

Syllabus
Gonzaga-In-Florence
Summer 2009

Course: MGMT 350 Management and Organizations

Instructor: Dr. Dan (Danielle) Xu

Office Hours: MTWTh 10:00am -11:00am, by appointment or open door policy

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COURSE OBJECTIVES

This course is designed to provide a broad overview of the functions and applications of management in organizations. Because of the wide nature of the topic and the limited time of the course, coverage will be broad. The main objective will be to provide a solid foundation of knowledge of basic management topics. It is assumed that this is the first management class for most students, so coverage will emphasize the basics. The topics of this course will include planning, controlling, decision making, leadership, motivation, strategy, and teams.

The class will be part lectured and part open discussions. Everyone is expected to participate. I encourage you to ask questions in class, as this is the best way for me to help you understand the material.

Course Materials

- Text: *Exploring Management in Modules* by John R. Schermerhorn, Jr.
- Access to WileyPlus – an on-line tool that comes with the textbook or can be purchased separately
- Access to Blackboard (blackboard.gonzaga.edu)

Grading Policies:

You final grade for this class will be based on:

1. Exams 50%

We will have two no cumulative exams. No make-up exams are given.

2. Pre-class quizzes 25%

Before each class in which we are covering a module from your book, you will take a pre-class quiz. Each quiz is worth 10 points. There will be at least 16 Modules covered, but only your top 15 scores will count. All quizzes are due by the beginning of the class when the Module is covered.

3. Self assessments and reflection paper: 15%

In this project, you will take self assessments and write a reflection paper. More details below.

4. Resume project: 10%

In this project, all students will develop an up-to-date, Career Center-approved resume. More details below.

EXTRA CREDIT

I will periodically offer extra credit. These opportunities will be announced in class.

CLASS TIME

As junior and seniors, your learning style has probably matured from a passive style (just listening to lecture and taking notes) to a more active style. To honor this style, I will try to provide many opportunities for you to get involved in the material through a combination of lecture, discussion, videos, exercises, and activities.

Management Guru Peter Senge said it best:

“We often prefer to fail again and again rather than let go of some core belief. This explains the paradox of learning. When we claim we want to learn, we mean that we want to acquire some new tool or technique. When we see that to learn we must look foolish or let another teach us, learning doesn't look so good. Hence, virtually all spiritual disciplines are practiced in communities. Only with the support, insight, and fellowship of a community can we face the dangers of learning meaningful things.”

Academic Honesty Policy:

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, Academic Honesty Policy will be strictly enforced. A complete description of this policy is available in the Gonzaga University Student Handbook and in the Information for Students section of the Academic Vice President's website:

<http://www.gonzaga.edu/files/Campus+Resources/Offices+and+Services+A-Z/Academic+Vice+President/Information+for+Students/Academic+Honesty+Policy.doc>

RESUME PROJECT

Having an up-to-date resume helps keep you aware of your skill development as well as keep you prepared to apply for that dream job at a moment's notice. Much of what we cover in this class will deal with being on the employer-side of the hiring table. Working on our resumes together will give us the opportunity to discuss being on the employee side of the table.

The Career Center's advice also is available to you on Blackboard under the tab Resume Project. Pay special attention to the GU education worksheet. This is the most important part of making a good grade on your resume.

You will turn in a hard copy of the resume you create (or update) based on the Career Center advice.

SELF ASSESSMENT PROJECT

Self management, the ability to understand yourself, exercise initiative, accept responsibility, and learn from experience is an important career skill. To increase our ability to self-manage, this class will contain a two-part self-assessment process: The first part of the assignment will be to complete several self-assessments. The second will be to write a paper. Due dates for both are listed on your class schedule and the details of the assignment are later in the syllabus.

STEP 1: Complete the listed self-assessments on WileyPlus and record your scores below. Then go to Blackboard under Tests and Quizzes and fill in your scores. You will not be graded on your scores, only on doing the assignment.

Module/Topic	Outcome	Score
Module 1: A 21st Century Manager	Score:	
Module 3: Managerial Assumptions	X score:	
	Y score:	
Module 6: Time Orientation	Monochronic score:	
	Polychronic score:	
Module 9: Your Intuitive Ability	Score:	
Module 10: Time Management Profile	Score:	
Module 11: Internal/External control	Score:	
Module 13: Are You Cosmopolitan?	Score:	
Module 14: Organizational Design Preference	Score:	
Module 16: LPC Scale	Score:	

STEP 2: Pick one assessment that was fun, enlightening, disturbing or otherwise meaningful to you and write a three-page (double-spaced) reflection paper to cover the following.

1. About which assessment have you chosen to write? Why did you choose this assessment? What was meaningful to you about the assessment? How did you score on the assessment and what did the book/WileyPlus tell you about what the assessment means about you? (One full page)
2. Do you agree or disagree with what the assessment said about you? Why or why not? (One full page)
3. To which topic in the book does this assessment apply? Explain how the book topic and the assessment are connected. (One full page)

FORMATTING

This assignment involves writing a three-page, double-spaced paper. Be sure to follow these two parameters:

1. Papers should have 1.5 inch margins on each side, use Times New Roman 12-point typeface. Failure to use these parameters will result in a 10-point penalty.
2. Put your name at the top of the page, flush left. Do not put anything else at the top of the page. (No date, no title, just your name). Then begin the assignment double-spaced. Placing anything else at the top of the page will result in a 10-point penalty.

Class Schedule (Tentative and subject to change):

Week No.	Topics	Readings
1	<ol style="list-style-type: none">1. Our New Workplace & Resumes2. The Management Process3. Management Learning & Peer review of resumes4. Diversity and Global Cultures	Syllabus Modules 1,2,3,6
2	<ol style="list-style-type: none">1. Ethics and Ethical Behavior2. Social Responsibility and Governance3. Managers as Decision Makers4. Plans and Planning Techniques	Modules 4,5,9,10
3	<ol style="list-style-type: none">1. Makeups2. Review3. Exam I	
4	<ol style="list-style-type: none">4. Organizational Design and Culture5. Human Resource Management6. Leadership7. Communication	Modules: 14-17
5	<ol style="list-style-type: none">8. Individual Behavior9. Motivation10. Motivational Dynamics11. Teams and Teamwork	Modules 18-21
6	<ol style="list-style-type: none">12. Self-Assessment and Resume13. Exam II	