Instructor: Carrie Blair Messal, PhD
Office Hours: 8:00 – 9:15, 10:45 - noon (appointment required; virtual or in-person available)
Office: 5 Liberty Street (Beatty Suite 300)
Contact: messalc@cofc.edu (Zoom and phone appointments available)

Textbook & Course Materials:

- Case – Will be made available closer to due date via Harvard Business School Press with Link provided in Oaks (~$5 to purchase)

Course Description: This course approaches management as that 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.

Prerequisite: Junior standing.
Prerequisite: Sophomore standing.

Continuity of Learning

This class is scheduled to meet face-to-face, should we be allowed to return to campus. Even still, due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. More specifically:

- Even once we are able to meet face-to-face, students may choose to participate in the class meeting via Zoom.
- Once we are able to meet face-to-face, I will determine how many students plan to attend class regularly, and their preferred meeting day to be on campus (Tuesday or Thursday). Students who want to attend class in-person will be designated a meeting day; others may attend regularly via Zoom.
- While Zoom sessions will NOT be recorded and posted, I have pre-recorded lectures for each chapter to aid in student learning. While attendance is expected at all class meetings, the pre-recorded lectures are available to help students prepare for exams or make-up missed class time given emergency situations.
- If I have an emergency, or symptoms/exposure to COVID-19, we will continue class meetings via Zoom as soon as possible.
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: history of field, problem solving/decision-making processes, international context of OB, managing diversity & individual differences, motivation, learning styles, 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.
Assessment:

- **McGraw Hill Connect Learn Smart.** Each chapter will include an on-line quiz completed via McGraw Hill LearnSmart.
- **Resume.** All MGMT 301 courses require a resume as a portion of the class. Students are required to work with the Career Center or Student Success Center to get feedback on his/her resume, and submit the final resume for review. The resume assignment is pass/fail. That is, a resume with grammatical/spelling errors that is also not approved by the Career Center of Student Success Center will receive a “0” for the assignment.
- **Current Event Presentation.** Each student will be responsible for making a brief integration between a current event and a topic, and sharing that in class discussion. Students will be assigned dates and topics for discussion.
- **Case analysis.** One case analysis assignment is due during the semester. More information will be given regarding the nature of the assignment and expectations.
- **3 Exams + FINAL.** The exams are multiple-choice and essay-based. They are on-line, open-note, and open-book... but are NOT collaborative. For each exam, you will answer a number of multiple-choice items plus essay/short-answer questions. The answers may seem simple, but to get full credit, you must justify your answer with information from the textbook with citation, and give examples from current events to show understanding of the concept. More information will be given regarding the nature of the assignment and expectations. The final exam will be cumulative and include information from the entire semester’s content, following a format that is similar to, but longer than, the first three exams.
- **Class preparation, participation, and presentation.** Students are expected to be present, punctual, and participating in class meetings; this is true whether meeting in-person or via Zoom. It is expected that you dress business casual for each meeting (whether in-person or via Zoom) and avoid behaviors that distract your peers from class discussion. If our participation is via Zoom (whether by choice or by mandate), then that means being visible, dressed, and center screen. While there is not a formal attendance policy, attendance and participation is always tracked, and is considered in cases of borderline grades.
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Center for Student Learning: I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and they are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843)953-5635.

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 status indicator will appear on the student’s transcript for two years after which the student may petition the XX to be expunged. The F is permanent.

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

Disability Accommodation

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.
## 2022 Fall MGMT 301 Syllabus

<table>
<thead>
<tr>
<th>Dates</th>
<th>Components</th>
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<tbody>
<tr>
<td>T August 23</td>
<td>OPENING EXERCISE: What’s changed in Business?</td>
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<tr>
<td>T August 30</td>
<td>Chapter 1: (Cont’d) READ Chapter 1 &amp; DUE Chapter 1 McGraw Hill LEARNSMART</td>
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<tr>
<td>Th September 1</td>
<td>Chapter 2: Values, Attitudes, Emotions, and Culture: The Manager as a Person</td>
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<td>T September 6</td>
<td>Chapter 2 (Cont’d)</td>
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<td>Th September 8</td>
<td>Chapter 3: Managing Ethics &amp; Diversity READ Chapter 3 &amp; DUE Chapter 3 McGraw Hill LEARNSMART</td>
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<td>T September 13</td>
<td>Chapter 3: (Cont’d)</td>
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<td>Th September 15</td>
<td>Chapter 4: Managing in a Global Environment READ Chapter 4 &amp; DUE Chapter 4 McGraw Hill LEARNSMART</td>
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<td>T September 20</td>
<td>Chapter 5: Decision Making, Learning, Creativity, &amp; Entrepreneurship READ Chapter 5 &amp; DUE Chapter 5 McGraw Hill LEARNSMART</td>
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<td>Th September 22</td>
<td>Exam 1 (Ch 1 – 5)</td>
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<td>T September 27</td>
<td>Chapter 6: Planning, Strategy, and Competitive Advantage READ Chapter 6 &amp; DUE Chapter 6 McGraw Hill LEARNSMART</td>
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<td>Th September 29</td>
<td>Chapter 7: Designing Organizational Structure READ Chapter 7 &amp; DUE Chapter 7 McGraw Hill LEARNSMART</td>
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<td>T October 4</td>
<td>Chapter 7 (Cont’d)</td>
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<td>Th October 6</td>
<td>Chapter 8: Organizational Control and Change READ Chapter 8 &amp; DUE Chapter 8 McGraw Hill LEARNSMART</td>
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<td>T October 11</td>
<td>Chapter 9: Motivation READ Chapter 9 &amp; DUE Chapter 9 McGraw Hill LEARNSMART</td>
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<td>Th October 13</td>
<td>SPEAKER: Cory Werkheiser, Associate Director Career &amp; Professional Development</td>
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<td>T October 18</td>
<td>EXAM 2 (Ch 6-9)</td>
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<td>Th October 20</td>
<td>Chapter 10: Leaders &amp; Leadership READ Chapter 10 &amp; DUE Chapter 10 McGraw Hill LEARNSMART</td>
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<td>T October 25</td>
<td>Chapter 10: (Cont’d) DUE: Resume Assignment SUBMIT Career Center (or Student Success Center) reviewed and approved resume via Dropbox</td>
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<td>Th October 27</td>
<td>Chapter 11: Effective Team Management READ Chapter 11 &amp; DUE Chapter 11 McGraw Hill LEARNSMART</td>
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<td>T November 1</td>
<td>Chapter 11 (Cont’d)</td>
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<td>Th November 3</td>
<td>Chapter 12: Building and Managing Human Resources READ Chapter 12 &amp; DUE Chapter 12 McGraw Hill LEARNSMART</td>
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<td>T November 8</td>
<td>NO CLASS – Election Day</td>
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<td>Th November 10</td>
<td>INSTRUCTIONS: Case Analysis</td>
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<td>T November 15</td>
<td>Chapter 13: Effective Communication READ Chapter 13 &amp; DUE Chapter 13 McGraw Hill LEARNSMART</td>
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<td>Th November 17</td>
<td>Chapter 13 (Cont’d)</td>
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