

COURSE NAME: Introduction to Management

COURSE NUMBER: 11:373:241

SEMESTER: Fall 2019

MEETING DAYS, TIMES, AND PLACE: M, W 5:35PM – 6:55PM, CDL 103

PREREQUISITE: 11:373:101 or 11:373:121 or 01:220:102

CONTACT INFORMATION:

Instructor(s): Dr. Brian Schilling

Office Location: Martin Hall, Room 309

Phone: 848-932-3591

Email: brischi@sebs.rutgers.edu

Office Hours: By appointment. Please contact Rhonda Breen-Simone (848-932-3703 or rbsimone@njaes.rutgers.edu) for appointments.

COURSE WEBSITE, RESOURCES AND MATERIALS:

Recommended: *Essentials of Management*, Andrew J. DuBrin, 8th edition, 2008 (or later edition).

COURSE DESCRIPTION:

The course format will consist of lectures and active student participation. Students are expected to be prepared for each class meeting by completing assignments and out-of-class exercises. Some assignments will be completed as on-line forum discussions on SAKAI. Students will be required to make periodic presentations on topics assigned by the instructor and participate in class discussion and exercises. Students are strongly encouraged to bring their own professional experiences into the classroom to increase the richness of class discussions.

The organization of course content will follow the general format of *Essentials of Management*, however, additional material will be introduced. I incorporate experiences from the private and public sectors to provide a “real world” perspective on the concepts and tools covered in class.

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 develop your ability to communicate effectively and persuasively.
4. To build marketable analytical and critical thinking skills that are attractive to employers.

ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:

Expectations of the Instructor

1. I will start and end class on time.
2. I will come to class prepared to lecture and lead class discussion on scheduled topics, as outlined in the course syllabus.
3. I will commit to making the course interesting, informative, and enjoyable.
4. I will encourage appropriate student participation in class and respect students' ideas and opinions, even if they differ from my own.
5. I will be available to assist students outside of class through email, telephone, or in-person meetings scheduled by appointment.
6. I will provide grades for exams and quizzes in an expeditious manner (within one week).
7. I will keep students informed of course announcements through in-class announcements and/or the course SAKAI page.

Expectations of Students

1. **Students will abide by the Rutgers University Code of Academic Integrity.**
2. Students will read the course syllabus to better understand course details.
3. Students will attend class regularly.
4. Students will come to class prepared to participate in class discussions. The quality of class participation will count toward your final grade.
5. Students will devote an appropriate amount of time outside of the classroom to studying course materials and topics.
6. Students will arrive in the classroom early enough to be seated and ready for class to begin on time, and will not leave until class is over. If a student cannot meet this expectation on a particular day, the student will inform the instructor.
7. Students will refrain from conversing among themselves when the instructor is speaking to the class or when another student is asking a question or making a comment.
8. Students will keep cell phones and other electronic communication devices turned off during class.
9. Students will respect the ideas and opinions of each other, even when they disagree with them, in order to foster an environment in which all students feel comfortable in expressing their ideas and questions.
10. Students having difficulty with the course will contact the instructor promptly so that he and the student can identify and correct the causes of the difficulty.
11. Students will check their email and the course SAKAI site regularly for announcements and information relating to the course.
12. Students will return hourly exams to the instructor immediately after they are reviewed in class. **Failure to do so will result in an exam grade of 0%.**

Grading

15%	Exam 1 (non-cumulative; multiple choice, true/false, and short answer questions)
20%	Exam 2 (non-cumulative; multiple choice, true/false, and short answer questions)
40%	Final Exam (cumulative; multiple choice and true/false questions)
15%	Quizzes (drop lowest of 4 quiz scores)
10%	Exercises/homework and class participation

A:	90.0-100%
B+:	87.0-89.9%
B:	80.0-86.9%
C+:	77.0-79.9%
C:	70.0-76.9%
D:	60.0-69.9%
F:	<60.0%

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/>

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.

COURSE SCHEDULE:

2019 COURSE MEETING SCHEDULE & TOPICS COVERED
(Companion reading assignments can be found in DuBrin, 8th edition or later)

- Timeline of Topics is Approximate -

September 4	Wed.	Course Overview Class Exercise - A "Manager's Dilemma" & HW 1
September 9	Mon.	Introduction to Management
September 11	Wed.	Schools of Management Thought
September 16	Mon.	Schools of Management Thought
September 18	Wed.	Quiz 1 & Globalization and its Implications for Managers HW 2: <i>How has information technology impacted the U.S. work place? Have investments in IT over the past several decades shown up in the "bottom line" of American businesses?</i>
September 23	Mon.	The Pros and Cons of Information Technology
September 25	Wed.	Ethics - Theory and Practice HW 3: <i>Research a recent "ethics issue" covered by popular media. Review NJ State Ethics Commission materials</i>
September 30	Mon.	Ethics (continued) & Review for Exam 1
October 2	Wed.	*** Exam 1 ***
October 7	Mon.	Review of Exam 1 & Social Responsibility HW 4: <i>Examine a business' social responsibility strategy.</i>
October 9	Wed.	The 1 st Management Function - Planning
October 14	Mon.	Problem Solving and the Rational Decision Making Model
October 16	Wed.	Quiz 2 <u>In-Class Assignment:</u> <i>Perform planning analysis (to be assigned) & HW 5</i>
October 21	Mon.	Tools of Planning
October 23	Wed.	The 2 nd Management Function – Organizing (Job Design)
October 28	Mon.	NO CLASS – Professor attending industry event
October 30	Wed.	Organizational Structure
November 4	Mon.	Quiz 3 & Human Resource Management HW 6: <i>In economic terms, how significant is the problem of labor turnover among U.S. businesses?</i>
November 6	Wed.	HR Scenarios
November 11	Mon.	Review in Preparation for Exam 2
November 13	Wed.	*** Exam 2 ***
November 18	Mon.	NO CLASS – Professor attending industry event
November 20	Wed.	Review of Exam 2 & The 3 rd Management Function – Leadership
November 25	Mon.	Theories of Motivation
November 27	Wed.	*NO CLASS* (University on Friday schedule)
December 2	Mon.	The Process (and Importance) of Communication
December 4	Wed.	The 4 th Management Function - Controlling
December 9	Mon.	Quiz 4 & Catch Up
December 11	Wed.	Course Review in Preparation for Final Exam
December 17	Tues.	Final Exam (12:00 – 3:00 pm)

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.