

# Benedictine University at Springfield College in Illinois

Fall, 2006

On-line course

Meeting Dates

Begins October 2 –  
ends December 9

Instructor: Shelly Devos

Phone: 217-438-5678

E-mail: [marketingteacher@yahoo.com](mailto:marketingteacher@yahoo.com)

Alternate e-mail: [sdevos@sci.edu](mailto:sdevos@sci.edu)

On line office hours (chat) Wednesday 8-10 pm  
Sunday 8-10 pm

## MGT 300 Management SCR

### Course Description:

Fundamental principles and practices of the business enterprise are utilized to consider planning, organizing, implementing and controlling in management.

### Textbook and Materials:

Management Leading & Collaborating in a Competitive World 7<sup>th</sup> Edition; Bateman and Snell; McGraw Hill Publishers; ISBN-10: 0-07-325316-2

### First week assignment -

We will begin Chapter 1 next week – week 2 – For week 1, I would like each of you to become familiar with the text. Secondly, during week 1, I would like each of you to complete the PAMS on page 29. It is a 4 part self-assessment exercise. Please send your results of 1.4 via an attachment to an email. Type your responses in word and attach to the email.

### Course Grade BREAKDOWN:

Attendance	10%
Discussions	20%
Midterm and Final	15%
Quizzes	25%
Case work	20%
Presentation	10%

All assignments will be submitted by Sunday evening of each week by 11:00 p.m. – first assignment due Sunday, October 7<sup>th</sup>.

### Academic Integrity

Plagiarism, cheating and other forms of academic dishonesty are prohibited and will not be tolerated. Plagiarism refers to the use of material from books, notes and other sources, in the student's written work without due credit to the sources used; it is the presentation of materials as if these are the student's own. Sources to be listed on a reference page include newspapers, magazines, Internet websites and personal interviews. Cheating refers to securing or offering assistance during an exam, unauthorized copying of tests, assignments, reports, papers, etc. If deemed appropriate by the instructor, a grade reduction could be imposed as a minimum. This policy applies to material used for grading purposes and does not include notes taken in class sessions.

## Missed Assignments

Students are responsible for submitting work to the instructor by the date given for each assignment. Any assignment that is not submitted at the assigned time is considered late. The penalty for work not turned in on time will be a letter grade dropped each week that the assignment is overdue.

## Americans with Disabilities Act (ADA)

If you have a documented learning, psychology, or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, contact the Director of the Resource Center as early as possible.

**Other:** The instructor reserves the right to make changes to the syllabus and any course requirements as needed.

## Breakdown of Weeks

Week 1 -	getting familiar with text
	PAMS overview – send via email
Week 2 -	Chapter 1; Appendix A; and Chapter 2
	Discussion questions
	Quiz chapters 1, appendix A and chapter 2
Week 3 -	Chapter 3 and Chapter 4
	Discussion questions
	Quiz chapters 3 and 4
Week 4 -	Chapter 6 and Chapter 8
	Discussion questions
	Quiz chapters 6 and 8
Week 5 -	midterm exam covers 1, Appendix A, 2, 3, 4, 6, 8
	Experiential exercise due
Week 6 -	chapter 10 and chapter 11
	Discussion questions
	Quiz chapters 10 and 11
Week 7 -	Chapter 12; Appendix E; Chapter 13
	Discussion questions
	Quiz chapters 12 and 13
Week 8 –	Chapter 14 and Chapter 15 and Chapter 16
	Discussion questions
	Quiz chapters 14 and 15 and 16
Week 9 -	Experiential exercise due
	Quiz chapters

Week 10 -	final exam covers 10 and 11; 12 and 13; 14-16
	Case due with Presentation due separately

## **Attendance and Online Discussion**

The exchange of ideas between colleagues engaged in scholarly inquiry is a key aspect of college-level learning, and is a requisite activity in this course. In addition to group work, quizzes and discussion question original posts, students are expected to participate at least two days a week by posting replies to the Discussion topics.

Online discussions are the same interchange that occurs in a traditional classroom discussion. As a result of reading the material before class and the in-class lecture, questions and topics of interest come to mind. In class some students raise their hands to be called upon. The difference with online is that raising topics is not limited to some students. Everyone offers with their original discussion question to engage the class in learning and to join in the discussions.

**At a minimum**, students are required to submit an original discussion topic themselves, and post an additional substantive response on 2 days. Optimal levels of responses are 2 replies on each of 2 days to at least 2 of the topics raised by others and within the topic raised by them. To count as participation, postings need to be thoughtful; that is, they refer to the week's readings, relevant issues in the news, information obtained from other sources, or ideas expressed in the postings of other class members. Where appropriate, references are expected to support a student's position or response to another student's position. The postings must demonstrate reflection on the assigned readings and synthesis of the material with one's previous knowledge and experience. Adhere to a weekly timeframe to allow others time to comment on your work. All discussion topics must be complete by Day 7.

## **CASE Analysis**

### **Goals of a Case Study:**

The educational goals of a case study assignment are:

1. for students to have the opportunity to demonstrate and to apply their knowledge of principles, theories and concepts from their class or previous classes to real-world situations;
2. improve student's critical thinking ability; and 3) improve student-writing skills.

One way to approach a case study is to:

1. Completely read the case
2. Identify the critical issue(s) in the case
3. Determine what concepts, principles, or theories will help to address the critical issues
4. Highlight key information or limitations mentioned in the case
5. Determine what information is pertinent and what limitations may restrict solution options. Remember, real life is complicated and the case may place some restrictions on options. These restrictions may take the form of time, resources, people, finances, legal issues, etc. Good solutions will identify and address key solution restrictions.

6. Review and use outside resources for additional information that could be used with the case. Sources include, but are not limited to web sites, library databases, library literature, current/old textbooks, newspapers and magazines. MLA citation of sources is required to credit your sources and avoid suspension of plagiarism.
7. Develop several possible solutions to the case's issue(s)
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9. Explain any implementation issues or concerns brought up by your study of the case
10. Provide any graphs, charts, timelines, or other material that would help support your position
11. Have reasonable and logical conclusions supported by the papers presentation
12. Correct spelling and grammar are basic expectations. One suggestion is to set your work aside for a day and then go back and read it out loud to see if it reads smoothly. Also having another person read the paper can bring out areas that you may want to re-work.

### **Issues to Avoid in a Case Study**

A good case study avoids:

- Lengthy restatement of the case facts. Only pertinent information that relates to your position or solution should be mentioned.
- The 'shotgun' approach usually does not work and can seldom be supported. It is better to concentrate on what you think is a good solution and then properly support that solution with facts and concepts from the coursework.

### **Experiential Exercise**

At the end of most of the chapters there is a section titled experiential exercise. Each exercise will be available on line. You are to complete one (options available) during week 5 and week 9. When due, you are to complete the exercise and then complete a 2 page opinion paper on the outcome. Your paper will be minimum 2 pages in length, times new roman font, 1" margins, 12 pt font, cover page with name, course name, and date.

### **Quizzes, Mid-Term, and Final Exam**

Quizzes will be taken at the end of each week and will cover the material listed. The quizzes, mid-term and final will consist of multiple choice and/or true/false questions.

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