
General Information

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Office: UH 2220
Office Hours:
Tuesday: 9:30-10:30, 1:00 – 1:45, 4:00-5:00
Thursday: 9:30-10:45, 1:00 – 1:45

NO APPOINTMENT NECESSARY — FIRST COME, FIRST SERVED

Other times by appointment. (This means: call the office—I might be there.)

Course Description

Introduction to Management is a survey course. It touches upon a large number of topics, none of them in depth. Nonetheless, by the end of the course students should have gained a broad perspective on organizations and the art and science of getting work done through people.

The study of management draws from economics, anthropology, philosophy, political science, sociology, social psychology, and psychology. The main topics in the course are listed in the schedule below.

Required Text

Fundamentals of Management: Essential Concepts and Applications (8th Ed.)

Robbins, S. P., DeCenzo, D. A. and Coulter, M. (Upper Saddle River, NJ: Pearson Prentice Hall) 2012. ISBN13: 978-0-13-3035667

Course Objectives

Management is an applied course, which is to say that the course objective is to prepare students to manage organizations or parts of them. Having said that, it is also true that management is the subject of academic study. Some of you may develop an interest in the topic sufficiently strong to inspire you to become a lifetime student, that is, a professor, of management.

At the end of the course, the diligent student should be able to

- describe the major principles of management
- define management concepts and terms and distinguish among them
- identify which principle(s) of management applies in a given situation
- explain cause and effect in management situations

Course Requirements

Earning Homework Points

You may earn your homework points by submitting written answers to exercises in the textbook. There are four types of exercises:

<u>Exercise</u>	<u>Points</u>
Understanding Yourself (S)	10
Understanding the Chapter (U)	10
Case Application (C)	14
Right or Wrong (E)	16

You may earn up to 150 points—**full credit**—by submitting any combination of exercises. Homework must be BRIEF (as in: *short, laconic, terse, concise, not long*, etc.). They must be typed or word processed and *on time*.

“On Time” means: hard copy submitted in class on the day listed in the schedule below. NO EXCEPTIONS! It does NOT mean submitted electronically! Late is late!

Earning Bonus Points

You can earn bonus points by precisely following certain procedures: Choose four exercises of each type and submit them on the due date. Points are awarded as follows:

$$(4*10) + (4*10) + (4*14) + (4*16) = 40 + 40 + 56 + 64 = 200$$

No other combination will qualify for bonus points. Note that on two occasions, you must submit two homeworks. The total required for extra 16 homeworks. Any homework earning zero will disqualify the student from extra credit points. Missing homework is also a disqualification.

YOU MAY EARN *bonus points*
IF AND ONLY IF YOU SUBMIT FOUR OF EACH TYPE.

This is a bonus for your demonstrated ability to manage time and information—a reward for perfection. And good practice for managers-in-training.

READ THIS STUFF—IT’S IMPORTANT! The assignments must be turned in at the end of class on the day they are due. Due date is determined by the syllabus—no exceptions. You choose the type of assignment you want to do for a particular day. Keep track of what you do so you don’t over- or under-allocate categories. Four from each category are required for bonus points.

Late homework will not be accepted, so plan ahead. Neither e-mail nor facsimiles are acceptable methods of turning in homework. You must turn in a hard copy in class. (Hint: if you must miss a class, give your homework to a RELIABLE friend to turn in for you.) If he/she is not reliable, tough luck. You may always submit homework early.

Total length may not exceed 150 words, which is about one-half (1/2) of a typed page. To ensure brevity, you must submit the assignment, typed, on a one half a page. Assignments on paper that is larger than 8-1/2” × 5-1/2” will not be accepted. Typed or printed, please—handwritten homework will not be accepted. The most important thing to remember about the assignments is that they be brief.

- For the *Understanding Yourself* exercise, make a short statement concerning what you learned about yourself. Show only your total score. Discuss what your score says about you.
- For the *Case Application* and *Understanding the Chapter* exercises, answer just two questions, no more.
- For the *Right or Wrong* exercise, focus on *ethics*, not just profit, loss, efficiency, etc. Ethics refers to acceptable vs. unacceptable conduct.

THIS IS IMPORTANT TOO! Provide the following information at the top of the page:

Chapter number	Your student ID using this format: 67-123-4567
Title of exercise and question numbers	NO NAME!

Did I mention that the homework assignments should be brief?

Grades

There are 1,095 *available* points in the course distributed as follows:

Full credit points:

Homework		150
3 Tests @ 200 points each.	Open notes.	600
Cumulative Final Exam.	Open notes.	250
	Total	1000

Extra credit points:

Bonus for extra credit homework.	50
Extra Credit for Ethics Lecture	25
Bonus for participation in experiment	20
Bonus points available	<hr/> 95

The grades are based on the following distribution:

<u>Grade</u>	<u>Points</u>
A	900 - 1,000
B	800 - 899
C	700 - 799
D	600 - 699

Tests and Exams

To help you monitor your progress through the semester, there will be three (3) non-cumulative tests. These tests are intended to provide you with feedback about your progress in learning the course material. Students who do poorly on the first test typically adjust their note-taking and study habits to ensure better performance on subsequent tests.

The final exam is cumulative, but will emphasize material from the latter part of the course.

CHEATING WILL NOT BE TOLERATED AND WILL RESULT IN A FAILING GRADE.

You may consult your written or typed notes during the exam, but not photocopies of the textbook, or copies of PowerPoint slides that you might find on the internet. Also: no downloads or other mechanical or digital reproductions. The purpose of this rule is to encourage you to learn the material by writing it into your notes. When students write notes they typically try to save time, which means they must think about what to include or exclude. This process

encourages learning! Use of photocopies of the text will be considered cheating, resulting in confiscation of the exam and a failing grade.

Participation

Participation is encouraged in this course: you are expected to ask questions and challenge assumptions. **Asking the professor for clarification is encouraged!** Please tell interesting stories, refer to books, plays, poems, television shows, sacred texts, or movies—especially movies— that illustrate the principles in the text.

Life Outcomes

Management is an art as much as it is a science, and art is learned through observation and practice. In your career as a manager, if you are acting ethically to maximize shareholder value by satisfying customers while enhancing human well-being, then you will be a success.

Department

Cell phones. Turn them off! This should not have to be explained.

Attire. Situation-appropriate attire is expected. Practice being professional. This means you should be adequately covered up. What is “adequate?” If you have to ask, it is probably not adequate. Save your décolletage or muscle shirt for the beach or singles bar. And, consider the appropriateness of the graphics on your t-shirt.

Conduct in class. School should be fun, but socializing during a lecture is rude and disrespectful. Conversations, even if *sotto voce*, add to the noise level, precipitating a kind of vocal arms race. If you have a question, ask it out loud so ever one can hear and learn. Also, watch your language. Although vulgarity may sometimes be cool, unsparing use is not respected.

Lateness. There is a certain amount of randomness in life—trains do not always run on time, it snows or rains, there is (always) roadwork and traffic in Chicago, etc.—that can cause lateness.

And there is laziness, which also causes lateness.

Either way, late entry is disruptive. Take responsibility for how you affect others.

ACADEMIC HONESTY

You are expected to abide by the CBA Student Code of Ethics. In keeping with CBA policy, evidence of academic dishonesty will automatically result in a failing grade for the course and disciplinary review by the University. Academic dishonesty includes, but is not limited to: cheating, plagiarism, falsification of information, examination by proxy, bribery, and non-original works. Plagiarism is such a serious offense that it is grounds for expulsion from the University and can mar your academic transcripts as well as reduce prospects for hiring and graduate program admission. To update yourself on the honor code for the college as well as your rights and responsibilities as a student, please review the CBA Honor Code/Student Rights and Responsibilities at:

<http://www.uic.edu/cba/ugrad/Documents/CBAHonorCodestudentresponsibility.pdf>

STUDENTS WITH DISABILITIESThe University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC Programs must be registered with the Disability Resource Center (DRC). Please contact DRC at (312) 413-2183 (voice) or (312) 413-0123 (TDD). More information may also be found at the DRC Website located at http://www.uic.edu/depts/oaa/disability_resources/index.html.

Students requesting accommodation must provide a Letter of Accommodation (LOA) outlining the specific accommodations requested for the course. This letter is developed by the DRC in coordination with the student and delivered by the DRC or student prior to the start of the semester.

<u>Class N^o</u>	<u>Date</u>	<u>Readings:</u> Robbins, DeCenzo & Coulter 7 th Edition	<u>Assignment Due</u>
1.	28 August	Ch. 1 Managers & Management	
2.	30 August	History Module	Ch 1
3.	4 September	Ch. 13 Communications	Ch 13
4.	6 September	Ch. 14 Control	Ch 14
5.	11 September	Ch. 2 Environment	Ch 2
6.	13 September	Ch. 3 Globalization and Ethics	Ch. 3
7.	18 September		
8.	20 September	Test #1	
9.	25 September	Review Test Answers	
10.	27 September	Ch. 5 Foundations of Planning	
11.	2 October	Ch. 6 Structure & Culture	Ch 5
12.	4 October	Ch. 7 Human Resources	Ch 6
13.	9 October	Career Module	Ch 7
14.	11 October		
15.	16 October	Test #2	
16.	18 October	Review Test Answers	
17.	23 October	Ch. 8 Change and Innovation	Ch 8
18.	25 October	Ch. 9 Individual Behavior	Ch 9
19.	30 October		
20.	1 November	Ch. 10 Groups & Teams	Ch 10
21.	6 November		
22.	8 November	Ch. 4 Decision Making	Ch 4
23.	13 November	Test #3	
24.	15 November	Review Test Answers	
25.	20 November		
26.	27 November	Ch. 11 Motivation	Ch 11
27.	29 November	Ch. 12 Leadership and Trust	Ch 12
28.	4 December	Entrepreneurial Ventures	
29.	6 December	Ch. 15 Operations Management	Ch 15
SEE UIC WEBSITE FOR FINAL EXAM TIMES			