BAM F320- Course Syllabus Spring 2021

**Professor: Amanda White, M.Ed.**

**Course Title: Management**

**Course Location:** Canvas (https://alaska.instructure.com/) This class will be completed at your convenience weekly; make sure you meet the assignment due dates listed in Canvas.

**Email:** [awhite74@alaska.edu](mailto:jarichey@alaska.edu) **Office:** 225E Bunnell Building **Phone:** (907) 474-5872

**Office Hours:** Tuesdays 10am-11am, Wednesdays 1pm-2pm & 4pm-5pm or By Appointment (Video, Phone or In-person)

**Course Description**

**BAM F320- Management (distance-delivered course)**

**Pre-requisites:** WRTG 111x

**3 credits** (This means that your weekly lessons will be based on roughly 9 plus hours per week)

This course introduces and explores the concepts, theories, and principles of management. We will study the basic managerial functions of planning, organization, staffing, directing, and controlling resources to accomplish organizational goals. Special consideration will be given to the different role’s managers and the unique skills required to carry out those roles.

This is an online asynchronous course meaning we will not meet at a set time each week. Please watch for weekly announcements in Blackboard to discuss your reading, lecture material, and assignments for the week.

## **Course Communication & Learning Management System**

This course is provided on the Canvas online learning platform. You will be asked to complete assignments, discussion boards and receive announcements on the Canvas course website. You will also be able to track your grades as soon as they are posted. You can gain access to Canvas through any one of the computer labs on campus or on your home computer when connected to the Internet. Visit [alaska.instructure.com](https://alaska.instructure.com) to get started! Instructional Methods include recorded video lectures, online group discussion, and individual assignments.

I will use Canvas to communicate with the class through your assigned UAF email account.   Information and class updates will be posted on “Announcements” in Canvas throughout the semester.  Students are responsible for checking Canvas, email, and staying current with any syllabus or scheduling changes.

I will respond to emails within 48 hours and provide grades for assignments within 7 days.

## **Course Objectives/ Learning Outcomes**

Upon completion of this course, students should be able to outline and explain the different roles that are required of managers. They should also be able to outline the planning and resources that go into being able to carry out those roles.

The Student Learning Outcomes of this class include (but are not limited to):

* Identify the role managers hold throughout organizations.
* Identify the skill set a good manager must possess
* Being able to recognize how to design teams and use them to carry out specific tasks.
* Understand the importance of both motivation and leadership in a good manager

## **Required Text**

Jones, Gareth & George, Jennifer (2019). *Contemporary Management, 11th edition*. McGraw-Hill. ISBN10: 1260075095

## **Grading Requirements**

|  |  |  |
| --- | --- | --- |
| Exams (Every 3 Modules) | 4 @ 100 points each | 400 |
| Weekly Discussions | 12 @ 15 points each | 180 |
| “You as a Manager” Report | 1 @ 50 points | 50 |
| Case Studies | 2 @ 30 points each | 60 |
| Interview with a Manager | 1 @ 50 points | 50 |
| McGraw Hill Connect Homework | 11 @ 10 points each | 110 |
| ***Total Points*** |  | ***850 points*** |

**Grade criteria:** +/- grading system based on percentage of total points

A+ = 97-100

A= 93-96

A-=90-92

B+=87-90

B = 83-86

B-=80-82

C+=77-80

C = 73-76

C-=70-72

D+=67-70

D = 63-66

D-=60-62

F = 59 and below

*\*Late work will receive half credit and will be accepted until Monday, April 19th.*

An Incomplete “I” grade is a temporary grade that may be given if the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, has not been able to complete the course during the regular semester.

A No Basis “NB” grade may be given if the student has not completed a single assignment and completes the semester with a 0.0%

**Please do not hesitate to reach out if you have any questions regarding this syllabus or the class. I look forward to working with you throughout this semester.**

**Evaluation**

## Exams

Exams are to be taken individually and will be distributed through Canvas. You will have one hour and 15 minutes to complete each exam. Exams are designed to assess your knowledge of the course content. Each exam will only consist of materials learned in those modules and will consist of multiple choice, true/false, fill-in the blank, and/or essay questions. Each exam is worth 100 points.

## Weekly Discussion Boards

Weekly discussion boards are used to enhance course material by including recent news and events related to course content and will facilitate the opportunity to learn from others in the course. Each week you will be required to respond to the prompt and then respond to two of your classmates for 15 points.

## Papers

Papers will be used to apply course content to your own career and industry. You will interview a manager to gain insight into how these concepts play out in the industry as well as analyzing yourself as a manager. Papers will be between 2-4 pages in length.

## Homework

Weekly homework assignments will include 10 questions based on course content and the textbook. These will be worth 10 points each and will be completed through McGraw Hill Connect.

## Case Studies

You will have 2 case studies throughout the semester. The Case Studies will be your opportunity to apply course concepts to a current company to analyze their managerial practices.

# **Class Standards**

## **Writing Standards**

Good written communication skills are essential for business success. Students who want support with oral presentations and/or writing are strongly encouraged to get help from:

* [UAF Department of Communication’s Speaking Center](https://uaf.edu/speak/) (907.474.5470, [speak@uaf.edu](mailto:speak@uaf.edu))
* [UAF English’s Department’s Writing Center](http://www.uaf.edu/english/writing-center/) (907.474.5314, Gruening 8th floor)
* [CTC’s Learning Center](https://www.ctc.uaf.edu/student-services/tutoring-learning-center/) (604 Barnette St, 907.455.2860)

## **Respectful communication**

Thoughtful and respectful communication on Blackboard, in discussion posts, in group projects, and throughout this course is required.  Inflammatory, disrespectful or accusatory language used in your postings can cause you to be withdrawn from this course at the instructor’s discretion. If you are unsure about something you would like to post or are concerned about a comment please let me know. I look forward to creating an inclusive environment for us to learn and grow together.

**UAF Student Resources & Policies**

## **Student Services**

Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc. to find reasonable accommodations.

Please email me as soon as possible so that we can collaborate with the respective office to provide the appropriate accommodations and support to assist you in meeting the goals of the course. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site: [www.uaf.edu/handbook](http://www.uaf.edu/handbook/)

UAF Disability Services- <https://www.uaf.edu/disabilityservices/>

UAF Veteran’s Services- <https://uaf.edu/veterans/>

UAF Rural Student Services- <https://www.uaf.edu/ruralss/>

Other Resources:

UAF Student Health & Counseling Center- <https://uaf.edu/chc/>

Nanook Diversity & Action Center- <https://uaf.edu/ndac/>

UAF Resource & Advocacy Center- <https://www.uaf.edu/rac/>

Student Leadership & Involvement Office- <https://uaf.edu/sli/>

## **Relevant UAF policies and Title IX**

Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. As required, if I notice or am informed of certain types of misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site: www.uaf.edu/handbook/

If you are the victim of sexual harassment, sexual misconduct, or sexual assault, please be aware that you have options to report, or to not report, and regardless of whether you choose to report you may be eligible to receive assistance with your educational and personal needs, including medical, counseling, or other assistance as needed.  If you would like to explore your options, please visit this website to learn more about available services and options:  http://www.uaf.edu/titleix/report/.

Please be aware that if you report an incident to me, your instructor, or if I notice certain types of misconduct, I am obligated to report it to my supervisor and to the University’s Title IX Coordinator.  There are confidential options (people who do not have to report the incident to University authorities) available to you and you can learn more on the Title IX website above.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: alaska.edu/nondiscrimination.

## **Center for Student Rights and Responsibilities:**

The Center for Student Rights and Responsibilities has many services for students.  Please visit this website for information regarding what the team can help you with when you need the support.  http://uaf.edu/csrr/  Phone: 907-474-7317;  Location: 110 Eielson Building;  E-mail: [uaf-studentrights@alaska.edu](mailto:uaf-studentrights@alaska.edu)

## **Academic Dishonesty:**

As described by UAF, scholastic dishonesty constitutes a violation of the university rules and regulations. Scholastic dishonesty includes, but is not limited to, cheating on an exam, plagiarism, and collusion. Cheating includes providing answers to or taking answers from another student. Plagiarism includes use of another author’s words or arguments without attribution. Collusion includes unauthorized collaboration with another person in preparing written work for fulfillment of any course requirement. Scholastic dishonesty can result in removal from the course and a grade of “F.” For more information regarding academic misconduct- - https://uaf.edu/csrr/student-conduct/academic-misconduct.php.

If it is not your original idea, give recognition and cite the source. Papers that are not entirely original (unlike creative writing) also require a references list at the conclusion of the paper, including all sources from class including your textbook.

If you have any questions or are unsure regarding academic dishonesty please let me know, I would be happy to discuss.

**NOTE:** The instructor reserves the right to make changes in the syllabus and class schedule. All changes will be announced in class through Blackboard.

**Course Schedule**

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| --- | --- | --- | --- |
| Week | Dates | Topics | Assignments |
| 1 | 1/11-1/17 | Introduction & Syllabus | -Introduce Yourself!  -Review the Syllabus and Watch the Intro Video |
| 2 | 1/18-1/24 | Managers & The Evolution of Management Thought | -Ch. 1&2 Jones & George  -Discussion Board #1  -Homework #1 |
| 3 | 1/25-1/31 | Values, Attitudes, Emotions & Culture | -Ch. 3&4 Jones & George  -Discussion Board #2  -Homework Assignment #2  -Case Study #1 due 2/1 |
| 4 | 2/1-2/7 | Ethics & Social Responsibility | -Ch. 5 Jones & George  -Discussion Board #3  -Homework Assignment #3  -Exam #1 (Ch. 1-5) Due 2/8 |
| 5 | 2/8-2/14 | Managing Diverse Employees & Managing the Global Environment | -Ch. 6&7 Jones & George  Discussion Board #4  -Homework Assignment #4 |
| 6 | 2/15-2/21 | Decision-Making, Learning, Creativity & Entrepreneurship | -Ch. 8&9 Jones & George  -Discussion Board #5  -Homework Assignment #5 |
| 7 | 2/22-2/28 | The Manager as Planner & Strategist & Value Chain Management | -Exam #2 (ch. 6-9) due 3/1  -Ch. 10 & 11 Jones & George  -Discussion Board #6  -Homework Assignment #6 |
| 8 | 3/1-3/7 | Managing Organizational Structure, Culture, Control & Change | -Ch. 12 Jones & George  -Discussion Board #7  -Homework Assignment #7  -Interview with a Manager due 3/8 |
| 9 | 3/8-3/14 | Spring Break! | Enjoy, relax and rejuvenate! |
| 10 | 3/15-3/21 | Human Resource Management & Motivation & Performance | -Ch. 13&14 Jones & George  -Discussion Board #8  -Homework Assignment #8 |
| 11 | 3/22-3/28 | Leadership | -Ch. 15 Jones & George  -Discussion Board #9  -Homework Assignment #9  -Exam #3 (Ch. 10-15) due 3/29 |
| 12 | 3/29-4/4 | Effective Groups & Teams | -Ch. 16 Jones & George  -Discussion Board #10  -Homework Assignment #10 |
| 13 | 4/5-4/11 | Communication, Managing Conflict & Negotiation | -Ch. 17 & 18 Jones & George  -Discussion Board #11  -Homework Assignment #11  -Case Study #2 due 4/12 |
| 14 | 4/12-4/18 | Using Technology to Increase Performance | -Ch. 19 Jones & George  -Discussion Board #12 |
| 15 | 4/19-4/25 | Review of Content | -“You as a Manager” Report Due 4/26 |
| 16 | 4/26-4/30 | Finals Week | -Exam #4 (ch. 16-19) Due 4/30 |

All assignments and discussion boards are due by 11:59pm on Monday the following week. Each week you will need to log-in to Blackboard, open the course, click on Weekly folder, watch the lecture video and complete the assignments listed above. If you have any questions or are new to online courses and would like to discuss, please let me know- [**awhite74@alaska.edu**](mailto:awhite74@alaska.edu)