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**Calumet College**

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**of Saint Joseph**

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ccsj.edu

*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

## **COURSE SYLLABUS, Fall 2020/Spring 2021**

### **Course: BSMT 120A Hybrid**

**Tuesdays/Thursdays 1:45PM – 3:00PM Room 263**  **Masks Required.**

See weekly schedule below for meeting dates, times, and modalities

#### **Instructor Information:**

<b>Instructor Name</b>	Steve A. Varela, PhD, MBA, MSc
<b>Office Number:</b>	Room 515, fifth floor, sixth door on the left.
<b>Phone Number:</b>	219-473-4355, or better via MS Teams online chat “svarela”
<b>Email:</b>	svarela@ccsj.edu
<b>Office Hours:</b>	Virtual via MS Teams Video Conference: 9:30 AM through Noon M,T,W, and also by appointment.
	<b>Instructor Background:</b> <i>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. You're invited to browse my updated online profile for more details at: <a href="http://www.linkedin.com/in/svarela">http://www.linkedin.com/in/svarela</a>.</i>

#### **Course Information:**

<b>Course Delivery Method:</b>	This course features <i>LearnSmart</i> , 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.
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	<p><b>Connect</b> 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”.</p> <p>This course also relies on <b>Blackboard</b> for important course announcements, grade reporting, and serves as the main repository for course documents such as this syllabus, course policy, lecture slides, relevant articles, terms/theory, and current events as they relate to our course concepts.</p>
<b>Course Time:</b>	Wednesdays from 1:45PM to 3:15 PM. Students are expected to be available during this time for live synchronous learning sessions, either with the general assembly or within your individual student collaboration groups. In addition, students will be expected to meet a minimum of five times during the semester on campus at the same day and time. Meetings will be scheduled based on the needs of the materials and activities scheduled and course progression.
<b>Classroom:</b>	Room 300
<b>Prerequisites:</b>	None
<b>Required Books and Materials:</b>	<p><b>Your digital text access will be provided by the instructor via Blackboard pre-course announcements via Blackboard links &amp; email. You will receive a digital code in your textbook account to activate your license, which is necessary after a 14-day grace period</b></p> <p><b><i>Essentials of Contemporary Management, 8/e, Jones, McGraw Hill (2019).</i></b></p> <p>In addition, a personal copy of “<i>A Catechism for Business (Abela, 2014)</i>” will be provided to students during their scheduled textbook pick up session in the library center.</p>
<p><b>Learning Outcomes/ Competencies:</b> Students in this course will:</p> <ol style="list-style-type: none"> <li>1. Articulate essential management duties and responsibilities;</li> <li>2. Develop an awareness of organizational behavior from a values, attitudes, and emotions perspective;</li> <li>3. Illustrate the elements of organizational structure, process, and strategy;</li> <li>4. Discriminate between the global and domestic nature of management and their inherent challenges;</li> <li>5. Explain and express the social and ethical impacts of managerial decisions;</li> <li>6. Evaluate a pressing management challenge, and;</li> <li>7. Appraise the value and process of management study to their future academic and professional aspirations.</li> </ol> <p>This course also meets the following learning objectives for the Business Management Program:</p> <ol style="list-style-type: none"> <li>1. Demonstrate mastery of the theories, principles and practices of management and the ability to apply qualitative, quantitative, and information technology tools for effective decision-making;</li> <li>2. Be able to engage the methods of inquiry and analysis of the liberal arts and sciences in relationship to the specific situations and problems of management in order to become reflective practitioners;</li> <li>3. Have developed a general understanding and appreciation of the role of business and management in local, national, and world economies; and</li> <li>4. Demonstrate the capability to reflect on and engage critically with ethical issues in management, particularly questions of social responsibility and professional decision-making.</li> </ol>	
<p><b>Course Description:</b>  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</p>	

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 management sub-processes that influence organizational outcomes.

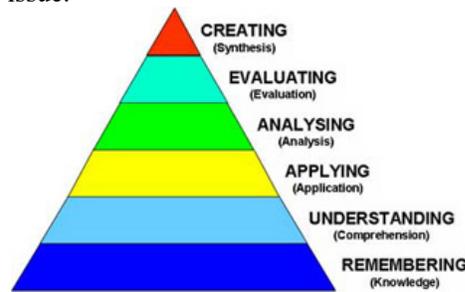
**Leveled Learning Strategy:**

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 s 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.



**Experiential Learning Opportunities:**

There are no experiential learning activities programmed for this introductory course.

<b>Assessments:</b>		
<b>Major Assignments:</b>	This is not a ‘ <i>high stakes</i> ’ midterm and final style course. Graded assignments are similarly weighted so a very low score from one assignment will not jeopardize the student’s ability to successfully pass this course.	<u>However: BSMT students must earn a “C” or better to advance to the next management course.</u>
<b>Assessments:</b>	<ol style="list-style-type: none"> <li>1. Weekly Readings, Quizzes, Assignments ~40%</li> <li>2. Ethics &amp; CST Student Lectures (Team) ~33%</li> </ol>	

	3. Reflection Paper / Journal ~20%	
<b>Class Participation:</b>	4. Participation (pop quizzes, discussions, self-assessments). ~ 7%	
<b>Total</b>	<b>100%</b>	
<b>Grading Scale:</b>		
100% – 92%: A                    91% – 90%: A- 89% – 88%: B+                87% – 82%: B                    81% – 80%: B- 79% – 78%: C+                77% – 72%: C                    71% – 70%: C- 69% – 68%: D+                67% – 62%: D                    61% – 60%: D- 59% and below:                F		

### Course Schedule:

<u>DATES</u>	<u>BSMT120 WEEKLY SCHEDULE</u>	<u>COMMENTS</u>
<p><b>Week 1:</b>  (Aug 24 - 30)</p>	<p><b>Session 1: (Online Asynchronous)</b></p> <p>Management is amazing! This first session will tell us what this class is about and how we will find success.</p> <p><a href="https://connect.mheducation.com/class/s-varela-bsmt120b-fall-2020-cst-hybrid">https://connect.mheducation.com/class/s-varela-bsmt120b-fall-2020-cst-hybrid</a></p> <p>Access your <i>adaptive text</i> immediately at Connect and register at the above link using the link above.</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, enter your Digital Bookshelf access code, or begin your 14-day Courtesy Access period in case you don't have a code handy.</p> <p>Connect Technical Assistance: 1-800-331-5094 (see page 5). Digital Bookshelf Instructions: See page 6 of this syllabus.</p> <p><b>Session 2: (Face-to-Face)</b> Ch. 1. The Management Process</p>	<p style="text-align: center;">Welcome!</p> <p>Note: All LearnSmart interactive reading assignments are due the day prior to the chapters' start, see Connect for specific dates.</p> <p>ALWAYS complete chapters prior to arriving in class or online (reading and graded practice questions), and complete the interactive exercises, then study the chapter review questions or terms for the chapter (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, weekly assignments are weighted more than other tasks (40% vs. 30, 20, 10%), so put forth your best effort in completing them.</p> <p style="text-align: center;">Good luck!</p>
<p><b>Week 2:</b>  (Aug 31- Sept 6)</p>	<p><b>Session 1: (Face-to-Face)</b> Chapter 2: Values, Attitudes, Emotions, and Culture</p> <p><b>Session 2: (Online Asych)</b> Chapter 2: Continued</p>	<p style="text-align: center;"><u>Online Asynchronous signifies independent work on session activities</u></p>

<p><b>Week 3:</b> <i>(Sept 7 - 13)</i></p>	<p><b>Session 1: (Online synchronous)</b> Chapter 3: Managing Ethics and Diversity</p> <p><b>Session 2: (Online Asych)</b> Chapter 3: Continued</p>	<p><b>Online Synchronous signifies meeting Via MS Teams collectively as a class remotely</b></p> <p>Follow Connect weekly assignments and your performance online at:</p> <p><a href="http://connect.customer.mheducation.com/">http://connect.customer.mheducation.com/</a></p>
<p><b>Week 4:</b> <i>(Sept 14 - 20)</i></p>	<p><b>Session 1: (Online synchronous)</b> Chapter 4: Managing Global Environments</p> <p><b>Session 2: (Online Asych)</b> Chapter 4: Continued</p>	
<p><b>Week 5:</b> <i>(Sept 21 - 27)</i></p>	<p><b>Session 1: (Face-to-Face)</b> Group Working Session: Vocation of The Business Leader (Minimum one hour group collaboration)</p> <p><b>Session 2: (Online Synchronous)</b> Continued</p>	<p><i>Group Working Session</i></p> <p><i>Set appointment with instructor for individual group consultation via MS Teams.</i></p>
<p><b>Week 6:</b> <i>(Sept 28 – Oct 4)</i></p>	<p><b>Session 1: (Online Asych)</b> Chapter 5: Decision Making, Learning, Creativity and Entrepreneurship</p> <p><b>Session 2: (Online Asych)</b> Chapter 5: Continued</p>	
<p><b>Week 7:</b> <i>(Oct 5 - 11)</i></p>	<p><b>Session 1: (Online Synchronous)</b> Chapter 6: Planning, Strategy, and Competitive Advantage</p> <p><b>Session 2: (Face-to-Face)</b> Chapter 6: Continued</p>	
<p><b>Review Progress</b> <i>(Oct 5 - 11)</i></p>	<p><b>MIDPOINT</b></p> <p><b>Use this time to prepare for your Final Project &amp; Reflection Paper.</b></p>	<p><b>Check your Performance on Blackboard and Connect!</b></p>
<p><b>Week 8:</b> <i>(Oct 12 - 18)</i></p>	<p><b>Session 1:</b> Chapter 7: Designing Organizational Structure</p> <p><b>Session 2:</b> Chapter 7: Continued</p>	<p><i>Review Personal Journal Entries and compare with your Business and Management Course Checklist from Advising.</i></p>
<p><b>Week 9:</b> <i>(Oct 19 - 25)</i></p>	<p><b>Session 1:</b> Chapter 9: Motivation!</p> <p><b>Session 2:</b> Chapter 9: Continued</p>	
<p><b>Week 10:</b> <i>(Oct 26 – Nov 1)</i></p>	<p><b>Session 1:</b> Group Working Session: Vocation of The Business Leader (Minimum one-hour group collaboration)</p> <p><b>Session 2:</b> Humanities Fest!</p>	<p><u><i>Get Motivated</i></u></p> <p><i>Humanities Fest: Participate in two-three events for extra credit!</i></p>

<b>Week 11:</b> (Nov 2 - 8)	<b>Session 1:</b> Chapter 10: Leaders and Leadership  Chapter 10: Continued	
<b>Week 12:</b> (Nov 9 - 15)	<b>Session 1:</b> Chapter 11: Effective Team Management  <b>Session 2:</b> Chapter 11: Continued	
<b>Week 13:</b> (Nov 16 - 22)	<b>Session 1:</b> Chapter 12: Building and Managing Human Resources  <b>Session 2:</b> Group Working Session: Vocation of The Business Leader (Minimum one-hour group collaboration)	<b>“Reflection Paper” due soon, submit via Blackboard Drop Box</b>  <i>Group Working Session</i>  <i>Set appointment with instructor for individual group consultation via MS Teams.</i>
<b>Week 14:</b> (Nov 23 - 29)	<b>Fall Break</b>	Happy Thanksgiving
<b>Week 14:</b> (Nov 30 – Dec 6)	<b>Session 1:</b> Group Presentation: <b><u>Seeing</u></b> <i>The World of Business: Challenges and Opportunities (20 minutes + 10 Q&amp;A)</i>  Group Presentation: <b><u>Judging:</u></b> <i>Founding Principles for Business &amp; Practical Ethical Principles for Business (20 minutes + 10 Q&amp;A)</i>  <b>Session 2:</b> Group Presentation: <i>Witness of <b><u>Actions</u></b>: Taking Aspiration into Practice (20 minutes + 10 Q&amp;A)</i>	
<b>Week 15:</b> (Dec 7-11)	Final Exam Week (We will meet virtually this week at our regularly scheduled times/locations for individual consultations on preparing and submitting your Final Reflection Papers.)	Reflection Paper Due
(Dec 12-15)	<i>Student contributions evaluated, grades calculated &amp; reported on or about 12/14</i>	<b><i>Merry Christmas!!!</i></b>

**\*\*\* 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. The Book Coordinator places your access codes in your digital bookshelf: email books@ccsj.edu if you have difficulty. Live chat, email, and phone support are available almost every hour of the day.

## **McGraw Hill CONNECT**

Phone: (800) 331-5094 Hours (EST) Website: [www.mhhe.com/support](http://www.mhhe.com/support)

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 navigating to this link:

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

## **CCSJ Digital BOOKSHELF Instructions (Use Google Chrome)**

Go to <https://ccsj.ecampus.com/>

Click on "My Account." You do not have to create a new one; it has been created for you.

Login: (Your CCSJ e-mail, this is usually your first initial and last name I.E. - name@ccsj.edu. For common names, there may be a number after the name. If you have trouble logging in, please contact [cdavis@ccsj.edu](mailto:cdavis@ccsj.edu).

Password: (Your student ID)

Click on "Digital Bookshelf" center of the page near the top. Your access code will be there. You will have instructions from your instructor on your Blackboard as to where to log in to access the book.

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Student Responsibilities</b>	
<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"><li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li><li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li><li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home.</li><li>• <b>This class's policy to remain on track is to complete all assignments via LearnSmart/Connect/MS Teams on the date due. If your illness is extreme, preventing you from completing your assignments, provide evidence to the Disability Services Coordinator, obtain an official accommodation, and your due dates will be adjusted based on your specific situation.</b></li><li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li></ul>

	<ul style="list-style-type: none"> <li>Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<b>What to Do in Case of Illness</b> 	<p><b>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</b></p>
<b>Attending Class</b>	<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. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course. <u>Attendance is recorded during all scheduled synchronous sessions (MS Teams). During weeks where we do not meet in person or MS Teams, attendance will be measured by the on-time completion of your reading and homework assignments.</u></p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work when due. <u>All assignments and due dates are detailed at the start of the course; as such, late work is not accepted for any reason.</u></p>
<b>Meeting Standards for Classroom Behavior</b>	<ul style="list-style-type: none"> <li><b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li><b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li><b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li><b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions.</li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>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:</p> <ul style="list-style-type: none"> <li>Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>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.</p>

	<p>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 <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p><b>Please note:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! 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!</p>
<b>Withdrawing from Class</b>	<p>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.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	<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 <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>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.</b></p>
<b>Student Success Center</b>	<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. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>
<b>Disability Services</b>	<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>
<b>Student Assistance Program</b>	<p>Through a partnership with <b>Crown Counseling</b>, 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</p>

	<p>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, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>
<b>CCSJ Alerts</b>	<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: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>