



BSMT 220: Management Thought, Principles and Process

Department of Business Management & IT

Syllabus

I Basic Information

3 Credit Hours
Fall, 2015

II Faculty Contact Information

Name: Steve A. Varela
Office: Faculty office: 523✓
Office Hrs.: Monday 09:30-10:10
Wednesday 13:30-17:00
Tuesday 09:30-12:00 or by apt.
Phone: (219) 473-4355
Email: svarela@ccsj.edu

Prerequisites: None

III Course Description

This course introduces us to a variety of conceptual frameworks pertaining to management thought, functions, and processes. A broad range of management topics are addressed, including organizational behavior, leadership, managerial communications, and decision making. As an active learning course, this class will explore both theoretical principles and tactical strategies that support effective management execution as well as highlight and examine some interesting approaches that today's firms utilize in the real world.

Course Expectations:

This class is demanding in terms of outside-of-class time.

Expect to spend between 1 and 2 hours in out-of-class preparation for each in-class hour = 6 hours/week.

My goal is for every student to develop an understanding of the nature of business management and learn how you and the CCSJ B.Sc. Business Management curriculum can prepare you to be a capable business manager.

I expect you to work very hard on your own, and as teammates, to accomplish this goal.

Additional Instructor Information:

Steve A. Varela, MBA, MSc. is a native of Chicago, IL and speaks English, Portuguese, and basic Spanish. He has conducted business in 20+ countries and has lived and worked in the US, Chile, Mexico, Brazil, China, Nigeria, and Taiwan as a senior business development executive within the technology, telecommunications, and education sectors. <http://www.linkedin.com/svarela>.

Course Technology:

This course features **LearnSmart**, an adaptive reading/engagement experience for students combined with tailored exercises for each chapter covered. It offers immediate comprehension feedback of the course concepts and provides reinforcing exercises where necessary based on the student's most recent interactive performance.

Connect Plus offers students richer multimedia based assignments that include video simulation, an interactive "managers desk", and cross cultural exercises designed to provide students with a feel for the challenging realities they will encounter in the "real-world".

This course also relies on **Blackboard** for important course announcements, grade reporting, and serves as the main repository for course documents such as this syllabus and course policy, customized lecture slides, relevant articles, terms/theory, and current events as they relate to the course concepts.

IV Objectives and Outcomes

Students in this course will: understand the workings of organizational processes; understand the role of entrepreneurship; explore essential management duties and responsibilities; develop an awareness of organizational behavior; understand the social and ethical impacts of decisions; and decide on future aspirations.

V Text & Supplemental Reading

Required Text:

(Starting Fall 2015, the cost for the text and learning system will be included in your course fee, your text will be provided by the instructor Blackboard links)

Essentials of Contemporary Management, 6/e, Jones, McGraw Hill (2015). (LearnSmart and Connect version only)

VI Learning Methods

Class discussion, adaptive learning and tailored comprehension exercises, case analysis, lecture, and group presentations.

VII Evaluation Criteria

Graded assignments are similarly weighted such that the likelihood of falling behind is limited and a very low score from one assignment will not jeopardize the student's ability to successfully pass this course. This is not a 'high stakes', midterm and final style course.

Weekly Readings, Quizzes, Assignments	~33%
Exams	~30%
Group Project	~20%
Reflection Paper	~10%
Participation (pop quizzes, discussions, self-assessments)	~07% 100%

Letter grades will be reported as follows:

A	= 90-100%
B	= 80-89%
C	= 70-79%
D	= 60-69%
F	= <60%

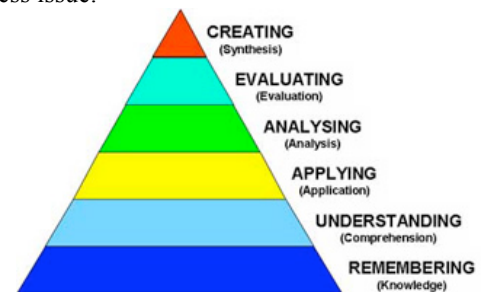
Leveled Learning Strategy:

This course incorporates three content modules with distinct learning features designed to maximize the student's learning outcomes.

The first module, *Management Overview*, focuses on introducing the student to the broader four year management program to assist them in strategically preparing for and completing the courses in ways that maximize learning in the present course, and set the stage for more advanced courses.

The second module, *Management Dimensions*, presents foundational work and builds early skills in student recall (recognition and recall of managerial concepts & course interconnectedness) and understanding (interpretation, summarizing, inferring, and comparing); and includes content and activities that rely on retrieving foundational knowledge that will be relied on in later modules and courses.

Finally, the third module, *Critical Review and Presentation*, puts the concepts and skills to use while comprehensively applying course content as students develop a written and oral evaluation of a current pressing or controversial, real-world business issue.



Participation & Assignment Load:

Chapter assignments normally include 35-60 accompanying questions, and are designed to increase student comprehension.

Group projects measure both individual and team contributions which are evaluative tasks that rely on critical thinking skills.

Meaningful contribution to the class discussion, or the introduction of new or opposing perspectives is considered valuable participation.

<u>DATES</u>	<u>BSMT 220 - SESSION INFORMATION</u>	<u>COMMENTS</u>
<p>Week 1: (August 31 – Sept. 6)</p>	<p>Session 1: Welcome!</p> <p>Course Introduction, Methodology, Syllabus, Instructor, Course Technology</p> <p>Access Management Learning Platform and your text directly at Connect through your Blackboard portal.</p> <p>If necessary, see Blackboard for detailed registration instructions (Course Documents, Item #2)</p> <p>Connect Technical Assistance: 1-800-331-5094 http://create.mheducation.com/wordpress-mu/success-academy-student/student-registration/#.VBoJ9U2YYps</p> <p>Session 2: Ch. 1. The Management Process – Homework DUE!</p>	<p>Note: All LearnSmart interactive reading assignments are due the day prior to the chapters' class meeting days, see Connect for specific dates.</p> <p>ALWAYS complete chapters prior to arriving in class (reading and graded practice questions), and complete the interactive exercises, and study the chapter review questions or terms for class (you may be called on).</p> <p>Credit bearing assignments and performance are posted to both BB and your Connect Portal.</p> <p>Finally, assignments are weighted more than exams, so put forth your best effort in completing them.</p> <p>Good luck!</p>
<p>Week 2: (September 7-13)</p>	<p>Session 1: Chapter 2: Values, Attitudes, Emotions, and Culture</p> <p>Session 2: Chapter 2: Continued</p>	<p>Follow connect weekly assignments and your performance online at:</p> <p>http://connect.customer.mheducation.com/</p>
<p>Week 3: (September 14-20)</p>	<p>Session 1: Chapter 3: Managing Ethics and Diversity</p> <p>Session 2: Chapter 3: Continued</p>	<p>CCSJ: Opening Liturgy for New Academic Year 9/8</p>
<p>Week 4: (September 21-27)</p>	<p>Session 1: Chapter 4: Managing Global Environments</p> <p>Session 2: Chapter 4: Continued</p>	
<p>Week 5: (Sept. 28- Oct. 4)</p>	<p>Session 1: Chapter 1-4: Review & Workshop Instructor review of major objectives, Simulation Introductions</p> <p>Session 2: Test 1: Chapters 1-4</p>	<p><i>Review Personal Journal Entries</i></p>
<p>Week 6:</p>	<p>Session 1: Chapter 5: Decision Making, Learning, Creativity</p>	

(October 5 – 11)	and Entrepreneurship Session 2: Chapter 5: Continued	
Week 7: (October 12 - 18)	Session 1: Chapter 6: Planning, Strategy, and Competitive Advantage Session 2: Chapter 6: Continued	
Review Course Goals	HALF WAY POINT	<i>Check your performance on Blackboard and Connect!</i>
Week 8: (October 19- 25)	Session 1: Chapter 7: Designing Organizational Structure Session 2: Chapter 7: Continued	
Week 9: (October 26 – November 1)	Session 1: Chapter 5-7: Review & Workshop Instructor review of major objectives, Group Project Introduction Session 2: Test 2: Chapters 5-7	Group Project Introduction
Week 10: (November 2 – November 8)	Session 1: Chapter 9: Motivation! Session 2: Chapter 10: Continued	<i>Review Personal Journal Entries and compare with your Business and Management Checklist.</i>
Week 11: (November 9 - 15)	Session 1: Chapter 10: Leaders and Leadership Session 2: Chapter 10: Continued	Group Project: Submit Written Outline in class.
Week 12: (November 16 - 22)	Session 1: Chapter 11: Effective Team Management Session 2: Chapter 11: Continued	
Week 13: (November 23 - 29)	Session 1: Chapter 12: Building and Managing Human Resources Session 2: Thanksgiving Holiday – No Class	<i>Happy Thanksgiving!</i>
Week 14:	Session 1: Chapter 9-12: Review & Workshop Instructor review of major objectives, Group	“Reflection Paper” due next Monday @ 10:00 am, submit via

<p><i>(November 30 – December 5)</i></p>	<p>Project Collaboration and Q&A</p> <p>Session 2: Test 3: Chapters 9-12</p>	<p>Blackboard.</p>
<p>Week 15: <i>(December 7 - 9)</i></p>	<p>Final Exam Week (We only meet once this week at an assigned exam time for 2 hours):</p> <p>Group Presentations</p> <p>See published final exam schedule for exact time, the location will be our regularly assigned classroom or, in the case of a lab, TBA.</p>	<p>Group Project: Deliver Group Presentations</p>
<p><i>(December 10- 14)</i></p>	<p><i>Student contributions evaluated, grades calculated & reported on or about 12/15.</i></p>	<p><i>Happy Holidays!</i></p>

Responsibilities	
Attending Class / Exams	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, <u>you must give written notice of your absence at least two days in advance, and you are responsible for completing all missed work by their original due dates.</u></p> <p>There are no makeup exams in this course. Therefore, you must pre-arrange to complete an exam prior to the general exam date in order to earn credit. It is the student's responsibility to make these arrangements with the faculty at least one week in advance.</p> <p>Finally, any student who misses a total of three weeks of classes will be automatically dropped from the course. For hybrid courses, this means two face-to-face sessions.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>The learning strategy in this course uses scaffolding and the activities in this course are cumulative. Therefore, you must complete assignments in sequence as indicated in the syllabus and online learning management system (Blackboard, Connect, Mindtap, etc.). In most cases, you will not be permitted to start a new exercise until you have completed its prerequisite. No exceptions can be made to this policy.</p>
Using Electronic Devices	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p>
Participating in Class	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu</p> <p>Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78</p> <p>TV Channels: 2, 5, 7, 9, 32</p>

***** Instructor reserves the right to make changes to the syllabus.**