



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates and Chat Session Times
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

Instructor: Dr. Alex Williams
E-mail: Alex.Williams@tamuc.edu
Office: CBE 3rd Floor
Office Hours: Tuesdays 9:30am – 12:00pm and by Appointment (or send me an email anytime!)

REQUIRED TEXTS:

Robbins, S.P., De Cenzo, D.A., & Coulter, M. 2013. Custom Edition of Fundamentals of Management (8th Edition) with Six Cases. Pearson.

Print Version ISBN: 9781256550464. Cost: \$155.20 (Used); \$194.00 (New)*

E-Book Version ISBN: 9781256773399. Cost: \$101.15 (Used); \$126.40 (New)*

***Please note that this is a custom edition eBook incorporating mandatory cases and is available via the TAMU-Commerce bookstore.**

COURSE OVERVIEW AND OBJECTIVES:

This course is designed to provide an in-depth seminar emphasizing the development of the skills and knowledge required for successful managerial performance. It focuses on such areas as developing self-awareness, creative problem-solving, supportive communication, the use of power and influence, motivation techniques, and managing conflict. Upon completion of this course, you should be able to:

- Demonstrate applicable knowledge of the common skills needed for managerial effectiveness within the functions of management.
- Demonstrate applicable knowledge of various human behavior and motivation techniques relating to leading individuals and teams.
- Demonstrate comprehension of values, power, and influence relating to organizational culture, change, and ethical decision-making in global contexts.

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do. PowerPoint slides and mini-lectures will be available for each of the Robbins et al. book chapters, either within the Lesson and/or under the "Doc Sharing" tab. We will also utilize the "Discussion Board" feature of eCollege (See the "Discussion Board" section for more details). I will post topics and/or questions to generate discussion among you and your classmates. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. I will also facilitate a few chat sessions during the course in order to answer any questions or concerns about the course and discuss some of the material. ALL assignments will also be posted on eCollege, under the Doc Sharing tab. You should submit all of your work in a format that is compatible with **Microsoft Office** and post it in the appropriate "Dropboxes" it is due.

COURSE SCHEDULE:

A course schedule is included within this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the "Doc Sharing" tab. You should read this document, initial it, and submit it to me via its corresponding "Dropbox" (see the course schedule for the due date).

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132

Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during "electronic communication". Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is "electronic" nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via eCollege and e-mail. It is your responsibility to become aware of any such changes.
- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class. I check my e-mail several times a day, so this is the best way to reach me. I strive to respond to any email within 24 hrs (even if it just to acknowledge receipt of the email while I continue to work on the request).

- **Back-ups Are Required:** You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **Discussion Boards:** For some of the chapters, discussion questions/topics will be posted online for class participation. Each student is required to make thoughtful posts as well as replies to other students' posts, and follow explicit instructions for posting requirements.

The discussion boards are an important part of your learning – plan to participate throughout the semester. These are considered assignments, and will be graded. In order to achieve the highest possible score for discussion board posts, please post an original response to the topic and more than two replies to show active engagement in the discussion.

Postings will be graded on two elements: critical thinking (addresses the question completely and in-depth; points are clearly made and evidence supports arguments/rationale; shows a clear grasp of content and elaborates with explanation and relevant examples); and responses to classmates (offers meaningful responses to the posts of others, more than simply “good post” or “I agree”).

I suggest that you read the issue posted in the discussion board, write your response to the issue offline, then copy/paste your response into the discussion board. Afterwards, read through the responses of your classmates and make meaningful comments on their posts (perhaps giving an example to support their view or offering an alternative explanation).

Once the discussion boards have been closed, they *will not* be re-opened. See the tentative schedule of due dates at the end of this document for the scheduled discussion posts.

- **Chat Sessions:** I will facilitate a few chat sessions throughout the course. It is not required that you participate in the chats, but it is a great opportunity to communicate with me and your fellow students and to ask questions and gain clarification on any issues you may have. In order to get to the chat room: (1) Click the “Live” tab at the top of the eCollege course screen; (2) Click “Main” to enter the main discussion room for this course; Then “Click the Button to Enter Chat” **TWICE**.

ASSIGNMENTS:

- **Case Assignments**
Throughout the semester, you will be required to analyze four cases that can be found in the custom edition of the Robbins et al. text. The case work is worth a total of 300 points (60% of your course grade), so take it seriously. Specific instructions for each case will be posted on eCollege, under the “Doc Sharing” tab. The analyses should be submitted to the “Dropbox” designated for that case. The document must be compatible with Microsoft Word. A grading rubric for the case assignments can be found at the end of this syllabus.
- **Assignments (General Comments):**
 - 1. Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.**
Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 - 2. Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM CST** to submit the work that is listed in the far right, “Work Due” column of the course schedule. I will accept late assignments. However, there will be a significant penalty. For each day that your

assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.

3. Assignments must be complete. You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don't turn in work that is only "half-finished".

- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

GRADE COMPONENTS:

Component	Type	Value
Case Assignments (4 @ 75 Points Each)	Individual	300 points (50%)
Final Exam	Individual	150 points (25%)
APA Assignment	Individual	25 points (4%)
Article Assignment	Individual	25 points (4%)
Discussion Board Assignments (2@ 50 Pts Each)	Individual	100 points (17%)
Course Total		600 points

GRADING SCALE:

A	90 – 100%	540-600 points	D	60-69%	360-419 points
B	80 – 89%	480-539 points	F	Below 60%	Less than 360 points
C	70-79%	420-479 points			

Incomplete - Must be previously agreed upon by student and instructor.

Withdrawal - Must be initiated by the student administratively.

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FINAL EXAM:

The final exam will test your comprehension of the Robbins et al. text and your case analysis skills (essay format).

APA ASSIGNMENT:

During the first week of the semester, you will be required to complete one general assignment covering APA formatting. The instructions for this APA assignment will be posted under the "Doc Sharing" tab in eCollege. The assignment is worth 25 points.

ARTICLE ASSIGNMENT:

At the beginning of the semester, you will also be required to complete an article assignment. The instructions for this Article assignment will be posted under the "Doc Sharing" tab in eCollege. The assignment is worth 25 points.

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**

ON THE COURSE SCHEDULE THAT APPEARS ON THE NEXT PAGE, THE GENERAL ASSIGNMENTS (APA FORMATTING AND ARTICLE), ALL FOUR CASE ASSIGNMENTS, AND THE FINAL EXAM ARE DUE BY 11:59PM (CST) ON THE DATE APPEARING AT THE

CHAPTER & DATE (TUESDAY)	WORK ASSIGNED: READINGS, ASSIGNMENTS, & EXAM	WORK DUE: BY 11:59 PM ON THIS DAY
1. January 14	R: Chapter 1 – Managers and Management R: Chapter 2 – A Brief History of Management’s Roots Read, Initial, and Submit the Honesty Policy ***APA Formatting Assignment	
2. January 21	R: Chapter 3—The Management Environment ***Article Assignment 1 Assigned	Honesty Policy APA Formatting Assignment
Chat Session—Tuesday, January 21st 8:30-9:30 PM CST		
3. January 28	R: Chapter 4— Integrative Managerial Issues C: Dick Spencer (Case 1 Assignment)	Article Assignment 1
4. February 4	R: Chapter 5—Foundations of Decision Making	Case 1 Assignment
5. February 11	R: Chapter 7—Foundations of Planning	
6. February 18	R: Chapter 8—Organizational Structure and Design C: Does This Milkshake Taste Funny? (Case 2 Assignment)	
7. February 25	R: Chapter 9—Managing Human Resources	Case 2 Assignment
8. March 4	R: Chapter 11—Managing Change and Innovation Discussion Board Assignment 1 Opens	
SPRING BREAK		
9. March 18	R: Chapter 12—Foundations of Individual Behavior C: The Luggers Versus the Butchers (Case 3)	Discussion Board Assignment Closes
10. March 25	R: Chapter 13—Understanding Groups and Managing Work Teams	Case 3 Assignment
11. April 1	R: Chapter 14—Motivating and Rewarding Employees Discussion Board Assignment 2 Opens	
12. April 8	R: Chapter 15—Leadership and Trust C: How to Motivate Fred Maiorino? (Case 4 Assignment)	Discussion Board Assignment Closes
13. April 15	R: Chapter 16—Managing Communication and Information	Case 4 Assignment
14. April 22	R: Chapter 17—Foundations of Control	
15. April 29	***FINAL EXAM ASSIGNED	
16. May 6	HAVE A WONDERFUL HOLIDAY BREAK!	FINAL EXAM DUE

THIS WEEKLY SCHEDULE IS TENTATIVE; R: ROBBINS ET AL. TEXT BOOK;
C: CASE THAT CAN BE FOUND IN THE ROBBINS ET AL. BOOK

Case Analysis Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
<p>Identification of Critical Issues and Depth of Analysis</p> <p>I will consider how detailed your analysis is, how far into depth you go, and whether you address many of the existing and critical issues in the case.</p> <p>Score:</p>	<p>Identifies all of the critical managerial issues. Thoroughly discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments.</p> <p>(30)</p>	<p>Identifies most of the critical managerial issues. Discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments, but could have gone into a bit more depth.</p> <p>(24)</p>	<p>Identifies many of the critical managerial issues. Discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments, but could have gone into much more depth.</p> <p>(21)</p>	<p>Identifies few, if any, critical managerial issues. Fails to discuss, evaluate, and analyze each managerial issue, does not provide convincing or supported arguments, and lacks any significant degree of depth.</p> <p>(18)</p>
<p>Literature Review of the Managerial Issues—Reference Support</p> <p>The more reference support you use, the better. The quality of the journals is also important.</p> <p>Score:</p>	<p>Provides a complete and clear review of the scholarly journal literature. Empirical research from multiple journal articles provided support for why each issue was included. Several of the journal articles used came from top-tier journals.</p> <p>(20)</p>	<p>Provides a substantial and clear review of the scholarly journal literature. Some, but not all, issues were supported by empirical research from journal articles. More references could have been used and more could have come from top-tier journals.</p> <p>(16)</p>	<p>Provides an adequate and clear review of the journal literature, but several issues lacked strong support from the empirical research presented in journal articles. Most of the articles came from lower-level journals.</p> <p>(14)</p>	<p>Provides an incomplete review of the journal literature and fails to support the knowledge associated with each identified managerial issue. The few articles that were used came from low-level journals or websites.</p> <p>(12)</p>
<p>Supported Recommendations Regarding the Best Approaches for Handling the Problematic Issues in the Case</p>	<p>Provided a thorough and well-supported discussion of several valid approaches for dealing with all of the critical, problematic issues in the case.</p>	<p>Provided a sufficient and supported discussion of several valid approaches for dealing with most of the critical, problematic issues in the case, but could have gone into more depth or provided a few more</p>	<p>Discussed some valid approaches for dealing with some of the critical, problematic issues in the case, but could have gone into much more depth, provided more support, and/or provided several more</p>	<p>Discussed few, if any, approaches for dealing with some of the critical, problematic issues in the case, and provided little or no support.</p>

Score:	(10)	(8)	(7)	(6)
APA Formatting of References Students must cite all references in proper APA format, in-text and on reference page.	Student cited ALL references properly, formatted in accordance with the APA Style Guide (no errors).	Student cited most references properly, formatted in accordance with the APA Style Guide (a few minor errors).	Student cited many references properly, formatted in accordance with the APA Style Guide (4 or more minor errors).	Student cited few references properly (4 or more errors with at least 1 being a major error).
Score:	(5)	(4)	(3)	(2)
Turnitin.com Similarity Rating	Student submits a paper that scores a low similarity rating (below 25%), indicating a high degree of originality of the student's work.	Student submits a paper that scores a mid-range similarity rating (between 25 and 50%).	Student submits a paper that scores a rather high similarity rating (between 50% and 75%).	Student submits a paper that scores a high similarity rating (above 75%), suggesting that there could be an issue with plagiarism. Such papers will be investigated and administrative action may be taken.
Score:	(5)	(4)	(3)	(2)
Overall Quality of Written Communication	Student presented a well-written, coherent analysis that was free from any grammar and/or spelling errors.	Student presented a well-written, coherent analysis that contained a few minor errors.	Student presented a rather coherent analysis that contained several minor errors.	Student presented an incoherent analysis that contained several major errors.
Score:	(5)	(4)	(3)	(2)
Total Score:				

Additional Grading Rubrics

APA Assignment

- Students will receive 2.5 points for each APA error that they properly correct within the document provided.

Article Assignment

- Students will receive 2.5 points for each of the questions that they answer correctly on the article assignment.

Final Exam

- Students will receive points for each question that they answer correctly on the exam. Points earned on the short essay and case essay items will depend upon the reasonableness of your response, the depth and quality of the rationale provided to support your response, and the reference support provided for your response.