Professor's Contact Information

Office Phone	972-883-5869
Other Phone	N/A
Office Location	JSOM 2.205
Email Address	Vance.Lewis@UTDallas.edu
	NOTE: I do not check my email on my phone or 24 hours a day.
Office Hours	Wednesdays 12:30-2:30p
	Tuesday and Thursday afternoons by appointment
Statement of Teaching	Teaching is not something I am forced to do…I do it because I not only enjoy it but I, by personality, am motivated by helping other people find success. Every decision I make regarding this class is done with the motive of helping you acquire the skills and knowledge to become a highly successful business person.

General Course Information

Pre-requisites	Junior or Senior Standing
Course Description	This course will introduce students to the connections between areas in management, emphasizing the role that organizational behavior plays in the functioning of the organization. Students will have the opportunity to learn and implement ideas through the use of exercises and case studies. The student will gain useful tools to identify problems in organizations, apply solutions and understand outcomes.
Learning Outcomes	1) Understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management; 2) Be knowledgeable of historical development, theoretical aspects and practice application of managerial process; 3) Be familiar with interactions between the environment, technology, human resources, and organizations in order to achieve high performance; 4) Be aware of the ethical dilemmas faced by managers and the social responsibilities of businesses; 5) Develop an understanding of individualist roles and styles of management and how managers operate within an organization.
Required Texts & Materials	Griffin, R. W. & Van Fleet, D.D. (2014). *Management Skills: Assessment and Development.* Mason, OH: South-Western/Cengage. ** The electronic version on this textbook is not acceptable and cannot be used during class or exam.* This course will require the use of a clicker. A clicker is an audience response device that resembles a small calculator. This allows you to provide real-time feedback to your instructor during class. Class summary results are displayed graphically, providing students and the instructor a

gauge as to how well the class is grasping the material. You can purchase (and sell back) your clicker at the UTD Bookstore.

Required Computer Access   UTD E-Learning

Evaluated Efforts

Grade Component	Point Available
Class Contributions	**100**
Exam One	**100**
Exam Two	**100**
In-Class Quizzes	**150**
Class Discussant Role	**50**
Management in the Movies Written	**100**
Management in the Movies Oral	**100**
Before and After Journal (4x25pts)	**100**
Attendance	**250**
Course Contract	**10**
Total	**1060**

Final Grade Determination

Final Point Total	Letter Grade
970-1000	**A+**
940-969	**A**
900-939	**A-**
870-899	**B+**
840-869	**B**
800-839	**B-**
770-799	**C+**
740-769	**C**
700-739	**C-**
680-699	**D+**
670-679	**D**
660-669	**D-**
0-659	**F**

*Midterm grades are due October 18, 2013. Midterm grades will be calculated using any assignments recorded to E-Learning on that date and will only use A, B, C, D or F labels.

Extra Credit

The concept of extra credit can be traced back to the earliest Colonial Divinity Schools and it was an exercise offered to motivated students to further their learning…it had nothing to do with helping desperate individuals get a higher grade. There will be no extra credit offered in this course; however, please note that the amount of point available to earn exceeds the maximum amount of points counted thus extra credit is already built into the course.

In-Class Quizzes

At the beginning of each class session which covers a chapter of the text (which will be Tuesdays), students will be given a five question quiz (with each question counting three points each) which covers the material for the day. These quizzes will be multiple choice and will utilize a Turning Technologies Innovative Response Clicker (available at the UTD Bookstore). These questions will be closed note and closed book.

Exams

This course will feature two exams. These exams will be in a case study format; however, at the time of this syllabus, the exact format for exams is still under consideration.

Management in the Movies Project

Movies and television programs all feature examples of managers…good and bad! In small teams, students will be asked to identify a character in a movie or television program and create a character analysis. This character analysis will be based on the theories and assessments used throughout the course and will consist of a brief paper as well as an interactive and creative presentation of the character to the classmates. *(Note: Office Space and The Office cannot be used but nice thought!)*

Class Discussant

One of the major aspects of being a strong manager is being able to take charge of meetings and situations. In small teams, each student will be asked to serve as the class discussant for one of the ten chapters in the book. On the Thursday of the discussion, each team will be responsible for creating some activity which furthers the discussion of the material for the week. The team should also be able to clearly articulate the theory(s) which they are discussing. Each team should be highly creative with this activity and should avoid utilizing one of the textbook activities.

Before and After Journal

Each chapter of the text offers one or more assessments of that topic. Students should select four of the ten units to formally complete one of the assessments prior to the course discussion that week and record their results along with a brief description of their thoughts on the outcome. After both days of discussion have occurred, students should revisit the assessment and reflect on how they can improve or alter their behavior in that area based on what has been learned. This exercise is highly introspective and should not be an exercise in identity management.

Class Contributions

This is a team-based, experiential course; consequently, contribution is critical. Contribution is different from attendance or from paying attention. Contribution includes coming to class prepared, having read the material, making relevant contributions to the discussion, asking pertinent questions, politely listening to other students, helping clarify an issue, offering an alternate point of view, and so forth. Sleeping in class, reading

material unrelated to the class, whispering while other students are talking, and other such disrespectful actions will negatively impact your participation score. As in a business setting, the positive, active participation of all members increases the benefit to all. Arriving to class late or leaving class early will negatively affect how your contributions are perceived.

In-Class Activities

During the semester, there will be a variety of activities during class. These might range from discussion of case studies in the chapters to games to full-scale negotiations. While not all of these activities will be for points, students should expect that some will and should offer their best efforts to show off, outside of exams, what they are learning in the class.

Attendance

Just as how in one's job they are expected to be at work, students are expected to be in class and attendance is expected. In this course, there are 250 points awarded for attendance with students being awarded 10 points for each class attended (exam days are excluded). Attendance will be taken promptly at the beginning of each class and to earn full points, students must remain in class from beginning to end.

Note: Though I am sympathetic to the issues that might arise in your life, an emergency in your life does not warrant a change of action on my part. Attendance recording will begin on September 3, 2013.

Late Work and Missed Assignments and/or Exams

All deadlines for submissions are clearly defined; therefore, no assignments or projects will be accepted late FOR ANY REASON. If a student misses their group presentation, they will receive a grade of zero for that project. If a student misses an exam, they will receive a grade of zero for that exam. If a student misses a graded class activity, they will receive a grade of zero. If a student misses a quiz, they will receive a grade of zero. If a student feels they have a compelling reason for missing either the presentation, exam, or activity, they may file a written appeal with the Professor.

Cell Phones/Mobile Devices

Many companies, in their company handbook, make provisions for the use of cell phones and mobile devices during the company's time. The policy in this course is that cell phones and mobile devices are not allowed during class time. This is in place for three reasons: 1) you need to be paying attention to what is occurring during class, 2) your use of a device may be a distraction to others in the class, 3) your use of a device may be a distraction to the Professor. Students who elect to violate this policy will first be issued a warning, either verbally or through email. Any further issues with the policy after that will cause the student to be placed on "unpaid leave" and asked to leave the class for the day.

Laptop Computers

As with mobile devices, many companies elect to limit computer use during company time. The only approved use for laptop/tablet devices is for use in taking notes. Use of a computer outside of this provision will result first is your being asked to stop usage of your computer and then, if problems persist, in your being placed on "unpaid leave" and asked to leave the class for the day.

Note: Students electing to use a laptop in class will be asked to sit in the front rows of the classroom.

Off-campus Instruction and Course Activities

This course does require students to visit a local business as part of their semester group project.

Email and Communication

Due to issues of privacy, all email communications from students must either be through E-Learning or the student's utdallas.edu email account. Emails sent from a non-utdallas.edu email, such as yahoo, gmail, google, etc., will not be answered.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to http://go.utdallas.edu/syllabus-policies for these policies.

Statement regarding potential academic dishonesty

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will make a determination based on evidence. If it is decided that an infraction occurred, *at minimum* a grade of zero will be recorded for the assignment/activity in question.

The descriptions and timelines contained in this syllabus are subject to change <u>at the discretion</u> of the Professor.

Course Schedule

Date	Topic	Material to be Discussed in Class	Assignment Due at the Beginning of Class
Tues., Aug. 27	Introductions	Syllabus	
Thurs., Aug. 29	Society for Human Resource Management Meeting		
Tues., Sept. 3	Does Someone Have to Go?		Course Contract Personal Information Sheet
Thurs., Sept. 5	Does Someone Have to Go?		
Tues., Sept. 10	Basic Management Skills	Chapter 1	
Thurs., Sept. 12	Basic Management Skills	Chapter 1	
Tues., Sept. 17	Learning and Developing	Chapter 2	
Thurs., Sept. 19	Learning and Developing	Chapter 2	
Tues., Sept. 24	Time Management Skills	Chapter 3	
Thurs., Sept. 26	Time Management Skills	Chapter 3	
Tues., Oct. 1	Interpersonal Skills	Chapter 4	
Thurs., Oct. 3	Interpersonal Skills	Chapter 4	
Tues., Oct. 8	Conceptual Skills	Chapter 5	
Thurs., Oct. 10	Conceptual Skills	Chapter 5	
Tues., Oct. 15	Exam #1		
Thurs., Oct. 17	Guest Speaker		
Tues., Oct. 22	Diagnostic Skills	Chapter 6	
Thurs. Oct. 24	Diagnostic Skills	Chapter 6	
Tues. Oct. 29	Communication Skills	Chapter 7	
Thurs., Oct. 31	Communication Skills	Chapter 7	
Tues., Nov. 5	Decision-Making Skills	Chapter 8	
Thurs., Nov. 7	Decision-Making Skills	Chapter 8	
Tues., Nov. 12	Technical Skills	Chapter 9	
Thurs., Nov. 14	Technical Skills	Chapter 9	
Tues., Nov. 19	Managing to Leading	Chapter 10	
Thurs., Nov. 21	Managing to Leading	Chapter 10	
Tues., Nov. 26	--------------	NO CLASS	
Thurs., Nov. 28	--------------	NO CLASS	
Tues., Dec. 3	Management in the Movies		Written project due on E-Learning
Thurs., Dec. 5	Management in the Movies		
Tues., Dec. 10	Exam #2	Chapter 1-10	
Final Exam TBA			