ORGANIZATION AND MANAGEMENT
MGMT 3110 – Spring 2010

Class meets: T & TH: 8:00 am – 9:25 am, Room 128
Instructor: Jill M. Stem, MBA, SPHR
Phone: (work) 371-8770
        (cell) 647-2207
Email: jcstem@memphis.edu
Office Hours: by appointment as necessary

Course Description:
This course is designed to give students the fundamentals of management as it relates to the business environment. Concepts learned will include the functions of management, its evolution and effectiveness.

Course Objectives: Gain and understanding of management processes in organizations by:
• learning management terminology,
• diagnosing managerial problems,
• studying and experiencing situations requiring managerial skills,
• evaluating and making decisions in an organizational setting.

Prerequisites:
This course requires Upper Division Status. WARNING - if you do not have the appropriate prerequisite you may be dropped from this course. The administrative check will probably not be completed until after the add period is over.

Text: Richard L. Daft. Principles of Management (U of Memphis edition), 8th edition, Post Test/South-Western 2008. ISBN: 032457316. You will also need to be familiar your University of Memphis Spectrum login in so that you can access the online work for this course. Updated syllabus information will also be online.

Grading:
Three exams of 100 points each = 300 points total

Book Chapter Discussion Questions Posted Online = 140 points total (10 points per chapter)

Pop Quizzes = 3 at 20 points each. Randomly scheduled throughout semester

Total = 500 points (participation bonus points are added to total)

Class participation = 10 points added to points total.
Grading Scale: (expressed as a percentage of the total points possible)

A+ = 95% and above
A  = 91 – 94%
A- = 88 – 90%
B+ = 85 – 87%
B  = 81 – 84%
B- = 78 – 80%
C+ = 75 – 77%
C  = 70 – 74%
D  = 60 – 69%
F  = 59% and below

Course Requirements & Expectations:

• Attendance – It is an expectation that you will attend class. The best way to learn the material is by regular attendance. In addition, quizzes are random and the best way to assure you get your quiz points is to attend class.
• Tardiness: Please arrive to class on time. It is disruptive to class members and instructors to arrive late.
• Examinations – Students will take all exams at the same time the class takes them. Request for make-up exams will require documentation and given only in the most extreme cases.
• Class Participation & Etiquette – Class participate/discussion 10 points will be added to your final grade. Quality of class discussion will be the key to receiving points. Quality discussion includes specific examples of the course concepts, proper usage of course terms, and statements adding value to the course concepts. Please respect others by turning your cell phones off and stay awake. Part III E concerning Classroom Misconduct and Part III A# concerning Disciplinary Procedures of the Student Handbook will be enforced.
• Student Integrity – It is expected that students are honest and inclined to do their own work. However, for the few who may be tempted to take advantage of some opportunity to unjustly enhance their performance, Part III A1 concerning Academic Misconduct and Part III A3 concerning Disciplinary Procedures of the Student Handbook will be enforced.

Students with Disabilities: reasonable and appropriate accommodations will be provided to students with disabilities who present a memo from Student Disability Services (SDS).
### Calendar & Assignment Schedule:

(your instructor reserves the right to modify the schedule as needed)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Topic</th>
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| January | 14 | Introduction – Syllabus Review & Course Online Demo  
Chapter 2 – The Evolution of Management Thinking |
|       | 19 | Chapter 2 – Case for Critical Analysis & Video Case |
|       | 21 | Chapter 3 – Environment & Corporate Culture |
|       | 26 | Chapter 3 – Case for Critical Analysis & Video Case |
|       | 28 | Chapter 4 – Managing in a Global Environment |
| February | 2 | Chapter 4 – Case for Critical Analysis & Video Case |
|        | 4  | Chapter 5 – Ethics and Social Responsibility |
|        | 9  | Chapter 5 – Case for Critical Analysis & Video Case |
|        | 11 | Chapter 6 – Managing Small Business Start Ups |
|        | 16 | Chapter 6 – Case for Critical Analysis  
Exam # 1 Chapters 2 – 6 |
|        | 18 | Chapter 7 – Managerial Planning & Goal Setting |
|        | 23 | Chapter 7 – Case for Critical Analysis & Video Case |
|        | 25 | Chapter 8 – Strategy Formulation & Implementation |
| March  | 2  | Chapter 8 – Case for Critical Analysis & Video Case |
|        | 4  | Chapter 9 – Managerial Decision Making |
|        | 9  | Spring Break |
|        | 11 | Spring Break |
|        | 16 | Chapter 9 – Case for Critical Analysis & Video Case |
|        | 18 | Chapter 10 – Designing Adaptive Organizations |
|        | 23 | Chapter 10 – Case for Critical Analysis & Video Case |
|        | 25 | Chapter 12 – Human Resource Management |
March   30  Chapter 12 – Case for Critical Analysis
          Exam # 2 Chapters 7 – 12

April   1  Chapter 14 - Leadership
6       Chapter 14 - Case for Critical Analysis & Video Case
8       Chapter 15 - Motivation
13      Chapter 15 – Case for Critical Analysis & Video Case
15      Chapter 16 - Communication
20      Chapter 16 – Case for Critical Analysis & Video Case
22      Chapter 17 - Teamwork
27      Chapter 17 – Case for Critical Analysis & Video Case

Final Exam – Chapters 14- 17 check University Exam Schedule

Discussion Question Assignments – Discussion postings are due by the listed
due time and date. Late postings will not be given credit. Points are assigned by
quality of posting. This includes spelling and grammar. Please use concepts in
the book to justify your answers not just your personal opinions. Copying
another student’s answer will result in zero points.

Chapter 2 - Due by 8:00 am on January 19
Chapter 3 - Due by 8:00 am on January 26
Chapter 4 - Due by 8:00 am on February 2
Chapter 5 - Due by 8:00 am on February 9
Chapter 6 - Due by 8:00 am on February 16
Chapter 7 - Due by 8:00 am on February 23
Chapter 8 - Due by 8:00 am on March 2
Chapter 9 - Due by 8:00 am on March 16
Chapter 10 - Due by 8:00 am on March 23
Chapter 12- Due by 8:00 am on March 30
Chapter 14- Due by 8:00 am on April 6
Chapter 15 - Due by 8:00 am on April 13
Chapter 16 - Due by 8:00 am on April 20
Chapter 17 - Due by 8:00 am on April 27