

MAN 3052, Management Philosophy and Practice

Summer Semester, 2017 Niceville-Goetsch

Course Reference Number: 30322

Course Description

This course provides students with a practical understanding of management functions that effectively encompass both management research and real-life characteristics of the manager's job. The business world has changed dramatically in the last three years. There are increasing pressures on managers at all levels to integrate new information technology into all aspects of an organization's operations to improve efficiency and customer responsiveness. The cases will be used to develop analysis and application skills for specific business areas.

Textbook Requirement

Gareth R. Jones and Jennifer M. George, Contemporary Management, 7th Edition, McGraw-Hill Companies, Inc.

Course Requirements

Successfully complete all written homework assignments for sections one & two.

Successfully complete both the mid-term and final examination.

Successfully complete a course project

INSTRUCTOR: Dr. David L. Goetsch
NWFSO email: goetschd@nwfsoc.edu

COURSE GOALS AND OBJECTIVES:

- The student will gain an understanding of the role of managers and the management process within organizations.
- The student will gain an understanding of various management theories.
- The student will gain an understanding of managing diversity in an ethical environment.
- The student will gain an understanding of internal and external environments and their managerial implications.
- The student will gain an understanding of the significance of effective decision making.
- The student will gain an understanding of managing within defined organizational structures.
- The student will understand the role technology plays in management.
- The student will gain an understanding of managing innovation and the role of entrepreneurial thinking.

All work in this course is individual and must be your own. While students are encouraged to work and study together, you must complete all assignments yourself.

COURSE GRADING:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and Below

| Activity/Assignment | Percentages and Points |
|--|------------------------|
| Homework/project Assignments for May 15 – June 26 See HW assignments below | 20% 20 points |
| Homework/project Assignments for July 10 – August 7 Se HW assignments below | 20% 20 points |
| Attendance/class participation | 10% 10 points |
| Final Exam Covers All assigned chapters, handouts, and lectures | 50% 50pts |
| Total Maximum | 100% 100pts |

Meeting Dates and Activities

The class will meet in traditional format on the dates listed. The remainder of the instruction will occur independently in a distance learning format.

- May 15: Orientation plus Chapters 1 and 4
- May 22: NO CLASS (work on class project)
- May 29: Chapter 5 and 6
- June 5: NO CLASS (work on class project)
- June 12: Chapters 7, 8, and 9
- June 19: NO CLASS (work on class project)
- June 26: Chapters 10 and 11(**Homework/class project due for 1, 4, 5, 6, 7, 8, 9, 10, and 11**)
- July 3: NO CLASS (work on class project)
- July 10: Chapters 14 and 15
- July 17: NO CLASS (work on class project)
- July 24: Chapters 16 and 17
- July 31: NO CLASS (work on class project)
- August 7: **FINAL EXAM (Homework/class project due for 14, 15, 16, and 17)**

NOTE: *This is a tentative course outline, and it is subject to change when necessary. It is the responsibility of students to stay aware of changes that may occur during the semester.*

GENERAL COURSE POLICIES:

INVOLUNTARY WITHDRAWAL

Failure to complete the written assignments for Chapters 1-9 MAY result in your being withdrawn from the class.

EXAMS ARE IN PERSON PROCTORED AT THE NICEVILLE CAMPUS

There are no make-up exams available. However under legitimate circumstances, every effort will be made to accommodate schedule conflicts and emergencies provided that arrangements are made *in advance* of the scheduled exam date/time. This accommodation is at the discretion of the instructor and must be within a reasonable time frame.

You must be on time for these exams or make other arrangements IN ADVANCE.

SUBMITTING ASSIGNMENTS:

Each assignment should indicate your full name, the course number, and the assignment

Assignments must be submitted in person before you will be allowed to take the mid-term and final examinations. You hand the professor your homework and he will hand you your test. No homework—no test.

COMMUNICATION AND ATTENDANCE:

Attendance for scheduled in-class meetings is required. Additionally, all assignments must be turned in on-time. All exams must be attended at the scheduled time. See the sections above of this course guide “Exams” and “Submitting Assignments.” Do not hesitate to contact me at any time for assistance.

INCOMPLETES:

At the discretion of the instructor, an incomplete grade (“I”) may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an “I” grade, the student must have successfully completed a significant portion* of the required coursework and be able to finish the remaining work without attending class. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

COLLEGE POLICIES:

Please refer to your NWFSC Catalog for College Policies. The statement of “Student Rights and Responsibilities” of the Catalog.

Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

CLASSROOM POLICIES:

Cellular phones

Cell phones, pagers, and other such electronic devices must be turned off during class and lab time. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone, during class is strictly prohibited unless expressly designated as part of the learning activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor. In certain circumstances, (e.g., exams, presentations, etc.), students may be required to temporarily deposit cell phones or other communications devices with the instructor or lab supervisor for the duration of the specific class or activity.

Possible Changes to Course Policies

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. In such cases, students will be provided with written notice sufficient to plan for and accommodate the changes. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Children on Campus:

(The full “Children on Campus” Policy Statement appears in the College Catalog.)

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

STUDENT SUPPORT SERVICES:

The College has many learning support services available to students.

Academic Success Center-Niceville 729-5389
Learning Resource Center-Niceville 729-5392

Accommodations for Special Needs Students

If you have special needs for which accommodations may be appropriate to assist you in this class, please contact the Office for Students with Disabilities or Special Needs (OSDSN) is located in Building E, room 148 (inside the Academic Success Center. 729-6079 fax is 729-5300 (TDD 1-800-955-8771 or Voice 1-800-955-8770). Email is smithe15@nwfsc.edu.

MAN3052 Course Project

Your course project is part of your homework grade. The project consists of completing the “*Be the Manager*” activity at the end of each assigned chapter. You should complete the class project at the same time that you complete your homework for the assigned chapters. That portion of the class project that should be completed by June 26th is to be turned in on that date along with your homework. That portion of the class project that is due on August 7th should be turned in on that date along with your homework.

MAN 3052

HOMework ASSIGNMENTS

You do not need to rewrite each question for the homework assignments unless it helps you to do so, but be sure to label each lesson separately and number your responses to the questions. Answers should be in good sentence form unless the response is a list or definition.

Note that just copying answers from the book is not sufficient work.

Answers to other questions should integrate applicable material and show understanding. Students are encouraged to conduct research external to the text. You are especially encouraged to use lecture notes and handouts from the professor to augment your answers to homework questions.

| Textbook | Written Homework Assignments |
|------------------------|---|
| Read assigned chapters | Complete the following at the end of each assigned chapter: <ul style="list-style-type: none">• HOMEWORK: Answer the Management in Action “Discussion Questions” for each assigned chapter plus the Managing Ethically” activity for each assigned chapter. |