require professional interventions beyond what is available from this instructor, and clearly compromise the learning of other students in the class. Similarly, students who behave in a way that interferes with, impedes, or otherwise unreasonably hinders normal teaching, learning, research, administrative, or other functions, procedures, services, programs, or activities involved with the class. This behavior will lead to being excused from the remainder of the course with an "F". Such behavior is inexcusable.

Students engaging in Prohibited Student Conduct within the course as defined by Washington Administrative Code (See WAC 106-125-020) will face course sanctions, which can include being failed from the course. Further, these students will be reported to the College of Business Dean's Office and the Office of Student Success. This may result in additional punitive action.

TURNITIN -- Central Washington University subscribes to Turnitin.com, a tool that confirms that you have used and cited sources accurately in your paper. By taking this course, you agree that all written assignments may be submitted to Turnitin.com for an "originality report" and that, upon request from your instructor, you must provide an electronic version of your paper. Instances of plagiarism, or failure to supply your instructor with an electronic version of your paper, will be handled according to the Student Disciplinary Procedures that accompany the CWU Code of Student Rights, Responsibilities, and Conduct and may result in an academic sanction, up to and including failure of the course. Students are encouraged to use Turnitin.com as a resource to help ensure outside works are cited appropriately. All papers submitted to Turnitin.com will remain in the private institutional database.

### **CWU Diversity Statement**

CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.

### **CWU Disability Accommodations**

CWU is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information.

### **Accommodation for Observance of Religious Holidays**

In compliance with RCW 28B.137.010, Central Washington University makes every effort to deal reasonably and fairly with students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Students must present written notice to their instructor within the first two weeks of class listing the specific dates on which accommodations are required. Contact the Dean of Student Success at (509) 963-1515 for further information or questions.

### **Textbook(s)**

#### **Essentials of Contemporary Management 8th edition by Jones & George**

NO ACCESS CODE REQUIRED.

Any additional readings will be posted on Canvas.

I don't really care too much about edition. Try to stay within a couple iterations of the current book.

It is the student's responsibility to ensure they have access to all required course materials, including the textbook, by the first day of classes. Extensions on readings and assignments will not be granted due to a student's failure to secure access to required course materials.

Dates	Topics	Readings and Deliverables
<b>Week One</b> <b>1/7-1/12</b>	The Management Process Today	Chapter 1 <b>Discussion 1 post &amp; responses due Sunday 1/12 Midnight</b>
<b>Week Two</b> <b>1/13-1/19</b>	Managing Ethics & Diversity Managing in the Global Environment	Chapter 3 & 4 <b>Discussion 2 post &amp; responses due Sunday 1/19 Midnight</b>
<b>Week Three</b> <b>1/20-1/26</b>	Decision Making, Learning, Creativity, & Entrepreneurship	Chapter 5 <b>Discussion 3 post &amp; responses due Sunday 1/26 Midnight</b>
<b>Week Four</b> <b>1/27-2/2</b>	Planning, Strategy, & Competitive Advantage	Chapter 6 <b>Discussion 4 post &amp; responses due Sunday 2/2 Midnight</b>
<b>Week Five</b> <b>2/3-2/9</b>	Designing Organizational Structure Control, Change, & Entrepreneurship	Chapter 7 & Chapter 8 <b>Discussion 5 post &amp; responses due Sunday 2/9 Midnight</b> <u><b>Quiz on Org Structure Due Sunday 2/9 Midnight</b></u>
<b>Week Six</b> <b>2/10-2/16</b>	Motivation	<u><b>EXAM ONE (Covers Chapters in Week 1-5) opens Monday and Closes Sunday Midnight</b></u> Chapter 9 <b>Discussion 6 post &amp; responses due Sunday 2/16 Midnight</b>
<b>Week Seven</b> <b>2/17-2/23</b>	Leaders & Leadership	Chapter 10 <u><b>Quiz on Motivation Due Sunday 2/23 Midnight</b></u> <b>Discussion 7 post &amp; responses due Sunday 2/23 Midnight</b> <u><b>Fix It Case #1 Due Sunday 2/23 Midnight</b></u>
<b>Week Eight</b> <b>2/24-3/1</b>	Effective Team Management Communication and Information Technology Management	Chapter 11 & 13 <b>Discussion 8 post &amp; responses due Sunday 3/1 Midnight</b>

<b>Week Nine</b> <b>3/2-3/8</b>	Operations Management: Managing Vital Operations & Processes	Chapter 14 <b>Discussion 9 post &amp; responses due Sunday 3/8 Midnight</b>
<b>Week Ten</b> <b>3/9-3/15</b>	Building & Managing Human Resources	Chapter 12 <b>Discussion 10 post &amp; responses due Sunday 3/15 Midnight</b> <b>Fix It Case #2 Due Wednesday 3/15 Midnight</b>
<b>Week Eleven</b> <b>3/17-3/20</b>	<b>FINALS WEEK</b>	<b>EXAM TWO (Covers Chapters in Week 6-10) opens Tuesday at 8am and closes Friday 3/20 Midnight</b>

*Caveat: The above schedule and procedures in this course are subject to change in the event of circumstances beyond the instructor's control.*

## Exams

**Exams (200 points).** You will have a series of 2 exams (50 questions, multiple choice) worth 100 points each that will test your knowledge of what we are covering in the text, video lectures, and supplementary material. The tests will be online on Canvas and timed (100 minutes). YOU are responsible for locating a reliable wi-fi connection WITHIN the time frame for the exams (regardless of your work schedule, zombie apocalypses, etc). **During the week of each exam, the exam will ONLY be open Monday of each week and close Sunday of that same week (by midnight), see above course schedule for details.**

I ONLY give makeup exams in the case of an emergency (that I am notified of before the exam starts) and with documentation (get me a doctor's note, etc). If you forget to take the exam, I will NOT allow you to retake it.

## Assignments

**Fix it Cases (100 points).** I will present 2 (50 point) real world managerial problems and ask you to "fix it" in a (3-4 page, double spaced, 12 pt font) essay using knowledge from the class and the text to defend your solution. I want to simulate the challenges that managers face and give you an opportunity to practice solving the kinds of problems you'll face in a workplace. I will provide further details as to the problems you'll be solving on Canvas. You can also find a handy rubric on Canvas as well.

## Quizzes

**Quizzes (15 points).** I will present 2 quizzes on the two management chapters students struggle with the most to help you with your exams. Quizzes will be open early if you want to work ahead, and unlike the

exams, there is no time limit. They are open book and open note. Quizzes will close according to the course schedule.

## Discussions

**Discussion Posts and Responses (100 points).** Over the course of the quarter, you will have 10 (10 point) discussion boards. Students are expected to respond to the prompt weekly by finding a recent article relevant to my prompt on canvas each week. You will be expected to summarize the article in your own words AND to talk about how it relates to the chapter topics and readings. Students are expected to comment on AT LEAST two other students' posts for full credit. My goal here is to connect the material to the world around you, to have fun, and to realize that these concepts are EVERYWHERE you look.

The 10 point break down is...

4 points for summarizing in your own words (and providing a link) to a relevant article

4 points for discussing how it relates to the chapter topics/canvas prompt

2 points for posting on at least two other student posts

## Grades

### Late Work Policy

I only accept late Fix It Cases up to a week after their due date for a 20% deduction.

I do not allow makeup Exams except in the case of a medical emergency with documentation.

Discussions will close on their due date, and in order to keep everyone on the same discussion, there is no late work accepted for discussions or responses.

Course Component	Points possible
Fix It Cases	150
Exams	200
Quizzes	15
Discussions	100
TOTAL	465

### Grading Scale

A = 93-100%

A- = 90-92%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C+ = 77-79%

C = 73-76%

C- = 70-72%

D+ = 67-69%

D = 63-66%

D- = 60-62%

F <= 59%

A	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a very high level
A-		
B+	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B		
B-		
C+	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C		
C-		
D+	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D		
D-		
F	Failure	Fails to meet the course objectives; does not fulfill course requirements

## Canvas

For this course, Canvas serves as the vessel for ALL course related materials. It is your responsibility to become familiar with Canvas and seek support for any technical issues. If you experience any technical difficulties with Canvas and/or any of its components such as the Respondus Lockdown Browser, click the Help icon in Canvas to contact the 24/7 support hotline. You will find additional Canvas support and technology requirements on the CWU online learning website (<http://www.cwu.edu/online-learning/>). If you experience any technical difficulties with MyCWU network and login, contact CWU Help Desk at [servicedesk@cwu.edu](mailto:servicedesk@cwu.edu) and/or 509-963-2001.

## Equipment

None