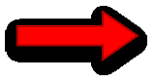


COURSE TITLE	BUS 2000-08 Management Principles / Organizational Behavior
DESCRIPTION	Studies contemporary organizations, management principles and practices, and the application of behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.
PREREQUISITES	None
SEMESTER	Fall I, 2017
COURSE START	August 29, 2017
CLASS HOURS	6:00-10:15 pm (Tuesdays)
COURSE MATERIAL	Williams, Chuck. MGMT 7. Southwestern, Cengage Learning, 2015. ISBN — 13-978285-41970-1
PUBLISHED TEXTBOOK INFORMATION	In accordance with the Federal Higher Education Opportunity Act, to the extent practicable, Notre Dame de Namur University (NDNU) makes textbook information available as part of its class schedule. NDNU makes every effort to ensure the accuracy of the textbook information provided. Due to issues such as textbook availability, errors and academic reasons, NDNU may need to change textbook information that has been published. NDNU cannot take financial responsibility when a student purchases a nonrefundable textbook and a change occurs to published textbook information. Students wishing to avoid this risk should purchase textbooks from sources that allow returns for refunds, such as the NDNU Bookstore managed by Follett.
INSTRUCTOR	Dr. Tish Davis-Wick
PHONE	650-347-0219
EMAIL	tishdw@dwcinc.com or pdaviswick@ndnu.edu
OFFICE HOURS	30 minutes prior to the start of each class, or by prearranged appointment



Instructor Background

Tish Davis-Wick has worked and taught in academic institutions and in non-profit, public and private sector organizations for over 30 years. Her areas of deepest interest lie in human relationships and interactions that significantly affect the lives and businesses of working adults. As such, she has worked with groups and individuals in a myriad of settings, teaching courses such as managing cultural and human diversity, human services, conflict management, leading organizational change, business strategy development, women in business, communication and stress management. She has worked and traveled throughout the world focusing primarily in the Pacific Rim—Korea, Japan, Okinawa,

Indonesia and the Philippines. During that time, her focus was on helping U.S. Military employees understand and manage the cultural diversity facing them while stationed in a foreign country. She was also involved in and committed to the first "bussing" integration intervention in the Texas Public Schools, moving Caucasian, African American and Latino students into mixed "home schools", while she worked as a teacher and program administrator. Tish has owned her own business for the last 23 years, consulting in organizational and employee development, executive coaching and client services. She has a Bachelor's in Classical Languages from Texas Technological University, a Masters in Counseling Education and a Doctorate in Education and Business Administration, both from the University of Southern California. Her doctoral dissertation explored the personal counseling styles of education consultants with their clients and reported the impact and usefulness of those services in relation to the counselor and style.

INTENSIVE BUSINESS ADMINISTRATION PROGRAM LEARNING OBJECTIVES (PLO):

Students will:

1. Acquire and demonstrate **analytical and problem solving skills** within various disciplines of business—accounting, economics, finance, management and marketing;
2. Learn to describe, discuss and **analyze current events in American business** with attention to the global, social and ethical dimensions of events;
3. Acquire the **communication, research and technological skills** needed to analyze a business situation, and prepare and present a management report;
4. Develop **critical thinking abilities** and a foundation of **ethical principles** that allows them to work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds.

Learning Outcomes—at the end of this course, students will:

1. Understand the contemporary roles and responsibilities of managers at varying levels of leadership (PLO #2)
2. Be familiar with historical management trends and the research that has contributed to our understanding of organizational behavior (PLO #1)
3. Recognize the impact of this research on our understanding of individual and group behavior, human resource policies and practices (PLO #3 & 4)
4. Develop skills in communication and interpersonal relationships in order to lead effectively. (PLO #3)

Syllabus Updates

Refer to this syllabus for course assignments. However, the course syllabus and schedule are subject to change in the event of extenuating circumstances. You will be notified of any changes made to the syllabus on a weekly basis. In all circumstances, University policies will be strictly adhered to.

Class Attendance

Your attendance is very important to your studies at NDNU. Nonattendance or lack of participation in the class will be considered during the grading process. Intensive classes require a stringent absence policy since even once absence may significantly affect achievement of your course learning objectives. With only 28 class contact hours as opposed to the traditional 45 contact hours, all class time is critical. A student who misses more than one class period or the equivalent (four accumulated hours) **must withdraw** from the class: **you will be assigned a failing grade** for the course **unless you do so**. It is the student's responsibility to initiate the drop or withdrawal. There are no exceptions.

Late Homework

Assignments are due on time and must be submitted at the start of each class meeting. Assignments not turned in on time are considered late. Late assignments will be accepted only for one week, after which time the assignment will not be accepted. Only up to two assignments may be turned in late during the duration of the class. Late assignments will incur an automatic reduction of one letter grade. This policy is not intended to be punitive, but to facilitate your success within an intensive schedule, which allows little room for putting off assignments.

Participation

Both lecture and classroom activities are organized to maximize student involvement in the learning process. You will be evaluated on your comprehension of the material as well as your ability to discuss the relevancy (i.e., research pros and cons) of what was noteworthy in context of this class.

Extra Credit

None specified, although the opportunity to introduce it will be at the discretion of the instructor.

Academic Honesty

Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

Privacy and Confidentiality

One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

Learning and Other Disabilities

If you have a learning disability or other condition or circumstance that require accommodations in this class, you must bring it to the attention of Program for Academic Support and Services (PASS) to arrange for possible accommodations (650-508-3670).

Class Format

During the class period a combination of teaching and learning techniques will be utilized. Textbook lessons and theory will be covered in a variety of methods. Group work and case studies will occur throughout the class sessions. It is understood that, while the required reading is necessary, you will not receive a lecture on every chapter.

Workload

In addition to class attendance, every intensive class at NDNU includes assignments estimated to take approximately three (or more) hours per week per unit outside of class (14 hours). The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 18 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction /Study = Total of 18 per week

<u>Class Contact Hours</u>	<u>4</u>
<u>Text Readings and Note Taking</u>	<u>4</u>
<u>Research and Writing Assignments</u>	<u>6</u>
<u>Team Projects Research</u>	<u>4</u>
<u>TOTAL NUMBER OF HOURS PER COURSE</u>	<u>126</u>

Written Assignment Style

All papers must follow the American Psychology Association (APA) style. This style uses parenthetical reference citations within the text of the paper and a list of references at the end of the paper. They must be typed with a 12-point font, double-spaced. In the upper right-hand corner of the first page, type your name, assignment identification, course number and date.

Paragraphs are to be indented with a tab or by indenting 5 spaces (not less or more). Do not add additional space between paragraphs. Please review your grammar and punctuation throughout your paper. Points may be deducted for not following these instructions. If you need help with your writing or need more information about writing in the APA format style, please make an appointment at the NDNU Writing Center. You can also visit the APA style webpage at <http://www.apastyle.org/previoustips.html>.

Grading for Papers

All assignments will be evaluated using the following criteria:

- The student demonstrates a solid comprehension of the concepts described in the texts and discussed in class, as well as, integrates these concepts with her or his own ideas and experiences.
- The written documents have the appropriate sources, which mean integrating source material smoothly into the paper while maintaining the writer's critical voice.

Written Assignments Value and Key Dates

Assignment	Point Value
Participation	15
Reflection paper: DUE FIRST NIGHT—SEE DETAIL BELOW	10
Reflection papers on management articles (3)	30
Midterm quiz	10
Book review paper/presentation	20
Final exam	15
TOTAL	100

Grading

A+ 100-97	A 96-96	A- 93-90
B+ 89-87	B 86-84	B- 83-80
C+ 79-77	C 76-74	C- 73-70
D+ 69-67	D 66-64	D- 63-60
F 59 or lower		

FIRST NIGHT WRITTEN ASSIGNMENT

The readings for the first class (Chapters 1 & 2) discuss what it means to be a manager and provide a brief history of management thinking. Write a brief paper, (2 pages, 1.5 spacing, 12 pt font) reflecting on what you have read. What was significant? What kind of managers have you had? What sort of manager do you think you are or would be? What has been your experience as a manager or being managed?

Due Weeks 2, 3 and 5—Reflection Paper on a Management Topic:

Choose an article from a professional business/management journal; we have several available in the Library: e.g. Harvard Business Review, Sloan Management Review and others, many on-line and accessible from home. Choose an article that discusses some aspect of management theory and/or practice.

In a 2 to 3 page paper (a) summarize the content of the article (b) describe how it relates to one of the topics in this class, and (c) give your perspective on what the author is saying. Attach a copy of the article and be prepared to discuss it in class.

Due Week 6—Book Report on a Book Written by a Significant Theorist in Management and Organizational Behavior. (Choose book by session 3)

As you will discover as you read the text, many thinkers and practitioners have influenced our ideas about work and workers. Select an author from the list whose work interests you; you should look them up in the text or on Amazon before you decide. Please have two or three chosen as there will be no duplicate reports. If none of those on the following list appeal to you, please have other authors and titles available for instructor approval.

Read the book and prepare a 5-7 page report on its major concepts and ideas; the length of the report will depend on your ability to write professionally and organize your thoughts effectively. You can enhance your report by incorporating commentary from other sources about the ideas/issues/historical context raised by your reading.

Due Week 7—Make a Presentation to the Class on Your Selected Book. Use PowerPoint slides to illustrate your key points.

Would you recommend this book? What particularly did you find of value? How does it fit into this class? What can one learn from the writer, or about the writer? The presentation should be approximately 10 minutes in length.

Papers submitted for this class should be in font Times or Arial 12 pt, 1.5-line spacing, with clearly defined paragraphs. No covers. Your name and the date should be on the upper right of the page. Page numbers and an appropriate title are required. Use APA style for all citations/bibliography. Spelling, grammar and punctuation count, so leave yourself sufficient time to edit your work.

BOOK LIST

AUTHOR	TITLE
Bridges, William	<i>Managing Transitions</i>
Berquist, William	<i>Postmodern Thought in a Nutshell</i>
Covey, Stephen	<i>The 7 Habits of Highly Effective People</i>
Deming, Edward	<i>Out of the Crisis</i>
Drucker, Peter	<i>Managing in Turbulent Times</i>
Gardner, John W.	<i>On Leadership</i>
Gilbreath, Lillian	<i>As I Remember: An Autobiography</i>
Gladwell, Malcolm	<i>Blink; The Tipping Point</i>
Goldratt, Eliyahu	<i>The Goal</i>
Goleman, Daniel	<i>Emotional Intelligence</i>
Graham, Pauline ed.	<i>Mary Parker Follett: Prophet of Management</i>
I Harvey, Jerry B.	<i>The Abilene Paradox</i>
Kouzes and Posner	<i>The Leadership Challenge</i>
Lencioni, Patrick	<i>The Three Signs of a Miserable Job</i>
Machiavelli, Niccolo	<i>The Prince</i>
Ohmae, Kenichi	<i>The Borderless World</i>
Peter, Lawrence	<i>The Peter Principle</i>

AUTHOR	TITLE
Rosenzweig, Phil	<i>The Halo Effect</i>
Schein, Edgar	<i>Organizational Culture and Leadership</i>
Senge, Peter	<i>The 5th Discipline</i>
Stack, Jack	<i>The Great Game of Business</i>
Toffler, Allen	<i>The Third Wave</i>
Wheatley, Margaret	<i>Leadership and the New Science</i>

SCHEDULE

<i>Week & Date</i>	<i>Class Activities</i>	<i>Readings</i>	<i>Written Assignments Due</i>
1 August 29	<ul style="list-style-type: none"> ▪ Introduction to course ▪ Discussion of text concepts ▪ Review of assignments for term ▪ Overview of history/management principles ▪ What it means to be a manager; characteristics, skills 	CH 1–2 Definition of Management; History of Management, pgs 1–41	Reflection on management experiences
2 Sept 5	<ul style="list-style-type: none"> ▪ Discussion of text concepts ▪ Article analyses ▪ Class discussion 	CH 3–4 Organizational Environments; Ethics / Social Responsibility, pgs 42–87	Reflection paper on assigned magazine article
3 Sept 12	<ul style="list-style-type: none"> ▪ Article analyses ▪ Class lecture ▪ Small group discussion 	CH 5–8 Planning / Decision Making; Organizational Strategy; Innovation / Change; Global Management, pgs 88-175	Reflection paper on assigned article
4 Sept 19	<ul style="list-style-type: none"> ▪ Discussion of text concepts ▪ Midterm quiz on CH 1-8 	CH 9–12 Organization / Structure; Team Management; Human Resources Systems; Diversity, pgs 176-265	
5 Sept 26	<ul style="list-style-type: none"> ▪ Discussion of text concepts ▪ Article analyses ▪ Case study 	CH 13–15 Leading / Motivation; Leadership; Communication, pgs 266–331	Reflection paper on assigned magazine article on management topic
6 Oct 3	<ul style="list-style-type: none"> ▪ Discussion of text concepts ▪ Article analyses ▪ Class discussion 	CH 16–18 Control; Managing Information; Managing Service & Manufacturing Operations, pgs 332–394	Book review
7 Oct 10	<ul style="list-style-type: none"> ▪ Book review presentations ▪ Final exam `on CH 9-18 	None	None