Management 3110, Section 001  
Spring 2010  

Instructor: Julie A. Yancey  

Class Schedule: Monday, Wednesday & Friday – 11:30 – 12:25  

Class Location: Fogleman-Room 118  

Email: jayancey@memphis.edu (this is the best way to contact me)  

Req’d Text: Daft, R.L. (2008-University of Memphis Edition) Principles of Management – All students are expected to purchase or have significant access to the course text. Additional learning resources may be shared or required (and announced) throughout the semester.  

Upper Division Status: It is the student’s responsibility to determine whether or not the appropriate prerequisites have been met, otherwise you may be administratively dropped from the course. If in doubt, please check with your academic advisor as the administrative check may not occur until after the “add/drop” period.  

Course Description: This course is a thorough survey of most management functions, including basic concepts and management principles; planning and decision making, organizing, direction and controlling; coordination of organizational resources, etc. in order to achieve objectives of the organization.  

Overall Course Goal: Develop an understanding of some of the fundamental theoretical and practical management issues related to organizational structure, systems and processes.  

Attendance: This is an upper division course and attendance is expected, as well as participation. If for some reason a student does miss a class, it is his/her responsibility to find out (from classmates) what materials were covered and whether or not any additional assignments were made and if any other resources may have been distributed in class.  

Grades: The final grade for this course will be made up of a combination of the following:  

- Quizzes/Class Participation 20%  
- Exam 1 20%  
- Exam 2 20%  
- Exam 3 20%  
- Cumulative Final Exam 20%  

Total 100%
Quizzes – Will occur impromptu and unannounced. You will not be quizzed on any material not yet covered in the required readings and class discussions.

Exams – Each exam is worth 20% of your final grade. They may be multiple choice, true/false or short essay questions that cover the material from your readings as well as class discussions.

Cumulative Final Exam – Replaces any missed grades. A final cumulative examination made up of multiple choice, true/false and/or short essay questions will cover the materials from the book, other assigned readings, as well as class discussions. This score will be used to replace any missed exam or quiz grades.

Extra Credit – during the course opportunities for extra credit may arise. If such a situation does occur, full details will be shared with the class. ALL extra credit must be completed by April 28, 2010.

Respect & Honesty – As participants in an upper level class, it is expected that all students will be in their seats on time and ready to participate in a respectful and non-disruptive way. If for some unforeseen reason you are late, please be courteous to your fellow students and the instructor. Eating and drinking within the classroom are allowed as long as you are not disruptive and deal with your trash in the proper way once class is over.

Electronic Devices – It is expected that all students will silence cell phones or other electronic devices. Do not answer a phone or page during class. If a translator or other assistant device is required, please refer to the U of M equal employment opportunity policy. Additionally, emergencies do occur so I would ask that you please step out of the classroom to address the situation if necessary, out of respect to the instructor and/or other students. Students may use their laptops during class; however, they should only be used for class activities; i.e. taking notes, vs. non-class based activities (i.e. email, instant messaging, searching the web, etc.)

Academic Honesty – Each student is responsible for maintaining high standards of academic honesty and ethical behavior. Academic dishonesty in any form will not be tolerated. If caught, University Policy will govern the outcome and you will fail the quiz/exam/course. Each student is expected to recognize and uphold standards of intellectual academic integrity as described in the University of Memphis Catalog, Faculty Handbook and Undergraduate Co-Curricular Affairs Handbook.

Discussions of assignments with other students and faculty members is permitted and encouraged as a practical use of resources. However, students are expected to write their exams, quizzes and homework on their own. Copying another student’s work is a serious offense. Academic honesty and ethical behavior are the responsibility of each student.

Students with Disabilities – Reasonable and appropriate accommodations will be provided to students with disabilities who present a memo from Student Disability Services (SDS). Students who request disability accommodations without a memo must contact SDS. The SDS website is located at http://saweb.memphis.edu/sds.
Calendar & Assignment Schedule (Instructor reserves the right to modify the schedule as needed – this is simply a guide):

January 15       Introduction
January 18       Martin Luther King, Jr. Holiday
January 20-22    Chapter 2
January 25-29    Chapter 3
February 1-5     Chapter 3
February 8-12    Chapter 4
February 15-19   Chapter 5
February 22      Review (Chapters 2 – 5)
February 24      Exam 1: Chapters 2-5
February 26      Chapter 7
March 5          Chapter 8
March 8-12       Spring Break
March 15-19      Chapter 9
March 22-26      Chapter 10
March 29-31      Review (Chapters 7-10)
April 2          Exam II: Chapters 7 – 10
April 5-9        Chapter 16
April 12-16      Chapter 17
April 19-23      Chapter 18
April 26-30      Chapter 19
May 3-7          Review: Chapters 16-19 (Check University Final Exam Schedule)