

**Management Process Theory**

**MANA 3319 (Section 003)**

 **Fall 2018**

**Instructor**: Dennis C. Veit

**Office**: COBA 216

**Email**: dveit@uta.edu

**Office Hours**: 12:30 – 2:00 or by appointment

**Preferred mode of communication:** Email from your UTA email account. The best way to reach me is through my email account, and I will periodically send notifications to you regarding class instructions through your Blackboard account.

**COURSE TIME AND LOCATION**

***Days***: Saturday

***Time***: 9:00am – 11:50pm

***Location***: COBA150

**COURSE DESCRIPTION**

The purpose of this course is to introduce the student to the concepts of management, provide a

basis for further studying the management process, and prepare for the future performance of

managerial roles. Specifically, we will discuss fundamentals of the management process, such as

principles and techniques for all organizations. We will also discuss the basic functions of

management: planning, organizing, directing, and controlling. Further, this class discusses social

responsibilities, political influences, ethical considerations, international business, production,

communications, and decision-making in terms of management activities.

**STUDENT LEARNING OUTCOMES**

*On completion of this course, the student will be able to:*

1. Develop confidence in management terminology by defining basic management terms accurately according to textbook and in-class definitions.
2. Apply the various components of management processes and theories to real-life situations
3. Discuss the different forms of diversification, organizational structure, and diversity present in workplaces
4. Explain various components of expectancy, leadership, motivation, and leadership models

**REQUIRED COURSE MATERIALS**

Title: Management: Leading & Collaborating in the Competitive World, 13th edition

Author: Thomas Bateman, Scott Snell & Robert Konopaske
ISBN: 9781259546945
Copyright Year: 2016
Publisher: McGraw-Hill

You are expected to read assigned materials prior to the class and be prepared for discussions and exercises. It is to your advantage to stay current with readings and assignments. A variety of learning tools will be used to develop and enhance your understanding of the subject matter, including experiential exercises, small group activities, videos, current events, and class discussions.

We will not cover all material in the book in class. Students are responsible for the material in the chapters and should ask questions if items in the book are unclear. There is a lot of material, so be sure to keep up. Students are encouraged to contribute to discussions, give examples from personal experience, ask questions, and express opinions in class during the lectures, exercises, and discussions. Considering our work and organizational experiences along with course material is an important part of the learning process.

**HOW I WILL LEARN IN THIS COURSE?**

* Required textbook. The book will help you to understand the material covered in class.
* Lecture material.
* Required to be actively involved into in-class activities.

**COURSE COMPONENTS AND GRADE DISTRIBUTION**

 **Points**

1. Class Participation 10
2. Attendance 20
3. “POP QUIZ: 30
4. Exam 1 100
5. Exam 2 100
6. Exam 3 100

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| --- | --- | --- |
|  Total 360 |  |  100% |

**Quizzes are given on a non-announced date. NO MAKE UPS WILL BE GIVEN!**

**GRADE ALLOCATION**

The final grade will be based on the requirements explained above.

|  |  |  |
| --- | --- | --- |
| 90% and above | A | Excellent student work 325 pts |
| 80-89% | B | Good student work 390 pts |
| 70-79% | C | Acceptable student work 250 pts |
| 60-69% | D | Poor student work 220 pts |
| <60% | F | Unacceptable student work 219 > |

**IMPORTANT**: Please note that you need to obtain a 90.00 or above in order to obtain an A, an 80.00 or above in order to obtain a B, etc. This means that a grade of 89.6 does not constitute an A, a grade of 79.6 does not constitute a B, etc. You need to obtain an exact 90.00 or above to obtain an A, an exact 80.00 and above to obtain a B, etc. I will not round up under any circumstances.

**DESCRIPTIONS OF MAJOR ASSIGNMENTS AND EXAMS**

1. **Class Participation**

Your participation grade will consist of the following components:

Class participation represents a good portion of your grade. Thus, to get an A in this class, you are required to be actively involved into class discussions. Just sitting in class will not get you an A.

**You** are required to sign the attendance sheet every class. After you skip **more than three classes** without a legitimate reason, I will start deducting .5 points from the attendance grade for each additional class that you miss.

Why coming to class is important? First, everything that is discussed and mentioned in class is a “fair game” at the exam. Second, each of the students possesses knowledge and experience that he or she can share with the others. Therefore, you can help the others to learn from you or learn from their experience instead. Third, participation will help you to integrate what you know with what you are learning.

1. **Chapter Exams**

There will be **Three** chapter exams. Please see the course calendar for the dates and times of each examination. The exams will be administered in-class and closed book. Exam items will cover both **the textbook and class materials.**

\*\*\*\*\*You will not be able to take the exam if you show up after someone has already turned in his/her exam\*\*\*\*.

**ANY MAKE UP EXAMS WILL BE IN ESSAY FORM:** To be given a Make-up exam it will be a under rare medical circumstances with written documentation from a doctor in which case you will have 7 days to make up the exam. If you have a written university excused absence, you must notify me a week before the exam so that arrangements can be made. If you miss an exam, you will receive a zero (0).

***MANDATORY***: Bring a **SCANTRON** to class for the exams.

**MANA 3319 (003) Fall 2018 COURSE CALENDAR**

The following table provides a tentative schedule of topics, required readings, and assignments for the course. This calendar is meant as a guideline; therefore, some modifications may be necessary.

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| Date | Topic | Assignment |
| 8. 25 | - Orientation- Managing and Performing (Chapter 1) | - Read Syllabus- Read Chapter 1 Class discussion  |
| 9. 01 | LABOR DAY HOLIDAY | N/A |
| 9. 08 | - External and Internal Environment (Chapter 2)- Managerial Decision Making (Chapter 3) | - Read Chapter 2 & 3 Class discussion |
| 9. 15 | - Planning and Strategic Management (Chapter 4) | - Read Chapter 4 Class discussion |
| 9. 22 | - Ethics, Corporate Responsibility, & Sustainability (Chapter 5) | - Read Chapter 5 Class discussion |
| 9. 29 | **- Exam I** | **- Chapter 1,2,3,4 & 5** |
| 10 .06  | - International Management (Chapter 6) | - Read Chapter 6 Class discussion |
| 10. 13 | - Entrepreneurship (Chapter 7)- Organizational Structure (Chapter 8) | - Read Chapter 7 & 8 Class discussion |
| 10. 20 | - Human Resource Management (Chapter 10) | - Read Chapter 10 |
| 10. 27 | - Managing the Diverse Workforce (Chapter 11) | - Read Chapter 11 |
| 11. 03 | **- Exam II** | **- Chapter 6,7, 8,10, & 11** |
| 11. 10 | - Leadership (Chapter 12)- Motivating for Performance (Chapter 13) | - Read Chapters 12 & 13 |
| 11. 17 | - Teamwork (Chapter 14) | - Read Chapters 14 & 18- |
| 11. 24 | **- Thanksgiving Holiday** | **- No Class** |
| 12. 1 | **- Exam III** | -**Chapters 12,13,14,& 18** |
| 12. 6- 12 | **- Finals week…..** |  |

Note: Census date is September 7th. Last day to drop classes is November 2.

**IMPORTANT POLICIES**

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog.

<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>

**Electronic Devices in Class Policy:** Your cell phones must be silenced during class. Laptops are permitted in class for note taking purposes only, and are not necessary during case presentations. Emailing, instant messaging, texting, and internet surfing are strictly prohibited. Because these activities are distracting and disrespectful to your classmates and your professor, I reserve the right to approach you in class without notification and warning, and to see what else you have opened on your laptop. If there is anything other than Blackboard, PowerPoint, Excel, or Word open along your toolbar, you will be asked to shut down your laptop and put it away.

**Late Work/Exam Policy:** Assignments must be turned in according to the class calendar/schedule as hard copies. Late work will not be accepted unless it is arranged with the professor. There will be no make-up exams.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Expectations for Out-of-class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3-4 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php).

**Title IX Policy**: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///D%3A%5CUTA%20Graduate%20School%5CFall%202016%5COrganizational%20Strategy%5CSyllabus%5Cjmhood%40uta.edu).

**Academic Integrity**: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication**: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey**: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week**: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedure**: Should be experience an emergency event that requires us to vacate the building, students should exit the room and move forward toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services**: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

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| Emergency Phone numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. |