Organization and Management
BU 342B
Course Syllabus
Fall 2005

Instructor: Dr. Martha Crumpacker
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Meeting Time: BU 342B  T-R  11:00 a.m.-12:15 p.m., HLRC, Room 304

Office Hours: Tuesday/Thursday 12:30 p.m. – 2:00 p.m.
Wednesday 3:30 – 5:30 p.m.
And, by appointment. (These times are firm with the exception of occasional School of Business or University meetings.)

Required Materials: Williams, Chuck: MANAGEMENT, Third Edition
South-Western College Publishing, a division of Thomson Learning, 2005.

Optional Materials: Study Guide CD-Roms that accompany text; Info Trac College Edition Online Library (Free Four-Month Subscription). In addition, a rich Web Site complements the text with many extras for students. The Web Site includes basic study aids, a tutorial on how to find things on the Internet, links to current articles related to chapter topics and links to organizations cited in the text examples and cases.

Prerequisites: EC 202 and any two of the following: AN 112, PY 100, SO 100. A 2.0 GPA and 54 hours. Students who do not meet course prerequisites are subject to administrative withdrawal from the course at any time.

Course Description:
An introductory course in management theory and practice. Topics include: fundamentals of management; making things happen; meeting the competition; organizing people, projects, and processes; and, motivating and leading. Emphasis is given to the development of management, organizational structures, organizational dynamics, the impact of environmental forces, and the use of analytical tools in the performance of the management function. Prerequisites: EC 200, EC 201; two out of three of the following: AN112, PY100, SO100; 2.0 GPA; and 54 hours.

Course Objectives:
Expected Learner Outcomes
By the end of the course, you should be able to:

1. Access the existing literature related to management and organizations.
2. Distinguish among management, leadership, and organization.
3. Discuss what managers do and what it takes to be a manager.
4. Apply many of the theories and concepts related to management and leadership and distinguish between the two.
5. Examine your own behavior and beliefs about management and organizations and contrast them with the theories and observations of others.
6. Be an informed and engaged participant in discussions related to organizational transformation.
7. Contemplate a personal philosophy of management.
8. Show improvement in your written, oral, and interpersonal skills.
9. Exhibit critical and creative thinking skills.
10. Illustrate the characteristics of ethical decision makers.
11. Explain the significance of global awareness of business.
12. Explain why organizational innovation is important.
13. Be able to participate effectively in class discussions.
14. Explain the concept of motivation as it relates to management, leadership, and organization.
15. Identify three barriers to change within organizations and explain how to overcome them.
16. Illustrate the characteristics and costs of useful information.
17. Identify the basics of organizational strategy.
18. Explain the steps and limits to rational decision making.
19. Explain the significance of organizational cultures.
20. Distinguish between an organization’s internal and external environments.

The **Expected Learner Outcomes** listed above provide a general overview of objectives for the course, BU 342, Organization and Management.

Specific objectives related to each chapter will be given to you as we cover each section. These objectives will clearly state what you will be expected to know and understand and what you should be able to do with that knowledge and understanding. The objectives will also specify the conditions under which you will be expected to show that knowledge and understanding (for example, with or without references, multiple choice or essay exam, case analysis, or team project, etc.). Finally, each of the specific objectives will state the criterion by which you will be assessed—in other words, the level of competency you must reach or surpass.

**Assessment of Learner Outcomes**
1. Active participation in class discussions and exercises.
2. Successful completion of all assignments within the specified time frame.
4. Objective and Essay Examinations.

**Method of Instruction:**

The introductory nature of this course would suggest mostly lecture and other standard information-giving techniques. A variety of interactive techniques, however, including lecture, class discussion, small group work, interactive teaching methods, and other adaptive teaching methods may also be used, as needed and as relevant. Each student is required to use the text, outside readings, and case studies to obtain background information for classes. Course content may be presented in behavioral, affective, and cognitive formats. In addition, a variety of information exchange techniques (such as e-mail, conferencing, and the internet) may be used. **NOTE: THIS IS NOT A ROTE MEMORY COURSE. CLASS PARTICIPATION IS ESSENTIAL. YOU CAN NOT PARTICIPATE EFFECTIVELY IF YOU ARE NOT PREPARED, OR IF YOU ARE NOT IN CLASS. THEREFORE, REGULAR CLASS ATTENDANCE IS REQUIRED.**

Students are expected to have all assignments completed on time. Late papers will not be accepted without penalty.
### Topic Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics to be Discussed</th>
<th>Reading Assignment (Text)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T 08-23</td>
<td>Introduction/Overview</td>
<td></td>
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<tr>
<td></td>
<td>R 08-25</td>
<td>Management</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>2</td>
<td>T 08-30</td>
<td>Organizational Environments and Cultures</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td>R 09-01</td>
<td>Organizational Environments and Cultures (continued)</td>
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</tr>
<tr>
<td>3</td>
<td>T 09-06</td>
<td>Ethics and Social Responsibility</td>
<td>Chapter 3</td>
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<tr>
<td></td>
<td>R 09-08</td>
<td>Ethics and Social Responsibility (continued)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>T/F Quiz (to cover chapters 1, 2, &amp; 3)</strong></td>
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<tr>
<td>4</td>
<td>T 09-13</td>
<td>Planning</td>
<td>Chapter 4</td>
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<td></td>
<td>R 09-15</td>
<td>Managing Information</td>
<td>Chapter 5</td>
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<td>5</td>
<td>T 09-20</td>
<td>Decision Making</td>
<td>Chapter 6</td>
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<tr>
<td></td>
<td>R 09-22</td>
<td>Decision Making (continued)</td>
<td></td>
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<tr>
<td>6</td>
<td>T 09-27</td>
<td><strong>EXAM I (to cover chapters 1-6)</strong></td>
<td>Chapter 7</td>
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<tr>
<td></td>
<td>R 09-29</td>
<td>Control</td>
<td></td>
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<tr>
<td>7</td>
<td>T 10-04</td>
<td>Global Management</td>
<td>Chapter 8</td>
</tr>
<tr>
<td></td>
<td>R 10-06</td>
<td>Organizational Strategy</td>
<td>Chapter 9</td>
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<td></td>
<td></td>
<td><strong>T/F Quiz II (to cover chapters 7, 8, &amp; 9)</strong></td>
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<tr>
<td>8</td>
<td>T 10-11</td>
<td>Innovation and Change</td>
<td>Chapter 10</td>
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<tr>
<td></td>
<td>R 10-13</td>
<td>Innovation and Change (continued)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Learning Impact Journal Entry I due</strong></td>
<td></td>
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<tr>
<td>9</td>
<td>T 10-18</td>
<td>Designing Adaptive Organizations</td>
<td>Chapter 11</td>
</tr>
<tr>
<td></td>
<td>R 10-20</td>
<td>Fall Break Begins</td>
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<tr>
<td>10</td>
<td>T 10-25</td>
<td>Managing Individuals and a Diverse Work Force</td>
<td>Chapter 12</td>
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</tbody>
</table>
Attendance:

Attendance is required and is a consideration in computing the grade for class participation. You must be present in class to participate. Absences from class can not be made up with regard to class participation.

Disclaimer:

The purpose of this syllabus is to give you some idea of the direction the course will take, the topics to be covered, the requirements for successful completion of the course, and the assessment of learner outcomes. However, this syllabus is not intended to be a legal contract. The professor reserves the right to make changes to this syllabus (i.e., scheduled times within the syllabus, assignments, exams, point values, etc.) throughout the semester as deemed necessary. Any changes will be announced in class; therefore, regular class attendance is advised.

Homework:

Assigned readings and all assignments listed in the syllabus and given in class are to be considered homework; and, as such, elements to be completed in meeting the course requirements.
Out of Class Responsibilities

1. Complete all readings and other assignments BEFORE class. Previously unannounced assignments may be randomly given. Exams will be taken from the book, supplementary materials, presentation notes, class discussions, etc. Exams will be multiple choice and essay. Restatements of facts alone will not be enough for a passing grade. Exams will focus on being application oriented.

2. **ALL PAPERS AND JOURNAL ENTRIES MUST BE TYPEWRITTEN.** Papers not typed will not be accepted; those without analysis (simply restating or summarizing) will receive five points maximum. The remaining points for thoughtful reflection and analysis will be awarded at professor discretion.

*Learning Impact/Opinion/Reaction Journal Entries* – Two at 20 points each. For this assignment, you are to complete a journal entry about what the major impact or learning was for a class day of your choice. The objective is for you to think and write about how this information/learning might benefit you in the future, or you can reflect on this learning in light of an experience you have had that is relevant to the concept studied and incorporate it into your paper along with your discussion of the management concept. Entries should be at least one typewritten page (you may double-space between paragraphs) about the major impact or learning for a class period. **Please note the due dates in the Topic Outline in this syllabus and enter them on your calendar.**

Class Participation:

Your class participation grade will be based on the degree to which you participate in class discussions and exercises and on the quality of your participation. It is important for you to show that your discussion responses are based on thoughtful reflection of the readings as well as on your practical or work experience. In other words, for you to simply say that you agree or disagree with what someone else has said will not be considered an adequate response.

Examinations:

You are expected to take each of the exams as scheduled. The three major exams, including the final exam, will consist of both multiple choice and essay questions. Quizzes will be true/false.

Grading:

Grading is based on a straight percentage of total points possible as follows:

- A 500 – 450
- B 449 – 400
- C 399 – 350
- D 349 – 300
- F Below 300

Scores will **not** be curved.

<table>
<thead>
<tr>
<th>Graded Elements</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
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<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Exam III (Final Exam)</td>
<td>100</td>
</tr>
<tr>
<td>Class Participation</td>
<td>100</td>
</tr>
<tr>
<td>Two Learning Impact Journal Entries @ 20 points each</td>
<td>40</td>
</tr>
<tr>
<td>Three Quizzes @ 20 points each</td>
<td>60</td>
</tr>
</tbody>
</table>

**Total Points Possible** 500
Make-up Policy:

Make-up exams should only be requested in extreme circumstances. Missed exams must be made up within a week of the date the exam was given. Quizzes must be made up before the next class following the class missed.

Prerequisites:

“It is the responsibility of the student to meet all prerequisite requirements for courses in which the student is enrolled. A student failing to meet prerequisite requirements is subject to administrative withdrawal from the course at any time.”

Academic Misconduct Policy:

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University’s Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Morgan 262, or go on-line to: www.washburn.edu/admin/fac-handbook/FHSEC7.htm#VIII

Students with Disabilities:

The Student Services/Services for Students with Disabilities Office (SSWDO) is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. SSWDO MUST have documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact SSWDO office as soon as a need may arise.

Location: Student Services, Morgan Hall Room 150
Phone: 785-670-1629 or TDD 785-670-1025

Students may voluntarily identify themselves to the instructor for a referral to SSWDO.

Withdrawal Policy:

Students may withdraw from courses through the second week of class with no recorded grade. From the third through the eleventh week a “W” is recorded for any dropped course. Beginning with the start of the twelfth week, there are NO withdrawals, and a grade will be assigned for the course.

Official E-Mail Address:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information. It may also be used by your instructors to provide specific course information. E-mail messages sent to your Washburn University e-mail address will be considered your official notification for important information. If you prefer to use an alternate e-mail address at which to receive these official University notices, you can access your MyWashburn e-mail account; choose the "Options" tab, and select "Auto Forward" to complete the process to forward your e-mail.

Grade Appeal Procedure:

The Washburn University grade appeal procedure can be found on page 58 of the Washburn University 2005-2006 Catalog.