



MGMT 3340 MANAGING PEOPLE & WORK

UNIVERSITY OF CENTRAL ARKANSAS

COLLEGE OF BUSINESS

VISION, MISSION, AND CORE VALUES STATEMENT

Department of Marketing & Management

Vision

Our vision is to be recognized as the business college of choice for undergraduate and masters programs among public business colleges in Arkansas and the region, with national recognition in selected fields or areas.

Statement of Mission and Core Values

Our mission is to provide high quality business education to our undergraduate and graduate students through the delivery of a current, responsive, and innovative curriculum that promotes intellectual and professional development. We promote excellence through our scholarly endeavors and service to our stakeholders through strong engagement with the local, regional, national, and global business community.

In carrying out this mission, the College of Business is guided by the following core values:

1. Intellectual Excellence.

- 1.1. Educate students: We promote intellectual and professional development of students by emphasizing communication, critical and analytical thinking, collaboration, information management and a broad exposure to key business disciplines.
- 1.2. Scholarship: We believe that faculty and students should engage in professional development and scholarly endeavors that promote the application and creation of knowledge in business practice and education.
- 1.3. Cultural competence: We maintain and develop current and responsive curriculum that prepares students for the global business environment through broad exposure to key business disciplines.
- 1.4. Physical learning environment: We strive to provide a physical infrastructure with appropriate technology that provides an environment in which our students and faculty can thrive professionally and intellectually.

2. Community.

- 2.1. Collegiality: We encourage transparency in our decision making practice through a process of shared governance based on interactions among faculty, staff, and students.
- 2.2. Service: We pursue collaborative partnerships between our internal and external stakeholders to promote life-long and experiential learning, research, service, and community interaction.

3. Diversity.

- 3.1. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas.

4. Integrity.

- 4.1. Ethics: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students by promoting the awareness of professional ethical responsibilities.
- 4.2. Responsibility: We commit to being responsible and accountable in our operations at all levels, including assessment and continuous improvement of our academic programs and transparency in our fiscal and operational proceedings.

Learning Goals

Our graduates shall possess:

1. Critical Thinking & Analytical Thinking Skills;
2. Awareness of the Global Business Environment;
3. Ethical Reasoning Abilities;
4. Effective Communication Abilities;
5. Effective Collaborative Skills;
6. Effective Information Management Skills;
7. Understanding of a Broad Range of Business Disciplines.

Course Syllabus

Course Information:

Course Number:	MGMT 3340
Course Name:	Managing People and Work
CRN:	13030 or 16338
Semester:	Fall, 2014
Location:	307, 100 COB
Class Hours:	8:00 am – 10:45 am MW or 1:00 pm – 3:45 pm MW

Instructor Information

Name:	Alexander N. Chen
Office Location:	COB 305M
Work Email:	achen@uca.edu
Phone:	501-852-0752
Office Hours:	11:00 am – 1:00 pm M W 9:00 am – 12:00 am T TR or by appointment

Prerequisites:

ACCT 2310, 2311; ECON 2320, 2321; QMTH 2330.

Textbook and Instructional Materials Required:

Jones, Gareth R. and Jennifer M. George, Contemporary Management, New York: McGraw-Hill Irwin, 2011, 8th edition, ISBN# 9780078112690.

Course Description:

To develop an understanding of the major functions of management: planning, organizing, leading, controlling, and the common skills that result in managerial success;

1. To provide a background of managerial theory and methods that will lead to mature understanding of human behavior and the recognition that the application of management concepts is an integrative process through all areas of organization;
2. To build a framework for applying leadership concepts in order to recognize the difference among organizations/managers while emphasizing their commonality; and
3. To provide a foundation for the management core.

Course Objectives:

Upon successful completion of the course, the student will be able to:

1. Define, discuss and recognize important terminology, facts, concepts, principles, analytical techniques, and theories used in managing organization;
2. Apply appropriate terminology, facts, concepts, principles, analytical techniques, and theories used in the management challenges;

3. Develop solutions to management challenges using appropriate terminologies, facts, concepts, principles, analytical techniques, and theories used in the study of management.

Course Delivery Method:

1. **Examinations.** There will be three exams. Every exam will be worth 100 points of your grade. The primary content for each exam will be the material covered between each exam. Every exam will cover topics in all required readings (course text, cases, and assigned articles), as well as material presented during class lectures, discussions, and activities. Special arrangements will be made before the exam if students have a valid reason. It is student’s responsibility to make arrangement with the faculty before the exam taking place. Please bring in your student ID and driver’s license when you take examinations.
2. **Assignments.** The individual assignment involves evaluating and responding to a management issue. Students will do a case analysis on the group basis.
3. **Weekly Quizzes.** There will be a chapter quiz administered each week.

GRADING:

- Three announced exams @ 100+ points each.
- Nine chapter quizzes will be given online @ 20 points each. Please follow the deadline.
- Students will do a group case.

Point Distribution:

Exam 1	100 points
Exam 2	100 points
Exam 3 (Final)	100 points
Chapter Quizzes	180 points
Group Assignments	120 points
Total	600 points

Given all other requirements have been met, generally grades are determined as follows:

1st Cluster (usually 90%+)	A
2nd Cluster (about 80-89%)	B
3rd Cluster (about 70-79%)	C
4th Cluster (about 60-69%)	D
Grades below 60%	F

Tentative Class Schedule: MGMT 3340, Fall 2013

Week	Date	Contents
2	August 25	Chapter 1, 2
2	August 27	Chapter 3, 4
43	September 1	Labor Day

3	September 3	Chapter 5, 6
4	September 8	Exam 1
4	September 10	Chapter 7, 8
5	September 15	Chapter 9, 10
5	September 17	Chapter 11, 12
6	September 22	Exam 2
6	September 24	Chapter 13, 14
7	September 29	Chapter 15, 16
7	October 1	Chapter 17, 18
8	October 6	Presentations
8	October 8	Exam 3

Evaluations

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the thirteenth week of instruction through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.

POLICIES AND PROCEDURES:

Attendance and Drop policies:

1. You must attend class to pass this course. Absences may be excused for University activities or medical reasons, with written document and permission of the instructor. It is student's responsibility to make up missing materials.
2. If you drop the class, policies set by the University for dropping grades will be enforced.
3. Excessive unexcused absences (more than 5) may result in being dropped from the class with a WF.
4. Tardiness will be counted as an absence.

Assignment Submission:

1. All assignments must be turned in at the beginning of class on the due date in order to receive full credit. Assignments turned in one (calendar) day late will have 10% deducted; two (calendar) days late will have 20% deducted, three (calendar) days will have 30% deducted; more than four days late will received for no credit.
2. All out-of-class assignments will be typed and no typos. A title page is required. A specific format will be giving to all students.

Exams:

1. There will be two exams and a final exam.
2. Exams may be a combination of multiple choice and/or short answer questions.
3. All exams are the property of the University and must be returned to the instructor.
4. Multiple choice part will be done in the computer lab.
5. Do not discuss exam content with those who have not yet taken the exam. Leaving the classroom during an exam indicated that you have finished the exam.

6. Students having a conflict on exam dates may request to take the exam on an earlier date. With at least 48 hours advanced notice and the approval of the instructor.
7. All cell phone should be turned off or will be treated as cheating.

Makeup Exams:

1. Makeup Exams will only be given to those students who have excused absence.
2. Makeup Exams are discouraged. Historically, students do NOT perform well on makeup exams.
3. If a makeup exam is necessary, it must be arranged between the professor and student. Scheduling a makeup exam is the responsibility of the student.
4. Makeup exams are all essay questions.

Classroom Policies:

1. Cell phones must be turned off before coming into class.
2. If you are caught surfing in class you will be marked absent.
3. Get to class on time.
4. Students are expected to read assigned materials before the class.
5. Students leaving class without permission before class is dismissed will be considered absent.
6. Keep professional in the classroom. Students do not encourage chatting among themselves or having any activity that will disrupt the lecturing. If a student who will hinder the learning environment for the whole class will be asked to leave the class.

**Examine the class policies as they describe most of what would be considered appropriate behavior in the class.*

Academic Integrity Statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

Disabilities Act Statement:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Services, 450-3613.

Sexual Harassment and Academic Policies:

All students are required to familiarize themselves with the University of Central Arkansas policy on sexual harassment and on academic policies. These policies are printed in the Student Handbook.

Title IX

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member, the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <http://uca.edu/titleix>.

Emergency Procedures Summary (EPS):

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

Other Required Materials/Competencies/Resources:

Appropriate materials will be assigned during the classes.

Accreditation & Assurance of Learning

Learning Goal(s) Assessed in this Class

There is no formal assessment activity scheduled in this class.

There is formal assessment activity scheduled in this class.

Learning Goals:

Diversity (HLC-Core)

Learning Objective:

Students completing the UCA Core Program will analyze their own cultural assumptions in the context of the world’s diverse values, traditions, and belief systems

- a. Articulate one's own cultural values and assumptions
- b. Compare cultural values across a range of cultures
- c. Respond to complex questions with answers that reflect multiple cultural perspectives

Measure:

Students will be required to take a quiz that will have 20 multiple choices questions.

Benchmark:

Students have to pass 60% to demonstrate comprehension of Diversity (HLC-Core) requirement.

Note: This syllabus is subject to revision. Any revisions will be communicated with students in the classroom or in emails.