2017

MGMT 300-06-07 Managerial Behavior

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Managerial Behavior
MGMT 300
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Smith 337
Office hrs:
Mon/Wed 9:30-10:45 or by appt.
Best way to reach me is by email.
Check Canvas frequently!

“At Xavier’s Williams College of Business, we educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition.”

Course Description and Objectives
This course prepares students to manage both themselves and others to accomplish organizational objectives. In completing this course satisfactorily you will be able to:

* Identify terminology, concepts, research, and theory related to Managerial Behavior
* Identify the variety of tasks and behaviors a manager must perform proficiently
* Develop and analyze solutions to the problems facing managers, including ethical and social decisions
* Integrate global issues in management decisions

We’ll cover:

TEAMs   LEADERSHIP   MOTIVATION   PERSONALITY   STRATEGY   and more!

We’ll create a learning environment...
This course is about maximizing your learning. My role is to facilitate this process. Yours is to be fully engaged and committed to your own learning. We’ll use many different types of learning experiences:

** experiential exercises **classroom discussion **case studies **group projects

Everyone is expected to contribute and diverse viewpoints are encouraged. I am committed to providing an atmosphere for learning that respects diversity and in which all students feel comfortable and safe to learn. Each person in our class should take care to treat others with respect and dignity at all times.

This is important!!!
Please plan to attend all class sessions and complete class preparation assignments when they are due.
Late class prep is not accepted. Reflection papers will lose 10% for each day they are late. No make-up exams. No extra credit will be offered and grades will not be rounded up, so plan accordingly.

Your Textbook

Check Canvas frequently for class slides, other materials, and announcements.
How to Ace This Course

Professionalism – Just like any job, you are expected to act professionally. This includes things like attending class (on time), engaging in discussions, respecting others, not using social media during class, etc. Unprofessional behavior will reduce your professionalism grade. Two or three missed classes is understandable. You do not need to notify me of your absence. If you do miss class, please ask a classmates for the information you may have missed.

Class preparation – These assignments on Canvas help you prepare for class and will be due by 8 am on the due date. Class prep may include short answer questions, multiple choice questions, or mini-case studies that apply class materials. All class prep are open book, but should be completed on your own. Colluding will result in a zero for the assignment. There are approximately 12 class preps, but only the highest 10 grades will be included in your final grade.

Exams – Exams include multiple choice and short answer questions.

Reflection papers – Designed to give you an opportunity to reflect on and apply the principles you are learning in our class. Details about assignments will be provided closer to due dates.

Team project – You will be working in teams of 4-5 to complete an assignment based on a current event. The project grade will be based largely on a group presentation near the end of the semester. More information will be provided throughout the course on this assignment.

Grades are based on...

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>50</td>
</tr>
<tr>
<td>Class Preparation (10 @ 10 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Exams (2 @ 35 pts each, 1 @ 30 pts)</td>
<td>100</td>
</tr>
<tr>
<td>Reflection Papers (2 @ 75 pts each)</td>
<td>150</td>
</tr>
<tr>
<td>Team Project</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
</tr>
</tbody>
</table>

Final grades are earned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77—79.9</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
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Integrity Counts

The pursuit of truth demands high standards of personal honesty. Violations of certain standards of ethical behavior will not be tolerated at Xavier University, including things like theft, cheating, plagiarism, and unauthorized assistance in assignments/tests. All work submitted for evaluation must be the student’s own. Direct and unattributed use of another’s efforts is prohibited, as is any work untruthfully submitted as one’s own. See University policy on Academic Honesty, http://www.xavier.edu/library/xu-tutor/Xaviers-Policy-on-Academic-Honesty.cfm. Penalties for violations of this policy may include: a zero for that assignment/test, an “F” in the course, and/or expulsion from the University. I will use plagiarism detecting software.
TENTATIVE Course Schedule (please follow Canvas and announcements for changes):

<table>
<thead>
<tr>
<th>Week # and Date</th>
<th>Topic and Chapter</th>
<th>Assignments and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Class logistics and Management Process Today (Ch 1)</td>
<td>Ch 1 reading and class prep due Jan 13.</td>
</tr>
</tbody>
</table>
| Week 2          | Teams (Ch 11)  
Jan 20 - Pick your team of four | Ch 11 reading and class prep due Jan 18. |
| Week 3          | Values, Attitudes, Emotions, and Culture (Ch 2) | Ch 2 reading and class prep due Jan 23. |
| Week 4          | Managing Ethics and Diversity (Ch 3)  
Exam Review | Ch 3 reading and class prep due Jan 30. |
| Week 5          | Exam #1  
Managing in the Global Environment (Ch 4) | Exam (Ch 1-3, 11) – Feb 6  
Ch 4 reading and class prep due Feb 8. |
| Week 6          | Decision-making, Learning, Creativity, and Entrepreneurship (Ch 5) | Ch 5 reading and class prep due Feb 13. |
| Week 6          | Planning, Strategy, and Competitive Advantage (Ch 6) | Ch 6 reading and class prep due Feb 20. |
| Week 7          | Control, Change, and Entrepreneurship (Ch 8) | Ch 8 reading and class prep due Feb 27. |
| Week 8          | Spring Break! | Mar 6-10 |
| Week 9          | Motivation (Ch 9)  
Exam Review | Ch 9 reading and class prep due Mar 13. |
| Week 10         | Exam #2  
Leaders and Leadership (Ch 10) | Exam (Ch 4-6, 8, 9) – Mar 20  
Ch 10 reading and class prep due Mar 22. |
| Week 11         | Leadership (cont) | |
| Week 12         | Building and Managing Human Resources (Ch 12)  
Class prep time for team presentations (Friday) | Ch 12 reading and class prep due Mar 27. |
| Week 13         | Communication and Information Technology Management (Ch 13)  
Class prep time for team presentations (Monday) | Ch 13 reading and class prep due Apr 3. |
| Week 14         | Team presentations  
Apr 13-17 Easter Holiday! | April 10, 12 |
| Week 15         | Team presentations | April 19, 21 |
| Week 16         | Designing Organizational Structure (Ch 7)  
Special Topics | Ch 7 reading and class prep due Apr 24. |
| Finals Week     | Exam #3 | Ch 7, 10, 12, 13 |
Additional Assistance

Accessibility Policy: This class will be an accessible & welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services & to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting Cassandra Jones, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at jonesc20@xavier.edu as soon as possible as accommodations are not retroactive.

FERPA: Understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if I choose to use it for demonstration purposes. There is also a possibility that your papers may be submitted electronically to another entity to be checked for plagiarism.

The Office of Student Success: Available to assist you to make the most of your Xavier experience. Personal staff consultations, success coaching, referrals to on-campus Solution Centers, & guidance to effectively navigate your college experience are central to their work. Please visit http://www.xavier.edu/student-success/ to learn more or contact them at 513-745-3036, email: studentretention@xavier.edu, or visit 514 Conaton Learning Commons.

The Learning Assistance Center (LAC): Provides support services to facilitate learning. The LAC has two main purposes: tutoring and disability services. The tutoring services include subject specific tutoring, drop-in sessions, study skills assistance, and Supplemental Instruction (SI). For students with documented disabilities, services include accommodations such as extended time on exams, reduced distraction testing environment, note-taking assistance, and assistive technology. Services are provided in a positive and encouraging environment, which promotes appreciation for diversity and cura personalis. The LAC is located in the Conaton Learning Commons room 514. http://www.xavier.edu/learning-assistance-center/index.cfm.

The Writing Center: offers free one-on-one tutoring on writing assignments for all Xavier students. The Writing Center is located in the Conaton Learning Commons room 400. Or visit http://www.xavier.edu/learning-assistance-center/index.cfm.

Technical Assistance: If you need technical assistance at any time during the course or to report a problem with Canvas, contact the HELP Desk at (513) 745-HELP/4357 or visit http://www.xavier.edu/ts/helpdesk/ or contact Canvas at 855-778-9967.

In Summary...

✓ Plan to read the book and attend all classes.
✓ Expect to work in groups, participate in experiential exercises, and write papers.
✓ Know that we’ll be focusing on behaviors (i.e. the soft stuff) of managers.
✓ Have fun and support each other’s learning and growth!
Syllabus Scavenger Hunt

1. In which section of your grade will class participation be captured?

2. If you miss class, where should you go first to find out what you missed?

3. How many exams will you have in this course?

4. Can you drop a class prep grade?

5. What’s the best way to get in touch with the instructor?

6. When is your first exam?

7. Will you be able to pick your own group to work on the team project?