

# INTRODUCTION TO BUSINESS MANAGEMENT ADM1100 A Fall 2019

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<b>Office Hours</b>	By appointment. Please confirm your intentions by e-mail.
<b>Class Location</b>	100 Louis Pasteur (CRX), Room C240
<b>Class Hours</b>	Mon 19:00 – 21:50
<b>Prerequisite</b>	None
<b>Program of study</b>	Choose between the three choices below:
	BCom mandatory course
	Mandatory course of option _____ or specialization _____
	Optional course of option _____ or specialization _____

## GRADING OF STUDENTS IN ADM 1100

Course Deliverable	Due Date	Weight on Final Grade
Mid-Term Exam (2 hours)	Oct 21st in class	35%
Team Case Study	Nov 14 <sup>th</sup> 10AM	20%
Final Examination	During the Examination period	45%

## **COURSE DESCRIPTION**

This course has the following objectives:

- 1.) To provide the future manager with basic knowledge of the methods by which an organization can function effectively;
- 2.) To understand the manager's role and main functions;
- 3.) To learn how the managerial functions can be applied in the management of an organization.

Students will be introduced to the philosophy of modern management organized as four parts:

1. Theoretical Constructs
2. Entrepreneurship and Forms of Business Ownership
3. Functions of the Manager (Planning, Organizing, Leading and Controlling)
4. Selected Managerial Challenges (Strategy, Organizational Change, Teamwork, Human Resources Management, Accounting, and Marketing)

## **COURSE CONTRIBUTION TO PROGRAM LEARNING GOALS**

- LG1 Understand, Apply and Integrate Core Management Disciplines
- LG3 Demonstrate Leadership, Interpersonal and Communication Skills
- LG5 Unlock the Value of Globalization

The content and pedagogical approach to this course, while introductory, affords students the early opportunity to begin *understanding, applying and integrating core management disciplines* such as planning, organizing, leading and controlling. This learning goal is evaluated through formal examinations as well as through case studies discussed in class. Students will have an opportunity to develop their *interpersonal and communication skills* through various in class exercises and through in-class case study assessment. The *value of globalization* in the management context is an important component of this course and is interspersed throughout the lecture treatment of various management disciplines. Unlocking the value of globalization is formally evaluated through a specific component of the final exam.

## **PEDAGOGY**

This course will use a combination of formal lectures, discussions, and case studies. The lectures given are intended to highlight the main points of the assigned readings and to further complement these points with issues and ideas raised in other pertinent material. The discussions held in the lectures will help to clarify and expand on the themes of the course.

In order to participate meaningfully in discussions and to optimize learning, students must come to each lecture well prepared. Therefore, it is expected that students will complete any required readings, exercises, and case studies prior to the lecture in which the material is scheduled to be covered.

## **REQUIRED TEXTBOOK/MATERIALS**

**Required textbook: Robbins, Coulter, Leach and Kilfoil: Management, Twelfth Canadian Edition. Pearson Canada Inc., 2019.**

**Optional:** 'MyLab Management' access codes (details through Brightspace)

**Optional book** for team case analysis: Delcorde, David H J: The Art of Business and Management Case Analysis, Kendall Hunt, 2019

The required e-text is from *Robbins, Coulter, Leach and Kilfoil: Management, Twelfth Canadian Edition. Pearson Canada Inc., 2019*. It also comes with 'MyLab Management' access codes that can be purchased locally at the Campus Bookstore & Agora Books (**Optional**). A printed loose-leaf version of the text is also available for additional \$15 CDN. If students are interested in this print offer, please follow the steps to complete the loose-leaf print offer form. The instructions can be found in the MyLab course under the title Print Offer. **This offer is only available to students who have already purchased the “eText” version of their MyLab.** In addition, students will also use an online University portal to access course notes and material. This material will be available to you through the Virtual Campus system (Brightspace)

## **COURSE REQUIREMENTS**

### **MID-TERM EXAMINATION (35%):**

There will be a 2-hour mid-term examination held during the semester on October 21, 2019. The mid-term examination will cover all materials up to and including October 10. Other details regarding the examination will be announced in class.

A student who misses the mid-term examination for medical reasons only may apply to write a deferred mid-term examination. The deferred examination can only be taken in the time period allotted to deferred examinations by the Telfer School of Management. Note that the approval to write a deferred examination rests with the deferral committee of the Telfer School of Management and not the individual professor (see below for additional details).

### **FINAL EXAMINATION (45%):**

There will be a three (3) hour Final Examination held during the official examination period. This examination will be **cumulative** – in other words, it will be based on the entire semester and will cover all course material, at the discretion of the professor. The content of each Examination will be based on material covered in the lectures, discussions, and assigned readings.

Note: Students who are absent two or more classes will be excluded from the final examination for this course. Random attendance check will be done through the term.

**TEAM CASE STUDY (20%):**

In teams of **8-10**, students will be required to complete a case study. Details on the case study and forming teams will be communicated by the professor in class. Team case project is due at 10 AM on November 14, 2019. If the project is not submitted at the due, an automatic deduction penalty of 25% of the project mark will be applied. Each subsequent day thereafter will incur an additional 25% penalty. See Due Dates and Grading section below for further details about the late submission.

**TEAM FORM DEADLINE: Sept 28<sup>th</sup>**

Team (Group) formation deadline: Sep 28st 10 AM (Self-enroll through Brightspace). If you cannot find the group, you will be randomly assigned to the group by Sep 30th.

**PEER EVALUATION (optional):**

You are going to provide a confidential evaluation of the contribution of each of your team members (including your own). This mark could be used to reduce (by up to 50%) or increase (by up to 10%) the project grades of students judged to have made a substandard or exceptional contribution. Further details will be given during the class.

**DUE DATES AND GRADING:**

- Team projects are due at the given due date and time. *There is no grace period, regardless of reason. The late penalty is 25% of the assignment mark for each day or part thereof.*
- All assignments submitted, even late, will be reviewed and graded with feedback.
- No make-up activity or assignment can be undertaken in order to improve your midterm, project, final exam, or course marks.
- All work submitted in this class must be your own. Cheating, plagiarizing, and gaining unfair advantages over others will NOT be tolerated. As per University policy, penalties for cheating are severe (failure, suspension, expulsion from the university). Evil-doers may also suffer long-term irreparable damage to their conscience.
- Specific details about the project expectations, requirements and deadlines will be available during the classes and will be posted on Brightspace. Please ensure that you follow all the requirements.

**MEDICAL CERTIFICATES**

Students are expected to write (or submit) all course deliverables as scheduled according to this Course Outline. Medical absences (with the appropriate medical certificate) are the only acceptable reasons for failure to hand-in or complete a requirement of this course at the specified time. THERE WILL BE NO EXCEPTIONS. For a missed Mid-term or Final Exam, medical certificates must be submitted along with deferred exam application and a medical certificate form to the Student Services Centre (DMS 1100) of the Telfer School of Management. For other missed deliverables, the original medical certificates can be submitted directly to the Professor.

## **COMMUNICATION**

- Use your university account. E-mail from other domains (hotmail, yahoo...) may be screened by anti-spam filters.
- Subject: Always identify the course number and section, followed by a brief description of the issue or concern (e.g.: ADM3321C Team project topic)
- The Text Body Field: Keep things simple, clean and to the point. Address me using my professional title: "Professor Lee" Be specific and detailed about what the difficulty or challenge is regarding. Ask an actual question, rather than leaving it up to me to infer what you don't understand. Punctuate. Capitalize appropriately. Use complete words and sentences; this is not texting. Check your spelling. Be nice and thank me for answering. Use your full name, group name/number and student number as signature.
- Professor Response Time: I read and respond to student e-mail during my weekday office hours. Thus, you can expect a response within two work days.

## **REMARKING**

1. **Remarking Assignments and/or Examinations** – From time to time, students have legitimate concerns about marks they have received on a piece of work submitted. It is important to understand that you do have recourse if you feel that any paper handed back to you has not been marked appropriately for the work you have submitted.

If you ever feel this way during this course, you must embark upon the following procedure within one week of the paper being handed back in class:

- a. Indicate in writing specifically what your concern(s) is (are). This does not mean that you simply say "I think I deserve more marks." You must clearly indicate where the marker made a mistake in his/her marking of the paper. In this regard, you must refer to the class notes, excerpt in the textbook, etc., supporting your claim.
- b. After completing #1 above, you must submit the paper with your written comments back to the Professor within one week of the paper being handed back in class. If you did not pick up the paper when it was handed back, you still have only one week from the original hand-back date to request a remark.
- c. If a paper is not resubmitted following the above guidelines, the Professor will regard the mark as originally assigned to be final. NO MARKS will be changed at a later date.

***It is important to note that the Professors reserve the right to remark the entire paper in question.***

**2. Use of Recording/Video Devices** – The recording of lectures and/or the videotaping of lectures is strictly prohibited.

**3. Due Dates for Deliverables** – Students are expected to write (or submit) all course deliverables as scheduled according to this Course Outline. Medical absences (with a written certificate signed by a physician) are the only acceptable reasons for failure to hand-in or complete a requirement of this course at the specified time.

**4. Late Policy** – There is no grace period, regardless of reason. The late penalty is 25% of the assignment mark for each day or part thereof.

**5. Deferred Examinations** – In order to sit a deferred examination you MUST make a formal application to the Deferral Committee at the Telfer School of Management Undergraduate Office. It is this committee who approves (or not) your application for a deferred examination, not your professor.

**6. Class attendance** is mandatory as described in the University's calendar. It is your responsibility to familiarize yourself with the appropriate sections of the calendar. Remember that I have the authority to prevent you from writing the final exam if you miss two or more classes for this course. Random attendance check will be done through the term.

**ADM 1100 A**  
**INTRODUCTION TO BUSINESS MANAGEMENT**  
 Fall 2019  
**Tentative Schedule<sup>1</sup>**

Week	Topic Schedule and Deadlines	REQUIRED READINGS
Sept. 9	Introduction to Course Introduction to Management and Organizations	Ch-1
Sept. 16	Introduction to Management and Organizations Management History	Ch-1 Module 1
Sept. 23	Managing in a Global Environment Managing Entrepreneurially and Options for Organizing a Business	Ch-4 Ch-5 and Lecture Slides
Sept. 30	Decision Making *Team case project demo*	Ch-8 Lecture Slides
Oct. 7	Foundations of Planning Managing Strategically	Ch-9 Ch-10
Oct. 13	NO CLASS – STUDY WEEK	
Oct. 21	☆ October 21 ☆ MIDTERM EXAM ☆	
Oct. 28	Managers and Communication	Ch-12
Nov. 4	Managing Human Resources	Ch-13
Nov. 11	Leadership Managing Groups and Teams *Group PROJECT DUE AT 10:00AM ON NOV. 14***	Ch-14 Ch-16
Nov. 18	Managerial Control	Ch-17
Nov. 25	Managerial Control	Ch-17
Dec. 2	***Review for Final Examination***	
Exam Period	☆ FINAL EXAM	

<sup>1</sup> **Tentative Schedule (subject to change).** This is a **tentative schedule**. If **changes** have to be made to this **schedule**, they will be announced in class and posted through Brightspace. Students are responsible for knowing about such **changes** even if they are absent when **changes** are announced.

## **ACADEMIC FRAUD**

Academic Regulation 14 defines academic fraud as “*any act by a student that may result in a distorted academic evaluation for that student or another student*”. Academic fraud includes but is not limited to activities such as:

- a) Plagiarism or cheating in any way;
- b) Submitting work not partially or fully the student’s own, excluding properly cited quotations and references. Such work includes assignments, essays, tests, exams, research reports and theses, regardless of whether the work is written, oral or another form;
- c) Presenting research data that are forged, falsified or fabricated;
- d) Attributing a statement of fact or reference to a fabricated source;
- e) Submitting the same work or a large part of the same piece of work in more than one course, or a thesis or any other piece of work submitted elsewhere without the prior approval of the appropriate professors or academic units;
- f) Falsifying or misrepresenting an academic evaluation, using a forged or altered supporting document or facilitating the use of such a document;
- g) Taking any action aimed at falsifying an academic evaluation.”<sup>2</sup>

**The Telfer School of Management does not tolerate academic fraud.** Please familiarize yourself with the guidance provided at: <http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>

## **ACCESS SERVICE FOR STUDENTS WHO NEED ADAPTIVE MEASURES**

Students who have a disability or functional limitation and who need adaptive measures (changes to the physical setting, arrangements for exams, learning strategies, etc.) to progress or participate fully in university life should contact Access Service right away:

- By visiting their office on the third floor of the Desmarais Building, Room 3172
- By filling out the [online registration form](#)
- By calling 613-562-5976

Access Service designs services and implements measures to break down barriers to learning for students with physical or mental health problems, visual impairments or blindness, hearing impairments or deafness, permanent or temporary disabilities, or learning disabilities.

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<sup>2</sup> “Academic regulation 14 – Academic Fraud and other information,” *University of Ottawa*, August 2016. <http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>.



## **PERSONAL ETHICS STATEMENT ON ASSIGNMENTS**

### **Group Assignment:**

By signing this Statement, I am attesting to the fact that I have reviewed not only my own work, but the work of my colleagues, in its entirety.

I attest to the fact that my own work in this project meets all of the rules of quotation and referencing in use at the Telfer School of Management at the University of Ottawa, as well as adheres to the fraud policies as outlined in the Academic Regulations in the University's Undergraduate Studies Calendar. [Academic Fraud Webpage](#)

To the best of my knowledge, I also believe that each of my group colleagues has also met the rules of quotation and referencing aforementioned in this Statement.

I understand that if my group assignment is submitted without a signed copy of this Personal Ethics Statement from each group member, it will be interpreted by the Telfer School that the missing student(s) signature is confirmation of non-participation of the aforementioned student(s) in the required work.

_____ Signature	_____ Date
_____ Last Name (print), First Name (print)	_____ Student Number
_____ Signature	_____ Date
_____ Last Name (print), First Name (print)	_____ Student Number
_____ Signature	_____ Date
_____ Last Name (print), First Name (print)	_____ Student Number
_____ Signature	_____ Date
_____ Last Name (print), First Name (print)	_____ Student Number