

**COURSE NAME:** Introduction to Management

**CREDITS:** 3

**COURSE NUMBER:** 11:373:241

**PRE-REQUISITES:** 11:373:121 or equivalent

**SEMESTER:** Fall *asynchronous*

**MEETING DAYS, TIMES, AND PLACE:** TBD

**CONTACT INFORMATION:**

Instructor(s): John Italia

Phone: 609.274.4405

Email: [john\\_italia@bofa.com](mailto:john_italia@bofa.com)

**Office Hours:**

I will be available most days by phone or email. I work from different locations on different days, so if you would like to talk by phone or meet up on campus, please email me a phone number where I can reach you and some possible time slots.

**COURSE DESCRIPTION**

General application 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.

**COURSE MODALITY**

This course is delivered fully online. To access the Canvas course site, please visit [Rutgers Canvas](https://canvas.rutgers.edu) at <https://canvas.rutgers.edu/> and log in using your NetID. For more information about course access and support contact [Canvas Help](#) at <https://canvas.rutgers.edu/canvas-help/>, via email at [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu), or call 877-361-1134.

**COURSE WEBSITE, RESOURCES AND MATERIALS:**

*Asynchronous pre-recorded lectures that can be watched according to your availability. Class videos will be available under the Media Gallery tab on Canvas.*

*Essentials of Management, DuBrin 11<sup>th</sup> edition, 2021. Note: The 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> editions will also work. You should be able to find a very inexpensive used copy.*

**Download:** *University Career & Internship Guide* PDF from our Canvas site

**COURSE OBJECTIVES:**

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 explore behaviors that enable effective communication and encourage professional presentation skills

4. To build marketable analytical and critical thinking skills that are attractive to employers.

**ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:**

**Grading Structure:**

Grade	Range
A	90 – 100
B+	87 - 89
B	80 - 86
C+	76 - 79
C	70 - 75
D	64 – 69
F	63 and Below

**Assessment of Goals**

Make-ups for quizzes or exams only with special arrangements made in advance or with proper documentation (physician note etc.).

**Assessment Details**

**Exams:**

Activity or Major Assignment	Points or Grade %
Hourly Exam One	40%
Final Exam (not cumulative)	40%
Assignments	20%
<b>Total</b>	<b>100%</b>

**Readings:**

It is not necessary to read the text chapter being covered prior to lecture, however it is a good idea to complete the readings soon after they are presented in class and watch each video in its entirety. You will not be tested on any topics found in the textbook that we omit in class, but there will be important materials presented in class that do not appear in the textbook. Therefore, it is essential to **watch the videos carefully and complete the assigned readings.**

**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/>

**LECTURE TOPICS:**

The following is a list of lecture topics, some content areas, and the time interval that they will be covered.

**Topics Schedule:**

Week 1:

Meeting	Description
1 – Fri, Sept 6th	Course Introduction and Key Themes (Supplemental)
Reading	None

Week 2:

Meeting	Description
2 – Fri, Sept 13th	Transitioning from College to Career (Supplemental)
Reading	None

Week 3:

Meeting	Description
3 – Fri, Sept 20th	The Managers Job
Reading	Chapter 1

Week 4:

Category	Description
4 - Wed, Sept 25th	International Management and Cultural Diversity
5 - Fri, Sept 27th	Ethics and Corporate Social Responsibility
Reading	Chapter 2 and Chapter 3
<b>Fri, Sept 27th</b>	<b>ASSIGNMENT ONE DUE</b>

Week 5:

Category	Description
6 – Wed, Oct 2nd	Information Technology and e-Commerce (Supplemental)
7 – Fri, Oct 4th	Essentials of Planning and Strategy

Week 6:

Category	Description
8 - Wed, Oct 9th	Decision Making, Creativity and Innovation
9 - Thurs, Oct 11th	Quantitative Techniques for Planning and Decision Making
Reading	Chapter 5 and Chapter 6

Week 7:

Category	Description
10 – Wed, 16th	Job Design and Arranging Work
Wed, Oct 16th	Supplemental video to discuss Hourly Exam
Reading	Chapter 7

Week 8:

Category	Description
<b>Wed, Oct 23rd</b>	<b>HOURLY EXAM ONE – Chapters 1 – 6 and 3 Supplemental Topics</b>
<b>Fri, Oct 25th</b>	<b>ASSIGNMENT TWO DUE</b>

Week 9:

Category	Description
11 - Wed, Oct 30th	Organization Structure, Culture and Change
12 – Fri, Nov 1st	Human Resource and Talent Management

Category	Description
Reading	Chapter 8 and Chapter 9

Week 10:

Category	Description
13 - Wed, Nov 6th	Leadership
14 - Fri, Nov 8th	Motivation
Reading	Chapter 10 and Chapter 11
<b>Fri, Nov 8th</b>	<b>ASSIGNMENT THREE DUE</b>

Week 11:

Category	Description
15 - Wed, Nov 13th	Communication
16 - Fri, Nov 15th	Oral and Written Communication Skills (Supplemental)
Reading	Chapter 12

Week 12:

Category	Description
17 - Wed, Nov 20th	Teams, Groups and Teamwork
Reading	Chapter 13

Week 13:

Category	Description
18 – Wed, Nov 27th	Managing Ineffective Performers
Reading	Chapter 16

Week 14:

Category	Description
19 - Wed, Dec 4th	Enhancing Personal Productivity and Managing Stress
Reading	Chapter 17

Final Exam:

Category	Description
Dec 9th – Dec 23rd	<b>FINAL EXAM: Chapters 6 – 13, 15 – 16 and 1 Supplemental Topic</b>
Mon, Dec 23rd	<b>ASSIGNMENT FOUR DUE</b>
Mon, Dec 23rd	<b>OPTIONAL EXTRA CREDIT PROJECT DUE</b>

**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/](http://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/](http://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.