

COURSE NAME: Introduction to Management

COURSE NUMBER: 11:373:241:01

SEMESTER: Spring 2019

MEETING DAYS, TIMES, AND PLACE: Monday, 5:35 – 8:35PM, HCK 214

CONTACT INFORMATION:

Instructor(s): John Italia

Office Location: Cook Office Building

Phone: 609-274-4405

Email: john_italia@ml.com

Office Hours: Following each lecture or by appointment

PREREQUISITE:

11:373:121 PRIN&APP MICROECONM or 01:220:102 INTRO TO MICROECONOM

COURSE WEBSITE, RESOURCES AND MATERIALS:

- *Essentials of Management*, DuBrin 9th edition, 2012, ISBN: 978-0538478236

COURSE DESCRIPTION:

General applications of basic concepts, functions, and tools of management that contribute to success and improve individual performances in decision-making and other situations and problems in the field of management. The course is divided into two parts. In Part I, the class discusses management as an open system, quality issues, planning, decision-making, and organizing. In Part II, the class discusses motivation, teamwork, communication, and controlling issues. Throughout the course, issues are discussed to try and enable a win-win solution to problems and focuses on how to prevent problems (proactive) instead of solving problems (reactive).

LEARNING GOALS:

1. To familiarize you with a core set of business management concepts while exploring real world examples.
2. To develop your ability to apply business management concepts, models, tools and theories.
3. To enhance your ability to communicate effectively and encourage professional presentation skills.
4. To build marketable analytical and critical thinking skills that are attractive to employers.

ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:

Grading:	One Hourly Exam	38 %
	Final Exam (Not Cumulative)	38 %
	Group Project	12 %
	Assignments	12 %
	Attendance(3 or more missed classes will lower your course average)	

A = 90 – 100	C= 70 - 76
B+ = 87 – 89	D= 65 - 69
B= 80 – 86	F= Below 65
C+ = 77 - 79	

Make-ups:

Makeups for exams only with special arrangements made in advance or with proper documentation (physician's note etc.).

Readings:

It is not necessary to read the text chapter(s) being covered prior to lecture; however, it is a good idea to complete the readings soon after they are discussed in class. We will *highlight* the main concepts of the text in class. However, we will not have time to explicitly cover every point made in the book. Materials will also be presented in class that do not appear in the textbook. Therefore, it is essential to attend class regularly and to do all the assigned reading carefully.

Office Hours:

I will be available after each lecture and by appointment. *Please do not hesitate to contact me any time at my office either by phone, email or arrange a time to meet in person.* If you are falling behind or having trouble with the subject material, please let me know!

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Please follow the procedures outlined at <https://ods.rutgers.edu/students/registration-form>. Full policies and procedures are at <https://ods.rutgers.edu/>
Enter additional text here if you wish

ABSENCE POLICY

Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website <https://sims.rutgers.edu/ssra/> to indicate the date and reason for your absence. An email is automatically sent to me.

Students are expected to attend class for the entire period. Late arrivals or early departures are disruptive to other students. Due to the reduced number of class meetings (14), attendance is essential to your success and will be recorded during each class period.

COURSE SCHEDULE:

MEETING	TOPICS COVERED	ASSIGNED READING
1	Course Introduction Chapter 1: The Manager's Job Email Etiquette for Business Communication (Supplemental)	Chapter 1
2	Chapter 2: International Management and Cultural Diversity Chapter 3: Ethics and Corporate Social Responsibility	Chapter 2 Chapter 3
3	<i>ASSIGNMENT 1 DISTRIBUTED IN CLASS (Competitive Intelligence)</i> Chapter 14: Information Technology and e- Commerce Management Self Evaluation Part I (Supple- mental)	Chapter 14
4	Chapter 4: Essentials of Planning Management Self Evaluation Part II (Supplemental)	Chapter 4

5	Chapter 5: Problem Solving and Decision Making Graphical Analysis (Supplemental) <i>ASSIGNMENT 1 DUE</i>	Chapter 5
6	Chapter 6: Quantitative Techniques for Planning and Decision Making Chapter 7: Job Design and Work Schedules <i>ASSIGNMENT 2 DISTRIBUTED IN CLASSES</i>	Chapter 6 Chapter 7
7	<i>GROUP PROJECT DISTRIBUTED IN CLASS (Marketing Plan)</i> FIRST HOURLY EXAM: Chapters 1 – 6 and 14 SPRING BREAK – NO CLASSES	None
8	Chapter 8: Organization Structure, Culture and Change Chapter 9: Human Resource and Talent Management	Chapter 8 Chapter 9
9	Chapter 10: Leadership Chapter 11: Motivation <i>ASSIGNMENT 2 DUE</i> <i>ASSIGNMENT 3 DISTRIBUTED IN CLASS (Recruitment)</i>	Chapter 10 Chapter 11
10	Chapter 12: Communication Oral and Written Communication Skills (Supplemental)	Chapter 12
11	Chapter 13: Teams, Groups, and Teamwork Chapter 16: Managing Ineffective Performers Chapter 17: Enhancing Personal Productivity and Managing Stress	Chapter 13 Chapter 16 Chapter 17
12	Group Presentation Session I	None
13	Group Presentation Session II <i>ASSIGNMENT 3 DUE</i>	None
14	**FINAL EXAM Date: Chapters 6 – 13 and 15 - 16 Final Exam is not cumulative, but chapter 6 is covered on BOTH the Hourly Exam and the Final Exam	None

FINAL EXAM/PAPER DATE AND TIME

Online Final exam Schedule: <http://finalexams.rutgers.edu/>

ACADEMIC INTEGRITY

The university's policy on Academic Integrity is available at <http://academicintegrity.rutgers.edu/academic-integrity-policy>. The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

STUDENT WELLNESS SERVICES

Just In Case Web App <http://codu.co/cee05e>

Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

Counseling, ADAP & Psychiatric Services (CAPS)

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901 / www.rhscaps.rutgers.edu/

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / www.vpva.rutgers.edu/

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

Scarlet Listeners

(732) 247-5555 / <https://rutgers.campuslabs.com/engage/organization/scarletlisteners>

Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.