MGMT 301: Management and Organizational Behavior
Section 09 – MW 3:25 to 4:40 – Tate 133

Professor: Christopher E. Whelpley
Office: BCTR 312
Office Hours: M (10:00 to 11:30) or T (8:30 to 10:00) or by Appointment

Telephone: (651) 226-0684
E-mail: whelpleyce@cofc.edu

Optional Textbook:
Jones, G.R., & George, J.M. Essentials of Contemporary Management, 7th Edition
ISBN: 9781259884627

Required Materials:
TopHat, available at: https://tophat.com/
(sign up on a computer, THEN download the app to your phone…you cannot sign up on your phone)
Cost is $26 for the semester
Join Code: 759868

Textbook:
Organizational Behavior – University of Minnesota Press (Copyright 2017)
Available in OAKS or for free at: http://open.lib.umn.edu/organizationalbehavior/

Case Studies Available at:
https://hbsp.harvard.edu/import/642635
**Course Description**

This course approaches management as the process of reaching organizational goals by working with and through people and other resources. Organizations are treated as dynamic entities affected by individual and group behavior as well as structural and environmental factors. International as well as domestic situations are examined.

**Prerequisites:** Junior Standing (60 Hours)

**Course Objectives**

1. To understand management and organizational behavior (OB) concepts associated with continuous improvement in individual, group, and organizational processes in our global environment. Specific attention will be given to: problem solving/decision-making processes, international context of OB, managing diversity & individual differences, motivation, group/team decision-making and development, organizational processes & benchmarking, leadership, communication, and managing conflict and change.

2. To be able to utilize these concepts to solve practical problems in private, public, not-for-profit, and social organizations. This will be aided by case analysis; each student is expected to analyze "real world situations" through the use of the five-step problem solving (or decision-making) process while insuring that alternative solutions generated for each case consider the ethical dimension as part of its feasibility.

3. To enhance self-management knowledge, skills, and abilities through the completion of a professionally developed resume/vita that is targeted to a career development goal selected by each student. These processes will encourage the application of management and OB concepts to the individual student’s goals and objectives.

4. To enhance writing, interpersonal, presentation and critical thinking skills through the aforementioned objectives, examinations that require analysis as well as synthesis and/or critical thinking, in-class experiential exercises, self-analysis assignments, and class participation.

**SCHOOL OF BUSINESS LEARNING GOALS**

This course addresses the School of Business learning goals as follows:

- **Communication Skills:** Students will demonstrate the ability, via both written and spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner.
- **Quantitative Fluency:** Students will demonstrate competency in logical reasoning and data analysis skills.
- **Global and Civic Responsibility:** Students will be able to identify and define social, ethical, environmental and economic challenges at local, national and international levels. Students will also be able to integrate knowledge and skills in addressing these issues.
- **Intellectual Innovation & Creativity:** Students will be able to demonstrate their resourcefulness and originality in addressing extemporaneous problems.
- **Synthesis:** Students will be able to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks.
Grades

A final course grade will be assigned based on the following point scores:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>Contribution (Rounded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 Exams)</td>
<td>150</td>
<td>30%</td>
</tr>
<tr>
<td>Final Case Study</td>
<td>80</td>
<td>16%</td>
</tr>
<tr>
<td>TopHat Material</td>
<td>75</td>
<td>15%</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
<td>10%</td>
</tr>
<tr>
<td>Case Study Mid-Term</td>
<td>40</td>
<td>8%</td>
</tr>
<tr>
<td>Partner News Presentation</td>
<td>30</td>
<td>6%</td>
</tr>
<tr>
<td>Homework</td>
<td>25</td>
<td>5%</td>
</tr>
<tr>
<td>Resume</td>
<td>25</td>
<td>5%</td>
</tr>
<tr>
<td>Attendance</td>
<td>25</td>
<td>5%</td>
</tr>
</tbody>
</table>

Final grades will be determined using the following scale:

- A  92% >
- A- 90% to < 92%
- B+ 87% to < 90%
- B  82% to < 87%
- B- 80% to < 82%
- C+ 77% to < 80%
- C  72% to < 77%
- C- 70% to < 72%
- D+ 67% to < 70%
- D  62% to < 67%
- D- 60% to < 62%
- F  <60%

Recommendations for doing well on exams and in the class

Download the book.
Read the chapters before the corresponding lectures.
Look through the PPTs and use them as a focal point for studying.
Attend class and prepare for class.
If you are having trouble, come to office hours and talk with me.

Grades will be posted and available in OAKS
**Exams.** There will be three exams worth 50 points each. The exams will be administered online via OAKS and can be taken from anywhere with a secure and reliable connection (I usually suggest the library). Other than cases of extreme personal emergency, a student will not be allowed to make-up exams. More info is provided at the end of the syllabus.

**Case Analysis.** A major case analysis is due as part of a larger MGMT 301 assessment across sections. Thus, the matrix used to grade the assignment is one designed across faculty teaching MGMT 301 to grade the case. I also include a mid-term case that is designed to help teach case writing for the final. Discounted version of the case analyses are available via Harvard Business School Press (you can find the link in table at top of syllabus). The rubric for the cases can be found in the case study section of OAKS and will be discussed in class.

**Tophat.** Tophat will be used for in-class assessments and taking attendance, both of which are required components of the course. I strongly encourage you to routinely check your cumulative progress in your TopHat grade so as to avoid any confusion, or surprises, at the end of the semester.

**Homework.** We will periodically have homework assignments due in class. This will be particularly true if we have to cancel class for any reason.

**Partner News Presentation.** Starting on 09/02 we will have two students team presenting in class on a news story that is relevant to the course material. That is news concerning management related topics as it relates to employee behavior. I will give the presentation for the first few weeks just so you have an idea of what I am looking for. The presentation should be more of a discussion and should last between 8 and 10 minutes.

**Résumé Assignment.** Your resume assignment is due 09/06 and is a required component for all MGMT 301 courses. Directions are available in the OAKS content section.

**Participation.** Students are expected to be active participants in class daily, which requires attendance.

**Attendance.** Attendance will be measured using TopHat so it is important that you log into your TopHat account prior to class starting. I suggest you make every effort to attend all lectures.

**Expectations**

The course policies described above require that you take responsibility for your own performance. I expect you to be professional, to stay informed about the progress of this class, and to complete assignments in a timely fashion. My commitment is to provide you with a useful experience and to give each student a fair opportunity to perform well in this course. If at any time you have concerns about your progress in this course, please see me.

If you miss class, you do not need to tell me why. You are adults and sometimes adults have circumstances that prevent them from coming to class.

**Late Assignment Policy**

If an assignment is late you will lose a letter grade for each day it is late until you reach 50% of the grade.
As long as an assignment is turned in within two weeks of the due date, you can still receive 50% of credit for the assignment, but after two weeks I will no longer accept the assignment.
**Tentative Class Schedule – Subject to Change**

This course schedule represents the instructor’s best estimate of the topics to be covered on various days. Reasonable advanced warning will be given if the exam dates have to be changed.

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Book Chapter</th>
<th>Content</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/2019</td>
<td>Chapter 1</td>
<td>Intro - Ice Breaker - Management Process</td>
<td></td>
</tr>
<tr>
<td>8/25/2019</td>
<td>Chapter 14 &amp; 15</td>
<td>Culture &amp; Organizational Design</td>
<td></td>
</tr>
<tr>
<td>9/1/2019</td>
<td>Chapter 2</td>
<td>Ethics, Justice, &amp; Diversity</td>
<td>Resume Due</td>
</tr>
<tr>
<td>9/8/2019</td>
<td>Chapter 3</td>
<td>Personality &amp; Abilities</td>
<td></td>
</tr>
<tr>
<td>9/15/2019</td>
<td>Chapter 9</td>
<td>Team Management</td>
<td>Exam 1</td>
</tr>
<tr>
<td>9/22/2019</td>
<td>Chapter 11</td>
<td>Group Processes/Decision Making</td>
<td></td>
</tr>
<tr>
<td>10/6/2019</td>
<td>Chapter 5</td>
<td>Motivation &amp; Learning</td>
<td>Case Write-Up Due</td>
</tr>
<tr>
<td>10/13/2019</td>
<td>Chapter 8</td>
<td>Communication/Networks</td>
<td>Fall Break - Monday</td>
</tr>
<tr>
<td>10/20/2019</td>
<td>Chapter 4</td>
<td>Job Attitudes and Job Design</td>
<td></td>
</tr>
<tr>
<td>10/27/2019</td>
<td>TBD</td>
<td>Human Resources</td>
<td>Exam 2</td>
</tr>
<tr>
<td>11/3/2019</td>
<td>Chapter 13</td>
<td>Intro to Strategy</td>
<td></td>
</tr>
<tr>
<td>11/10/2019</td>
<td>TBD</td>
<td>Strategy Continued</td>
<td></td>
</tr>
<tr>
<td>11/24/2019</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/1/2019</td>
<td>N/A</td>
<td>Final Day of Class</td>
<td>Exam 3</td>
</tr>
</tbody>
</table>

***FINAL CASE STUDY DUE 12/09/19***
Disability Statement from the SNAP Office

Students approved for SNAP Services are instructed to meet with each of their professors during the first two weeks of classes or as soon as they are approved for services to discuss accommodations and present a copy of their SNAP-issued Professor Notification Letter (PNL). Though it is the student’s responsibility to initiate discussion regarding accommodations that may be needed, an announcement on your syllabus or in class encouraging them to do so would be helpful. Students will feel more comfortable about identifying themselves as having a disability if they are approaching someone they believe to be receptive to the discussion. Such an invitation can go a long way toward encouraging students with a disability to approach the instructor early in the course.

- The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsibility for notifying me as soon as possible and for contacting me one week before accommodation is needed.

- If there is a student in the class who has a documented disability and has been approved to receive accommodations through the Center for Disability Services / SNAP, please come and discuss this with me during my office hours.

- Any student eligible for and needing accommodations because of a disability is requested to speak with me during my office hours.”

College of Charleston Honor Code and Academic Integrity

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php