MAN 3025- Contemporary Management Concepts
CRN 10082
Spring, 2001

Instructor: Kate Tyler
Course time: Wednesday, 6:30p.m. -9:15 p.m.
Classroom: BHGIII, 107
Office Hours: Monday: 10:00-11:00 a.m.; 5:30-6:30 p.m.
               Wednesday: 10:00-11:00 a.m.; 5:30-6:30 p.m.
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This seminar provides an introduction to management principles including planning, organizing, staffing, leadership, and control techniques. Experiential exercises and case studies will provide opportunities for increased self-awareness and skill development. Upon completion of this course, the student should have a clear understanding of processes and principles of general management, as well as an understanding of how these elements are integrated with the functions of the organization. Students are encouraged to think of managerial problems from a global perspective, become ethically and socially responsible, balance short-term and long-term perspectives and goals, be aware of the external environment, and recognize the importance of managing the human resources of the organization.

Required Readings and Course Materials
- Robbins, S.P. & DeCenzo, D.A. 2000. Fundamentals of Management, Third Edition. Upper Saddle River, N.J: Prentice Hall.
- *Business Week* or *Wall Street Journal* (subscription sign-up the first week of class)
- Internet access

**   Internet and Computer Components: This course will utilize the Internet as an augmentation to in-class meetings, as well as being the primary source of material for the required class research project. You will need to have access to a computer with Internet access. Access can be obtained at the computer lab, libraries, or from your home.
Students will also be required to obtain and access an e-mail account. Your FGCU account, an Internet provider account, or an account available for free on-line is acceptable. Students should check their e-mail regularly for communications from instructor and fellow students. I will frequently use e-mail as a means of communication. I use the CRN function of FGCU's e-mail system, allowing e-mail to be sent to all class members without listing all individual names. You can either check your FGCU e-mail or have your FGCU e-mail forwarded to your primary e-mail account. It is your responsibility to ensure that your contact information is current with the FGCU system.
       Much of the course material is available on the class website and through the library. You all have access to this information through computer labs on campus, as well as any additional access you have from home. AOL users frequently report difficulty accessing some

web resources. If you use AOL, you will have several options. You can try minimizing the AOL browser and use Netscape or Explorer. You can use one of the free ISPs as a secondary access (e.g., netzero). You can use campus computers to access the information. Since everyone has access through FGCU facilities, inability to access information from home is not an excuse for late or missed assignments.

Course Grading	
Project	*Weight*
Three exams	
• Each exam worth 10% of Grade	30 %
Current Events Reports	
• Presentations	10 %
Internet Projects	
• Written project	15 %
• In-class presentation	10 %
Class Participation	
• Experiential exercises and case studies	20 %
• Class attendance and discussion participation	10 %
• Peer evaluations	5 %
Total:	**100%**

Course Grading

Grading Scale:

93.00-100% = A	90.00-92.99% = A-	
87.00-89.99% = B+	83.00-86.99% = B	80.00-82.99% = B-
77.00-79.99% = C+	73.00-76.99% = C	70.00-72% = C-
67.00-69.99 = D+	63.00-66.99 = D	60.00-62.99 = D-
00.00-59.99 F		

Attendance and Make-up Policy
- Examinations can only be made up if Instructor is contacted ***PRIOR*** to the scheduled examination time, a reasonable excuse is given to the instructor (e.g., unavoidable medical emergency), and documented (e.g., note from physician).
- Presentations are to be given on the date assigned. Failure to present on the assigned date will result in a grade of "0".
- Participation, of which a necessary component is attendance, will comprise a portion of the course grade. Distinctions are not made between "excused" or "unexcused" absences. The participation score will be reduced by 1 point for each absence beyond one initial absence.
- Assignments cannot be made up if missed. They can be turned in *prior* to class to receive credit, but will not be accepted if late.

Examinations
Three examinations will be administered, two during the term and one during finals week. The examinations will include multiple choice, matching, and short answer questions.

Internet Projects and Presentations

Projects: The purpose of the Internet project is to develop familiarity with the Internet, the resources available, the search & retrieval process, and analysis of the value of material available. Projects that demonstrate competency with the Internet as a research and business tool will be individually determined. One alternative is to answer a set of questions provided by the instructor that are related to class topics. Other alternatives may be presented for consideration and approval. Although the Internet will be the primary research source, materials found in the library or elsewhere may supplement it. The project will be done in small groups.

The written portion of the project should be in grammatically correct form (e.g., complete sentences, proper spelling, capitalization, and punctuation, etc.) and completed on a word processor. Answers for each section run approximately two pages in length. Documentation of the sources must include the Internet site address (URL), and may include a printout of the information. Documentation of library or other sources must be complete and written according to APA format.

The project will be turned in at the end of the semester. Only one project per group will be accepted, and should include all components. Some type of binding is required- three-ring notebook, comb or spiral binding, etc., as the projects will be rather large. The projects should be organized with each question, answer, and supporting evidence (references, Internet sites, printouts) together. Organization will count for a portion of the grade.

Presentations: Each group will give a presentation, not to exceed 20 minutes, on their project. Each group member must participate in the presentation in a speaking role. A copy of the presentation outline and any materials presented (e.g., overheads, power point slides, etc.) must be presented to the instructor at the time of the presentation. Further presentation guidelines and grading criteria will be given prior to the presentation time.

Current Events

As managers, it is important to be aware of current happenings in the business world. Textbook material will be supplemented by several periodical options. *Business Week* and/or *The Wall Street Journal* will be ordered the first week of class and used throughout the semester, especially as issues and topics in the periodical relate to class topics.

Groups will be assigned weeks to present current events to the class to bring the 'real world' into the classroom and demonstrate how concepts introduced in class are utilized in businesses and organizations. Each group will be responsible for finding one article per person in the group and presenting the articles and an analysis in class. Each article should include a summary (*not* merely reading the article out loud, except perhaps for an isolated quote or two) and explanation of how the article pertains to one or more topics discussed in class. At least half of the articles presented should pertain to the topic of the week. The rest of the articles can pertain to any past, present, or future topic the class will be discussing. The group will have 30 minutes maximum to present their material. Each group member must have a speaking role.

The following material must be handed in to the instructor prior to the beginning of the presentation:
- A copy of the articles, including complete information about the source of the article.
- A copy of any handouts, overheads, or other audio-visual material.

- An outline of each article presentation, including both the article summary and analysis of its relevance to class

Additional information about the project will be available on the course website.

Case Studies and Exercises

Case studies and experiential exercises related to class topics will be assigned. The format, expectations for completion, and due dates will be available on the class website for each exercise. Assignments will be due at the **beginning** of the class period for which they are assigned. To receive credit for the exercise/ case, it must be turned in no later than the beginning of the class period. If absence is unavoidable, the assignment can be e-mailed, mailed, faxed or placed in instructor's mailbox **prior** to the class start time.

Academic Dishonesty/Cheating Policy

"All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found under the "Student Code of Conduct" on page 11, and under "Policies and Procedures" on pages 18 - 24 of the Student Guidebook. All students are expected to study this document, which outlines their responsibilities and consequences for violations of the policy."

Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodation to students with documented disabilities. If you need to request accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Multi Access Services. The Office of Multi Access Services is located in the Student Services building, room 214. The phone number is 590-7925 or TTY 590-7930.

Modifications

Changes may be made in the schedule to enhance the learning experience or to accommodate unforeseen circumstances. The syllabus and schedule are believed to be accurate, although corrections will be made as necessary.

Date	Topic	Reading Assignment	Individual Assignment	Group Assignments
January 10	Managers & Management			
January 17	Managing in Today's World	Chapters 1&2	#1- Ethical Dilemma in Management- Executive Pay (see website for details)	
January 24	Foundations of Planning and Decision Making	Chapters 3 & 4	#2- See Website	
January 31	Basic Organization Design	Chapter 5	#3- See Website	Group #1- Current events
February 7	Staffing and Human Resource Management	Chapter 6	#4- See Website	Group #2- Current events
February 14	Managing Change and Innovation	Chapter 7	#5- See Website	Group #3- Current events
February 21	• Exam #1 (Chapters 1-7) • Meet with teams on projects		Exam #1	Meet with teams on projects
February 28	Foundations of Individual & Group Behavior	Chapter 8	#6- See Website	Group #4- Current events
March 7	Understanding Work Teams	Chapter 9	#7- See Website	Group #5- Current events
March 14	Spring Break- No class			
March 21	Motivating and Rewarding Employees	Chapter 10	#8- See Website	Group #6- Current events
March 28	Leadership & Trust	Chapter 11	#9- See Website	Group #7- Current events
April 4	• Exam #2 (Chapters 8-11) • Meet with teams on projects		Exam #2	Meet with teams on projects
April 11	Communication & Interpersonal Skills	Chapter 12	#10- See Website	Group #8- Current events
April 18	Foundations of Control; Technology & Operations	Chapters 13 & 14		Group #9- Current events
April 25	Internet Project Presentations			All Internet Projects and Presentations Due
May 2	• Exam #3 (Chapters 12-14)		Final Exam (#3)- Regular Class Hours	