

MGMT 3340-Managing People and Work		Spring 2008
Instructor: Dr. William Bounds Office Hours: 8:00-9:00 MWF / 11:00-12:00 MW / 1:30-2:30 M-Th Other times available by appointment		Office-BBA 210-E Telephone: 450-3149 E-Mail: BBounds@UCA.edu
Resources	<u>MGMT</u> , 2008 Edition, by Chuck Williams Online resources at <a href="http://www.mgmt4me.com">www.mgmt4me.com</a> Supplementary material copied from my page on the CBA website ( <a href="http://www.business.uca.edu">www.business.uca.edu</a> ) or from my Web CT site (See my CBA Web page for access directions).	
Prerequisites	<b>Completion</b> of ACCT 2310/2311/ECON 2320/2321/QMTH 2330	
Course Outline		
Unit	Primary Topics	Supplementary Topics
I	Ch 1-The Nature of Management Ch 5-B-Decision Making	Ch 2-The History of Management
II	Ch 3-Organizational Environments/Cultures Ch 4-Ethics/Social Responsibility	Ch 12-Managing Individuals/Diversity
III	Ch 5-A-Planning Ch 9-Organizing	Ch 11-Staffing/Human Resource Management
IV	Ch 16-Controlling Ch 6-Organizational Strategy	Ch 14-Leading
<u>Selected Critical Dates for Spring 2008</u> (See University Calendar for complete list of critical dates)		
January 10-Instruction begins for Spring semester January 15–Last day to add classes or make audit/credit changes January 21-Martin Luther King, Jr. Day Holiday February 8-Final date to make application for May graduation March 5-Mid-Term grade report due March 22-30-Spring Break April 4-Last day to drop course with non-punitive grade April 2-23-Advance Registration April 18-Last day to officially withdraw from the University April 25-Study Day / April 28-May 2-Final Examinations		
Academic Honesty/Ethics	As a member of the University community and as a potential graduate of the College of Business Administration, you are expected to conduct yourself in a manner consistent with the highest standards of personal integrity and professional ethics.  The University's standards for academic conduct are set forth in the <u>Student Handbook</u> and failure to adhere to those standards will constitute an act of academic misconduct and students committing such acts will be dropped from the class with a grade of WF. Doing your own work and avoiding the giving or receiving of unauthorized assistance on assignments or examinations are key steps toward meeting this expectation.	
Disability Accommodation	UCA adheres to the requirements of the Americans with Disabilities Act. If you need accommodation under this act due to a disability, please contact the Office of Disability Support at 450-3135.	
Academic Policies	Students should familiarize themselves with all policies listed in the <u>Student Handbook</u> , including general rules and regulations, university records, and academic policies. Additionally, the <u>Handbook</u> 's specific policies on sexual harassment should be understood.	

INFORMATION SHEET FOR MGMT 3340 (Continued)

Grading System: Your grade will be determined by your performance in the following areas:

Examinations	A test will be given for each Course Outline unit. Tests will be made up of questions taken from lecture material, readings, and the text. Exam format and points allocated to each unit's topics will be announced prior to each test. Tests missed without a satisfactory explanation will not be made up. Unannounced quizzes on readings and problems may be given periodically.																
Assignments	Assignments taken from the text and other sources will be made throughout the term. Unless another date is set, an assignment will be due the class meeting following the one in which it is announced. Some assignments will be discussed in class and will not be taken up, but some assignments will be taken up and graded. If credit is to be earned on an assignment, it must be turned in when due.																
Participation	Class members are expected to take part in constructive class discussion. Class participation includes answering questions assigned with problems, associated with readings or the text, or raised during class. Failure to be prepared to take part in class discussions will be considered the equivalent of an absence.																
Attendance/ Punctuality	<p>In accordance with University policy, you are expected to punctually attend all class meetings. Examinations or assignments missed due to absenteeism or lateness will not be made up unless a satisfactory reason is provided. Three tardies will be counted as an absence. Classes missed before or after examinations or holidays will be counted as two absences and early departures from class will be counted as an absence. Class attendance will have the following effect on your final grade:</p> <table border="1" data-bbox="363 1108 1463 1226"> <tr> <td>Absences</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>Adjustment</td> <td>+5%</td> <td>+2.5%</td> <td>±0%</td> <td>-10%</td> <td>-20%</td> <td>-30%</td> <td>WF</td> </tr> </table> <p>An attendance chart will be used to check roll at the start of each class. If you are late to class, be certain to notify the instructor at the end of the period</p>	Absences	0	1	2	3	4	5	6	Adjustment	+5%	+2.5%	±0%	-10%	-20%	-30%	WF
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Final Grade Computation	The points you earn from examinations and assignments will be summed into an overall score and converted into a percentage of possible points. Percentages will then be adjusted for participation and attendance. A reference point (minimum of 95.0%) will then be computed by adding half of the difference between the highest percentage and 100 percent to the highest percentage. Breaking points for letter grades will then be computed at 90, 80, 70, and 60 percent of the reference point. Scores will not be ranked if three or more absences and/or tardies counted as absences are accumulated during the term. Your grade will be based solely on your performance in the areas identified above. There will be no extra credit projects.																
Classroom Policies	In order to promote the orderly conduct of class, please: (1) Turn off cell phones, pagers, iPods, MP3s, etc.; (2) Do not bring food to class (bottled or lidded drinks are permitted); and (3) Do not leave the classroom while class is in session.																
Changes to Syllabus	If it becomes necessary to make changes to the course syllabus, you will be notified.																