2012

MGMT 300-06 Managerial Behavior

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MGMT 300 Managerial Behavior        Fall 2012
MW sections (05 & 06) Smith 250

Professor:  Dr. Lynda M. Kilbourne        Office Hours:  MW 1-2 pm, T 1-3 and
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Ofc. Phone: 745-3513                       Mail Box:  Smith 320
Fax:         745-3692                      e-mail:  lkilbourne@att.net (preferred)
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Williams College of Business Mission. We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition, including a focus on sustainability as a necessary and essential part of all effective organizations. Specific learning goals derived from this mission, which are the foundation for the design of this course, can be found on our Blackboard site.

Course Description: This course introduces the management functions of planning, organizing, leading, and controlling. These topics are discussed in application to current organizations and their complex social and industrial environments, examining the historical development of management and organizations and the latest developments, including social and ethical responsibility of managers and their organizations. In keeping with our university and college missions, our goal will be to learn how to manage in ways that improve organizations and society, focusing on ethical decision making and the impact on society of the choices made by managers, particularly with respect to sustainability over time. This course contributes to one’s becoming a manager who is capable of creating and maintaining sustainable organizations.


Instructional Techniques. The course will be taught using a variety of methods, including lectures, videos, cases and experiential exercises as a basis for class discussion and team work. All of these methods work best when students have prepared by carefully reading the assigned materials and giving the materials serious consideration and thought. In addition, serious participation in class exercises, presentations, and discussions will also aid in each student’s learning. Generally, the professor will discuss key chapter points in one class session, with discussion of homework for the chapter and in-class exercises done the following session.

Grading:

Examinations  2 exams, 100 points each.
Individual Written Homework  10 short papers, 20 points each.
Documented In-Class Team Exercises  10 activities, 10 points each.

Examinations. Each exam will be a combination of objective and subjective items. There will be 40 multiple choice questions on each exam, each worth 2 points for a total of 80 points. The remaining 20 points will come from short-answer essay questions worth 10 points each. I will include 3 essay questions from which each student must respond to only 2 of her/his choosing. I will base all questions on discussion questions from the end of each chapter in the text. You will be tested on your knowledge of textbook definitions of terms, theories, and methods, as well as on your ability to compare and contrast the material and use it in applications questions.

In-Class Team Exercises. Each student will be assigned to a team by the professor. Each team will have 3 or 4 members. All teams will participate in activities with their teammates, as directed by the professor. There will be 10 activities in the semester worth 10 points each. These activities cannot be made up if a
student is absent, as this will count as course participation. Because this is the primary mechanism for measuring class participation, the only excused absence for the teamwork assignments will be a written doctor’s excuse or required participation of a student in an activity that is University-sponsored and the student’s participation is required—this must also be documented. Each team will hand in one team-prepared document containing their answers to the exercises. The exercises will either be drawn from the text or distributed by the professor.

**Individual Written Homework.** Each student must prepare answers to a set of questions related to an assignment from the text or one developed and distributed by the professor. These assignments will be made by the professor in class. Your responses to the questions must be word-processed with one-inch margins on all sides. You must use complete sentences in responding to questions, but the format does not have to reflect a “formal paper”—you can just respond directly to the questions asked, even numbering them. The content will be graded for correct application of material from the text, demonstrating correct usage of theories and methods, as well as vocabulary. The purpose of this assignment is to give you experience applying the material in short scenarios. Each paper is worth 20 points total, including participation in discussion of the solutions in class.

**Course Grades.** Final course grades will be determined by percentage of total available points earned by each student, using the following cuts:

- ≥ 93% = A
- 90 to 92 = A-
- 87 to 89 = B+
- 83 to 86 = B
- 80 to 82 = B-
- 77 to 79 = C+
- 73 to 76 = C
- 70 to 72 = C-
- 60 to 69 = D
- ≤ 59 = F

**Course Policies.** Students are expected to attend class every day. If you must miss class for whatever reason, you are personally responsible for obtaining notes from a classmate and for contacting the professor prior to class if you will miss a scheduled assignment. If you become too ill to attend class to take an exam, you must contact the professor by cell phone PRIOR to the exam to notify her of your inability to attend. You must then present your doctor’s excuse from a local physician to verify your illness in order to be given a make-up exam. Any student with university-sponsored business that results in a missed class must present documentation of such prior to missing class. By virtue of enrolling in this class, you are committing to be present, particularly on days of scheduled activities, such as exercises and exams. Because your attendance and participation are fundamental to your gaining the fullest appreciation and understanding of the material, as well as to your classmates’ learning, you are expected to attend. While late work will be accepted, penalties will be assessed in relative proportion to the degree to which the work is late. There will be no extra credit or revisions of graded work. If there are cancellations of class due to weather or business or health reasons that I cannot meet class, I will convey alternative instructions via email through Blackboard. All announcements, changes to the syllabus, changes to scheduling for the class, and additional instructions will be posted to the Course’s Blackboard page, and I will send the class an email to notify you of such. Cheating will be dealt with per University Policy.

**Approximate Course Schedule**

**Week 1**
Aug. 20  Introduction

Aug. 22  Chapter 1          Lecture

**Week 2**
Aug. 27  Chapter 1          Lecture; homework assigned.
Aug. 29  Chapter 2  Ch. 1 homework due; Lecture; Homework assigned

**Week 3**
Sep.  3  Holiday for Labor Day

Sep.  5  Chapter 2  Ch. 2 homework due; Team exercise

**Week 4**
Sep. 10  Chapter 3  Lecture; Homework assigned

Sep. 12  Chapter 3  Ch. 3 homework due; Team exercise

**Week 5**
Sep. 17  Chapter 4  Lecture; Homework assigned

Sep. 19  Chapter 4  Ch. 4 homework due; Team exercise

**Week 6**
Sep. 24  Chapter 5  Lecture; Homework assigned

Sep. 26  Chapter 5  Ch. 5 homework due; Team exercise

**Week 7**
Oct.  1  Chapter 6  Lecture; Homework assigned

Oct.  3  Chapter 6  Ch. 6 homework due; Team Exercise

**Week 8**
Oct.  8  Chapter 7  Lecture; homework assigned

Oct. 10  Chapter 7  Ch. 7 homework due; Team exercise

**Week 9**
Oct. 15  Exam prep.

Oct. 17  Exam 1

**Week 10**
Oct. 22  Chapter 8  Lecture; Homework assigned

Oct. 24  Chapter 8  Ch. 8 homework due; Team Exercise

**Week 11**
Oct. 29  Chapter 9  Lecture; Homework assigned.

Oct. 31  Chapter 9  Ch. 9 homework due; Team exercise
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<th>Nov. 5</th>
<th>Chapter 10</th>
<th>Lecture; Homework assigned</th>
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<td>Nov. 7</td>
<td>Chapter 10</td>
<td>Ch. 10 homework due; Team exercise</td>
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<th>Nov. 12</th>
<th>Chapter 11</th>
<th>Lecture; Homework assigned</th>
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<tr>
<td></td>
<td>Nov. 14</td>
<td>Chapter 11</td>
<td>Ch. 11 homework due; Team exercise</td>
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<th>Nov. 19</th>
<th>Chapter 13</th>
<th>Lecture</th>
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<td></td>
<td>Nov. 21</td>
<td>Thanksgiving Holiday-- no class</td>
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<th>Nov. 26</th>
<th>Chapter 14</th>
<th>Lecture; Homework assigned</th>
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<td>Nov. 28</td>
<td>Chapter 14</td>
<td>Ch. 14 homework due; Team exercise</td>
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<th>Dec. 3</th>
<th>Exam prep.</th>
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<td>Dec. 5</td>
<td>Exam 2</td>
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<tr>
<th>Week 17</th>
<th>Finals</th>
<th>No class.</th>
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