**The University of North America**

**MGMT 515 Online – Management That Transforms**

**COURSE SYLLABUS**

Professor: Steven R. Allen

E-Mail: steve.allen@live.uona.edu

Last Reviewed and Updated on 23 June 2017

**Course Description:**

In this course, students explore the differences between managers and leaders, using a framework for understanding issues involved in both managing and being managed. Students will be introduced to the process of decision-making in a variety of business contexts and develop skills related to managing groups and teams in a changing, global environment.

Credit Hours: 4.5

Class Instruction: 45 hours on-line

Prerequisite: None

**Course Objectives:**

Educational Objectives: To be able to differentiate functions serving the management or leadership functions in an organization by comprehending different ideologies of management and being managed. Specific objectives include:

1. Knowledge of:

* Basic theories of motivation
* The tasks associated with Management
* The purpose and advantages of business strategy

1. Understanding:

* The influence of cultural/international values on individual behavior and decision making
* How leaders influence others to accomplish a goal
* How structures affect success in different organizations

1. Ability to:

* Assess ethical challenges in business situations and apply ethical decision-making
* Employ various conflict management and influence strategies appropriate to specific conditions
* Evaluate process improvement challenges and apply appropriate methodologies

**Course Deliverables:**

1. Weekly Quizzes
2. Discussion Board Participation
3. Mid-term and Final Exams
4. Reflection Paper

**Text and Supporting Materials:**

eBooks from BookBoon.com (Provided in the Moodle “Resources” Section):

*Strategic Management*, Neil Ritson

*Management Basics*, Susan Quinn

*The Styles, Models and Philosophy of Leadership*, Sarah Simpson

*Leadership: Theory and Practice*, 6th Ed., Peter G. Northouse, ISBN: 978-1-4522-0340-9

Optional: Contemporary Management, 8th edition, by Gareth Jones and Jennifer George, McGraw Hill, ISBN: 978-007-8029530

*Drive: The Surprising Truth about What Motivates Us*, Daniel H. Pink (available at Amazon.com)

*First Break all the Rules*, Marcus Buckingham and Curt Coffman (available at Amazon.com)

Both *Drive* and *First Break all the Rules* are available from various sources in several formats for as little as $8. They are available in some libraries. You are not required to buy these books, but you must read them. **If you do not read and understand these books, you will fail quiz 5**. Quiz 5 is the equivalent of 3 grades (150 points).

**Course Methodology**

On-line courses at UoNA use the *Moodle* platform allowing students to complete course work without attending classes in residence. Academic terms are scheduled to include ten sessions.

***Moodle* Learning Management Platform:**

In *Moodle,* each course has a web page known as a *course shell*. By accessing the *course shell*, you may:

* Review syllabi, reading lists, class schedules, and deliverable assignments
* Obtain copies of class presentations, handouts, and notes
* Access related web sites listed in the *Resources* area
* Email your professor and fellow students
* Chat with other students
* Submit assignments

Students are assigned a University of North America email account for their use. It is important to use this student email account when communicating with your professor or the administrative offices so that you do not miss important communications.

**Instructor Availability:**

Responsive communication is a key objective of delivering quality service to our students. As your instructor, I will make every attempt to deliver a level of service within the following guidelines:

* You may reach me via my UONA e-mail: steve.allen@uona.live.edu (preferred for individual questions). I respond to emails within 48 hours.
* I will hold “Virtual Office Hours” from 7-9 pm each Monday throughout the course (except when there is a holiday period). You are **NOT** required to attend these; I just want to make myself available. You can enter the chat room from Moodle, and discuss live with me any questions or comments you may have.

**Grading Plan:**

The grade given to each student at the end of the course will be based on a multi-dimensional evaluation of student efforts. The areas of evaluation are as follows:

|  |  |  |
| --- | --- | --- |
| **COMPONENT** | **Points** | **% OF GRADE** |
| Weekly quizzes (4 quizzes at 50 points each; Quiz 5 is worth 150) | 350 | 35 |
| Two Discussion Boards (at 75 points each) | 150 | 15 |
| Mid-term Exam | 200 | 20 |
| Final Exam | 200 | 20 |
| Reflection Paper | 100 | 10 |
| **Total** | **1000** | **100** |

Late assignments will receive a penalty. Assignments late by 1 week will receive a reduction of 10% of the grade; by 2 weeks a reduction of 20%; and more than 2 weeks a reduction of 25%. The grading scale is:

|  |  |
| --- | --- |
| **Letter Grade** | **Range** |
| A | 93.00 – 100.00 % |
| A- | 90.00 – 92.99 % |
| B+ | 87.00 – 89.99 % |
| B | 83.00 – 86.99 % |
| B- | 80.00 – 82.99 % |
| C+ | 77.00 – 79.99 % |
| C | 70.00 – 76.99 % |
| F | < 70.00 % |

**Quizzes**

Quizzes are based on briefs and readings from **any** time in the course but will generally focus on the previous week. Each quiz is worth 50 points (5% of your final grade), except quiz #5 (week 10), which will be worth 150 points. Quizzes will be released on the Thursday before class and due by midnight on Sunday. Completing quizzes on time is critical. Any quiz not submitted on time will receive the penalty listed above. No exceptions. All quizzes must be submitted via the *Moodle* dropbox.

**Discussion Boards**

Discussion boards will occur in weeks 4 and 8. This is an excellent opportunity to have interaction with your classmates and the instructor to explore important content in the course. The board discussions will open on Wednesday of the week and close on Sunday. The rubric explaining grading is posted in the weeks where the discussion boards occur but I will also list it below:

1. Topic Entry Due by Thursday at 11:00 pm (if you do not post by this time, you will be penalized for lateness listed above.
2. Respond to two classmates’ Topics by Saturday at 11:00 pm.
3. Answer classmate responses by Sunday at 9 pm.

**Exams**

Exams will be posted in *Moodle* in week five (mid-term) and week nine (final). Exams must be submitted via the *Moodle* dropbox.

**Sources**

Unless specifically indicated in the instructions, all answers for quiz and exam questions can be created with a good understanding of the course materials. If you choose to use sources external to the course materials, you must demonstrate a clear understanding of the material. A clear understanding can be demonstrated by concise, accurate paraphrasing of the material. A simple cut and paste is plagiarism and will receive a grade of **zero**. External sources will receive greater scrutiny in grading. See the presentations on plagiarism and APA style for more detailed instructions on citations.

**Reflection Paper**

You are required to write a reflection paper that summarizes your experience in MGMT 515. Consider what you have learned, how or if any learning can be applied to you current job, your thoughts on the teaching methodology used in the class, and any recommendations for improving the course. This is an opportunity to express you honest thoughts. You will **not** be penalized for disagreeing with the professor or the teaching materials; in fact, a well-defended opposing opinion will receive a higher score. This paper may be any length, **with a target of 1200 words**. The reflection paper constitutes 10% of your total grade. **Papers of less than 1200 words that do not satisfy all criteria will receive a substantially reduced grade.**

**Extra Credit**

Students will have an opportunity to complete an extra credit assignment during the course. This assignment may add up to 100 points (10% of your total grade). The extra credit assignments will be posted to *Moodle* no later than the end of the 5th session. The due date will be indicated in the assignment.

**Academic Integrity**

Plagiarism is a violation of the integrity of the academic community. Intentionally representing someone else’s work as one’s own or using another’s ideas in a written paper or presentation without appropriate citations and references may result in a score of zero **for the assignment** or dismissal for repeated offenses. Plagiarism is:

* Cutting and pasting materials from any source regardless of citation. This is a graduate class. **Cut and paste answers will not be tolerated.**
* Quoting directly or paraphrasing the work of others without acknowledging the source;
* Copying text from e-books or Web pages without citing the source;
* Constructing a paraphrase that closely resembles the original in language and syntax without acknowledging the source; and
* Submitting an assignment in a course previously submitted for a grade in another course. For example, if you submit a reflection paper that references another course, I will assume that you are reusing a previous submission. You will receive a zero.

**Any response in a quiz, homework assignment, or exam that is not properly cited will receive a score of zero for the entire assignment**.

**Attendance and Class Participation**

**Attendance** **Policy–** Attendance is considered essential by the university. Attendance includes presence in scheduled class sessions, participation in assigned online activities, and active engagement in groups. Your submission of quizzes and participation in discussion boards are my methods of identifying your attendance. If you do not submit a quiz on time, you will be considered absent for that week.

**Attendance Violations –** A student may not miss more than 25% of the term activities or no more than two scheduled class sessions.

There is no such thing as an “excused absence.” If you miss a class session, you are still responsible for all reviewing lectures and assignments. Students will be issued a warning for the first two absences in a term. If a student misses a third session, a failing grade will be recorded and the student will be required to repeat the course. Absences in excess of three class sessions will result in suspension from the University. For students attending under an F-1 visa, absence in excess of three class sessions will result in the termination of their SEVIS record, requiring the student to apply for reinstatement before enrolling in the following term.

**Commitment to course work** – I understand that many of you are working full time while taking classes. I also have a full-time job. This does not obviate your obligation to complete your course work. For those of you under an F-1 visa, your schoolwork is a condition of your opportunity to work. School is first…work is secondary. Prioritize your time. “I was really busy at work” is not a valid excuse for not completing assignments on time.