

MGT 501.01W
Operations and Organizations
August-mini 2012 (August 10th – 24th)
Tentative Syllabus

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We will communicate via e-mail. I check my e-mail regularly. You should expect a response within 48 hours, assuming you follow instructions to put “MGT 501” in the subject line.

****VERY IMPORTANT WARNING****

Always put “MGT 501” in the subject line of any course-related e-mail. I have designed my e-mail to filter e-mails into a separate folder for this course. If you do not follow these instructions, it is possible that your e-mail will get lost in a sea of other e-mails. **I check Virtual Office, but not near as often as e-mail. Therefore, if you do not receive a timely response through Virtual Office, please send an e-mail.

Two Required Readings:

Operations Management for MBAs, by Shafer, Scott M. and Jack R. Meredith. 4th Edition. John Wiley and Sons, Inc., Hoboken, 2010. ISBN: 978-0-470-48576-7

Managing Organizations, by Duening, Thomas N. and John N. Ivancevich. 2nd Edition. Atomic Dog Publishing, Cincinnati, 2006. ISBN: 9781592602070

Course Description:

A study of the major design and operating activities of the goods-producing and services organizations that includes product and process design decisions, and basic quality, inventory and operations planning and control. The study also includes the basic managerial functions of planning, organizing, leading (directing), and controlling.

Grades:

A = 90% and above
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% and below

Assignments:

Quizzes:	20%
Final Exam:	30%
Discussions:	30%
<u>Term Paper:</u>	<u>20%</u>
Total:	100%

4 Quizzes:

20% of total grade (4 quizzes at 5% each). See schedule for quiz dates/chapters

Final Comprehensive Exam:

30% of total grade.

The final exam contains 50 multiple-choice and true/false questions from all chapters that have been addressed in this course. Each question is valued at 1 point, so a grade of 50 is a perfect score.

15 Weekly Discussion Postings:

30% of total grade (15 posts at 2% each).

There are a total of 16 opportunities for discussion postings. I expect you to make a minimum of one posting to each discussion topic. You may choose to skip one topic. To receive a good grade on discussion postings, you must post at least once to each topic and each post must be of high quality. I expect you to discuss the question (or others responses) thoroughly. If you simply agree with what everyone else has said and don't truly contribute to

the discussion in a meaningful way, then your post will not count. In other words, it's okay to agree, but give your post some added value. A one line response will not be sufficient. Genuinely put some thought into your postings.

Term Paper:

20% of total grade. See the Term Paper section under Course Home for detailed instructions.

You may choose to complete your term paper individually or in groups of 2 to 3 people.

Term papers must be submitted to the appropriate eCollege dropbox. Alternative methods of submissions will not be accepted. Do not e-mail attached files unless specifically requested to do so. Unrequested attached files sent by e-mail will be automatically deleted. If you are completing your paper as a group, only one person should submit the paper to their dropbox. List group member names in the comment section of your dropbox.

Term papers must be submitted to turnitin.com and receive a score below 25% prior to submitting to the eCollege dropbox. See Turnitin.com Instructions under Course Home for detailed instructions. Papers that are not first submitted to turnitin.com will not be graded. Again, only one person from the group should submit the paper to eCollege

Comment on Academic Honesty:

Students are expected to fully uphold the student policy regarding academic dishonesty. Failure to do so will result in an F in the course as well as the applicable university penalties being fully enforced. There seems to be a belief among many that anything found on the Internet is free to use as one wishes. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. If you have any questions, please let me know.

Important Notes:

1. EXTRA CREDIT IS NOT AWARDED in the course. Students are encouraged to apply maximum effort to each assignment and see me if there are questions or concerns *before* grades become a problem.
2. DEADLINES noted in this syllabus are absolute. Extensions will not be granted except in highly unusual circumstances, as they would result in unfair delays for returning grades and feedback to the rest of the class. You are encouraged to plan accordingly and complete your work in advance of the due date so that unforeseen circumstances will not create a hardship for you.
3. When PAGE MAXIMUMS are posted for assignments, you should infer that submitting a paper well short of the maximum is probably not advisable. In such cases, the depth of the assignment is not likely to be sufficient.

Class Schedule:

Week 1 (August 10 - 12)

D&I chapter: 5, 6, & 7

M&S chapter: 1 & 2

Quiz 1: Opens 12:00am, Fri. morning, Aug. 10th until 10:00pm, Sun. night, Aug. 12th.

Week 2 (August 13 - 19)

D&I chapters: 8 & 9

M&S chapter: 3 & 4

Quiz 2: Opens 12:00am, Mon. morning, Aug. 13th until 10:00pm, Wed. night, Aug. 15th.

D&I chapters: 10 & 11

M&S chapter: 5

Quiz 3: Opens 12:00am, Thurs. morning, Aug. 16th until 10:00pm, Sat. night, Aug. 18th.

Week 3 (August 20 - 24)

D&I chapters: 12 & 14

M&S chapter: 6

Quiz 4: Opens 12:00am, Sun. morning, Aug. 19th until 10:00pm, Tues. night, Aug. 21st.

Term paper: Due by Wednesday, August 22nd at 10:00pm.

Comprehensive Final Exam: Opens 12:00am, Sun., Aug. 19th until 10:00pm, Thur., Aug. 23rd