

## **MGMT 223A – Management & Organizational Theory**

**Fall 2006**

**T & Th 12:30-2:00pm**

**Alysa Lambert, PhD**

**Email: [alysal@moravian.edu](mailto:alysal@moravian.edu)**

**Office: Comenius Hall Room 205B**

**Office Hours: M & W 10:30-11:30am; T & Th 2:15-3:00pm & by appointment**

**Office Phone: 610-861-1376**

### **Course Description**

This is an introductory course in management theory and practice. It will familiarize students with organizational concepts used to study human behavior in enterprises at the individual, group, enterprise, and inter-organizational levels. Major topic areas include the changing world of work and the practice of management, decision and monitoring systems, organizing tasks and shaping the organization's culture, leading and empowering people, and organizational change. The course also serves as a general survey of concepts in the management field.

### **Course Goals**

- Provide students with an enriched course in management principles and organizational theory that is grounded in a business ethics framework and incorporates the study of business issues on a global scale, with emphasis on diversity.
- Use lecture, discussion, readings, case studies and presentations to enhance the students' understanding of course material.
- Demonstrate application and mastery of theory through analyses of real-world organizations.

### **Course Outcomes**

Through examinations, individual and group contributions, and class participation, students will demonstrate:

- an understanding of the behavioral foundations of management,
- a knowledge of how global socio-economic and technological forces are affecting the theory and practice of management and
- an awareness of the challenges faced by today's managers.

## Required Texts and Other Materials

Robbins, S. A. & DeCenzo D. A. (2005) Fundamentals of Management: Essential Concepts and Applications. ISBN: 0131487361. Prentice-Hall.

Other readings at instructor's discretion.

### Grading Criteria

100-93	A	79-77	C+
92-90	A-	76-73	C
89-87	B+	72-70	C-
86-83	B	69-60	D
82-80	B-	Below 60	F

### Graded Course Components- Total of 650 points

- **Examinations are worth 100 points each.** All exams will consist of multiple-choice and short-answer questions. The final exam will also be multiple-choice and short-answer questions and will be comprehensive.
- **Group Presentation and Paper are worth 75 points each. Outline of paper due 11/16/06 worth 20 points (Total of 170).** Each group will choose or be assigned a topic to write a paper on. Also, the group will create a 15-20-minute presentation on their topic and present it to the class at the end of the semester. *All members of the group MUST participate to receive credit.* More information on the paper and presentation will be provided later. You must have **at least 8** references for your paper and **at least** one type of visual aid for the presentation: overhead slides, handouts, etc. See separate sheet for presentation grading criteria.
- **Current Events Article worth 30 points.** Each student will be assigned a class day to bring an article into class pertaining to that days material. You may bring in a newspaper or magazine article. If you bring in a newspaper article, it must be dated with 14 days of the class date you have been assigned. If it is a magazine article, it must be dated within 30 days of the class date assigned. Come prepared to present your article to the class and discuss its relevance to the day's material. **Please provide the instructor with the article one class period ahead of your assigned date.**
- **Attendance and Participation are worth 50 points.** Attendance and participation in class are necessary for optimum understanding of the material. These points will be earned at the discretion of the instructor and may consist of, but are not limited to, pop quizzes, in-class assignments, group work and homework. There will be plenty of opportunities for you to share your opinions and experiences. You are encouraged to participate as often as possible in order to increase your and your classmates understanding of the material. While strict attendance of class is not required, please be aware that the points for attendance and participation may occur at anytime and

therefore excessive absences will lower your grade. **NOTE:** If you miss any announcements or important information because you were not in class then it is your responsibility to talk to your fellow students and find out what you missed.

### **General and Miscellaneous Policies and Other Items**

- **Extra Credit:** There are no opportunities to do additional work for extra credit during the semester, so students are urged to attend classes and prepare for the exams.
- **Disabilities.** Anyone who wishes to disclose a disability and request accommodation under the Americans with Disabilities Act (ADA) for this course, first must meet with either Mrs. Laurie Roth in the Office of Learning Services (for learning disabilities and/or ADD/ADHD) or Dr. Ronald Kline in the Counseling Center (for all other disabilities).
- **Academic Dishonesty** The Academic Honesty Policy for this course is the same as the one outlined in the school catalog and the student handbook.
- **Cell phones, pagers, PDAs and all other electronic devices** are banned during classes. They must be turned off and stowed away in a book bag, purse, etc.
- **Make-up exams** will be given only for extreme circumstances. The instructor reserves the right to determine what is and is not an extreme circumstance.
- **Disruptive Behavior** includes but is not exclusive to cell phones going off, persistent talking, insensitive behavior, generally disrupting the lectures, or coming in late, etc. If these behaviors occur several times you may be asked to leave the classroom.
- **Note:** While no changes are expected, the instructor reserves the right to change any and all information contained in this syllabus. Also, the instructor reserves the right to apply qualitative judgment in determining grades for an assignment or for the course.
- **Extreme circumstances** are the *ONLY* exceptions to the above rules and are evaluated on a case-by-case basis by the instructor.

### Class Dates and Schedule

Class Session	Date	Assignments and Tests
1	8/29/06	Introduction
2	8/31/06	Chapter 1
3	9/5/06	History of Management
4	9/7/06	Chapter 2
5	9/12/06	Chapter 3
6	9/14/06	Case Study: In-Class Assignment
7	9/19/06	Chapter 4
8	9/21/06	Catch-up & Exam Review
9	9/26/06	<b>Exam 1 (Chapters 1-4)</b>
10	9/28/06	Chapter 5
11	10/3/06	Chapter 6
12	10/5/06	Chapter 7
	10/10/06	<b>Fall Recess-No Class</b>
13	10/12/06	Chapter 8
14	10/17/06	Chapter 9
15	10/19/06	Catch-up & Exam Review
16	10/24/06	<b>Exam 2 (Chapters 5-9)</b>
	10/26/06	Group Meetings for semester projects.
17	10/31/06	Chapter 10
18	11/2/06	Chapter 11
19	11/7/06	Chapter 12
20	11/9/06	Chapter 13
21	11/14/06	Chapter 14
22	11/16/06	Catch-up & Exam Review (Outline Due)
23	11/21/06	Exam 3 (Chapters 10-14)
	11/23/06	<b>Thanksgiving – No Class</b>
24	11/28/06	Case-Study: In-Class Assignment
25	11/30/06	Group Presentations
26	12/5/06	Group Presentations
27	12/7/06	Group Presentations
28	TBA	<b>Final Exam</b>