



BSMT120HY: Management Thought, Principles and Process

Course Syllabus

I Term

Every Friday 12:00-1:30 PM
3 Credit Hours – Room: 206
Fall Semester, 2018

II Instructor Information

Name: Dr. Steve A. Varela
Office: Faculty office: 515✓
Office Hrs.: Tuesday 3:30-5:00
Thursday 10:15 – 12:00
Friday 10:15-12:00 or by apt.
Phone/Text: (312) 848-7500 (state name & course no)
Email: svarela@ccsj.edu

Prerequisites: None

III Course Information

Management prophet Mary Parker Follett described management as “the art of getting things done through people”. Peter Drucker prescriptively describes management by noting “that the job of a manager is to give direction to their organizations, provide leadership, and decide on how to use organizational resources to accomplish goals.” Indeed, successful management is the attainment of organizational goals in an efficient and effective manner.

This course introduces students to the foundations of management and how they influence the success of organizations. The evolution of modern management is examined as students explore traditional and contemporary theories, current research on the behavior of individuals and groups in organizations, and the skills that effective managers rely on.

Students who successfully complete this course will have an appreciation for the broad challenges that modern managers face and the orientation necessary to further explore individual

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 which equates to ~6 hours/week. You should withdraw if you cannot commit to this schedule at this time.

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 who contributes to society in an ethical manner.

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

Instructor Background:

Steve A. Varela, Ph.D. M.B.A., M.Sc., is a native of Chicago, Il., speaks English, Portuguese, and basic Spanish. He has conducted business in 25+ countries and has lived and worked in the US, Chile, Mexico, Brazil, China, Nigeria, and Taiwan as a senior business development executive or academic within the technology, telecommunications, and higher education sectors.
<http://www.linkedin.com/in/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 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, course policy, lecture slides, relevant

management sub-processes that influence organizational outcomes.

IV Course & Program Learning Objectives

Students in this course will: (LO1) Articulate essential management duties and responsibilities; (LO2) Develop an awareness of organizational behavior from a values, attitudes, and emotions perspective; (LO3) Illustrate the elements of organizational structure, process, and strategy; (LO4) Discriminate between the global and domestic nature of management and their inherent challenges; (LO5) Explain and express the social and ethical impacts of managerial decisions; (LO6) Evaluate a pressing management challenge, and; (LO7) Appraise the value and process of management study to their future academic and professional aspirations.

PLO: Have developed a general understanding and appreciation of the role of business and management in local, national, and world economies

V Required Text & Supplemental Reading

The cost for the text and learning system is included in your course fee.

Essentials of Contemporary Management, 7/e, Jones, McGraw Hill (2016)

VI Learning Methods / Experiential Learning

Class discussion, adaptive comprehension exercises, case analysis, lecture, video analysis, and group presentation. No experiential learning.

VII Major Assessments / 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.

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| 1. Weekly Readings, Quizzes, Assignments | ~35% |
| 2. Exams | ~33% |
| 3. Group Project/Presentation | ~15% |
| 4. Reflection Paper / Journal | ~10% |
| 5. 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%

articles, terms/theory, and current events as they relate to our course concepts.

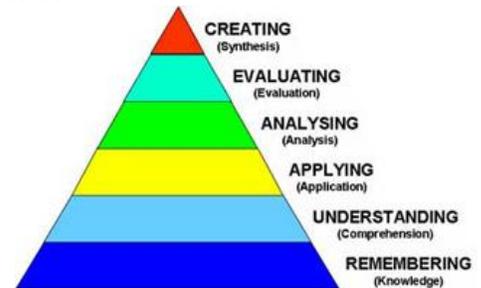
Leveled Learning Strategy:

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 continued success in 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 used in later modules and courses.

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



Assignment Loads and Participation:

Chapter assignments normally include 55-70 in-text 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>BSMT120 WEEKLY SCHEDULE</u>	<u>COMMENTS</u>
<p>Week 1:</p> <p>(August 27 – Sept. 2)</p>	<p>Session 1:</p> <p>Management is amazing! This first session will tell us what this class is about and how will we find success.</p> <p>Access your <i>adaptive text</i> immediately at Connect with your CCSJ textbook and register using the registration instructions in Blackboard (do not pay or enter a code until the courtesy period expires as some of you may choose to drop this course.</p> <p>You'll be prompted to either log in with an existing Connect account username and password, or to create a new account (first-timers). Then, begin your 14-day Courtesy Access period in case you decide to withdraw. A low-cost print-upgrade option is also available via Connect (~\$15-20). This will be a full color binder-ready version of the text shipped at no charge.</p> <p>Connect Technical Assistance: 1-800-331-5094 (see page 5)</p> <p>Session 2: Ch. 1. The Management Process</p>	<p>Note: All LearnSmart interactive reading assignments are due the day prior to the chapters' class meeting day, 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>Complete your assignments well before the due date, systems often jam at the midnight hour.</p> <p>Finally, assignments are weighted more than exams (33% vs. 30%), so put forth your best effort in completing them.</p> <p>Good luck!</p>
<p>Week 2:</p> <p>(Sept 3 - 9)</p>	<p>Session 1: Chapter 2: Values, Attitudes, Emotions, and Culture</p> <p>Session 2: Chapter 2: Continued</p>	<p>Welcome to CCSJ!</p>
<p>Week 3:</p> <p>(Sept 10 - 16)</p>	<p>Session 1: Chapter 3: Managing Ethics and Diversity</p> <p>Session 2: Chapter 3: Continued</p>	<p>Follow connect weekly assignments and your performance online at:</p> <p>http://connect.customer.mheducation.com/</p>
<p>Week 4:</p> <p>(Sept 17-23)</p>	<p>Session 1: Chapter 4: Managing Global Environments</p> <p>Session 2: Chapter 4: Continued</p>	
<p>Week 5:</p> <p>(Sept 25 & 28)</p>	<p>Optional Session (9/25, Location TBD): Chapter 1-4: Review & Workshop Instructor review of major learning objectives, simulation introductions.</p> <p>October 29, 2018: Test 1: Chapters 1-4</p>	<p><i>Review Personal Journal Entries, submit to instructor for feedback</i></p> <p><i>Test is in Computer Lab on the 4th floor – See BB for room info.</i></p>
<p>Week 6:</p>	<p>Session 1:</p>	

<i>(October 1 - 7)</i>	Chapter 5: Decision Making, Learning, Creativity and Entrepreneurship Session 2: Chapter 5: Continued	
Week 7: <i>(Oct 8 - 14)</i>	Session 1: Chapter 6: Planning, Strategy, and Competitive Advantage Session 2: Chapter 6: Continued	
Review Course Goals	HALF WAY POINT	Check your performance on Blackboard and Connect!
Week 8: <i>(Oct 15-21)</i>	Session 1: Chapter 7: Designing Organizational Structure Session 2: Chapter 7: Continued	<i>Review Personal Journal Entries and compare with your Business and Management Course Checklist from Advising.</i> Group Project Introduction
Week 9: <i>(Oct 22 - 28)</i>	Optional Session 1 (10:00 AM): Chapter 5-7: Review & Workshop Instructor review of major learning objectives, student-led question review. Group Project Intro. Session 2 (October 26, 12:00 Noon): Test 2: Chapters 5-7	
Week 10: <i>(October 29 – Nov 4)</i>	Session 1: Chapter 9: Motivation! Session 2: Chapter 9: Continued	
Week 11: <i>(November 5 - 11)</i>	Session 1: Chapter 10: Leaders and Leadership Session 2: - Research and Reporting WORKING SESSION PROJECT: All Groups meet in Library	Group Project: Submit Written Outline to instructor via Email by Friday@Noon. One per group. You must list all group members as authors for proper credit.
Week 12: <i>(Nov 12 - 18)</i>	Session 1: Chapter 11: Effective Team Management Session 2: Chapter 11: Continued	
Week 13: <i>(Nov 19 - 25)</i>	Session 1: Chapter 12: Building and Managing Human Resources Session 2: Chapter 9-12: Review & Workshop	“Reflection Paper” due next Wednesday@ Noon, submit via Blackboard & In Class on Friday (printed, page numbers, & stapled, names on each page)

	Instructor review of major objectives, Group Project Collaboration and Q&A	
Week 14: (Nov 26 – Dec 2)	Session 1: Test 3: Chapters 9-12	
Week 15: (Dec 3 – 9)	Final Exam Week Group Presentations	Group Project: Deliver Group Presentations
(Dec 10 -16)	<i>Student contributions evaluated, grades calculated & reported on or about 12/17.</i>	Merry Christmas!

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

*If having trouble registering or accessing Connect, please contact McGraw-Hill’s Customer Support for the fastest help. I do not maintain passwords or technical resources. Live chat, email, and phone support are available almost every hour of the day.

Website: www.mhhe.com/support

Phone: (800) 331-5094 Hours (EST)

Sunday: 12 PM - 12 AM

Monday - Thursday: 24 hours

Friday: 12 AM - 9 PM

Saturday: 10 AM - 8 PM

Ensure your computer meets system requirements by connecting to this link:

<http://connect.mheducation.com/connect/troubleshoot.do>

Responsibilities	
Attending Class	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. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. <Add your policy for late work here.>
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	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. <Modify as needed to reflect your class policies>
Participating in Class	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, you may be asked to leave, in which case you will be marked absent. <Modify as needed to reflect your class policies>
Doing Your Own Work	If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College. Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite PLEASE NOTE: All papers may be electronically checked for plagiarism.
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources

CCSJ Book Rental Program	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
Student Success Center:	<p>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.</p>
Disability Services:	<p>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.</p>
Student Assistance Program	<p>Through a partnership with Crown Counseling, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor, at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org.</p>
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>