MAN3303 - Management and Leadership Practices

Instructor	Rina Coronel
Title	Dr.
E-mail	coronel.rina@spcollege.edu
Start Date	August 19, 2013
Course Credits	3 Credits
Notes	Notice important information in the Miscellaneous section at the end of the Syllabus

Required Text
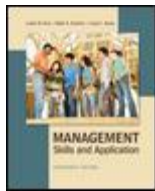
Management: Skills & application, 14th ed. McGraw-Hill. ISBN-13: 978-0-07-802911-0.

REQUIRED: Publication Manual of the American Psychological Association, 6th ed. ISBN 13: 978-1-4338-0561-5

Course Description

Course Work:

The course is broken down into 8 weekly segments. Basic knowledge assimilation occurs through reading the two prescribed texts and a number of important articles. Knowledge is tested by quizzes designed to verify reading comprehension. A number of questions will relate directly to the specific reading assignments.

This course uses weekly discussion sessions to enrich the course and promote interaction as a vital skill in improved idea exchange, analysis, and decision making - and working with others. Development of ideas, integration of models, use of tools, and reasoned logic will be exercised in both individual and group assignments.

All written items have to follow a formal writing style. Many written assignments are a case study, **needing a "case approach" that focuses on diagnostics and providing the only correct solution for a scenario**. Other written assignments and discussions that rely on research or input from other sources will require formal citations and references. Case studies are clearly identified. All of previous will become a key part of grading.

Summarizing material or agreeing with others while not adding more material or critical thinking will not attract a passing grade for discussions or assignments. Debate, integrated ideas, analysis, application, evaluation, and synthesis will be rewarded.

Course Objectives

The student will:

1. Demonstrate an understanding of management and leadership methodologies as a systematic approach to achieving business objectives.
2. Apply the principles and processes of business management to manage effectively.
3. Develop an understanding of effective management and leadership behaviors and their impact on attitudes, motivation, commitment, trust, and self-confidence of subordinates and colleagues.
4. Analyze the management environment to enhance value creation, innovation, and change management.
5. Identify plans and organize resources for achieving organizational goals

Tentative Schedule

Week One: Introduction to Management and Leadership

Class / Discussion Posting	-	Mon-Thur	Introduce yourself & expectations
Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 1: Initial post or Class	5	Thursday	Comment on "Ridgemont" Video
Discussion 1: Final posting or Class	10	Sunday	Add to the discussion
Quiz – R&B Chapter 1	5	Sunday	Diverse Workplace
Quiz – R&B Chapter 2	10	Sunday	Management Movement
Quiz - R&B Chapter 3	5	Sunday	Management Communication
Team: "SMART" Discussion	0	Sunday	Discuss for a deadline in Week 2
Individual Self-Assessment 1	5	Sunday	Communications Styles
Individual Assignment 1	30	Sunday	Case 2.2 Scientific Management

Week Two: Leadership and Planning

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 2: Initial post or Class	5	Thursday	Comment on the Hoosiers Video
Discussion 2: Final posting or Class	10	Sunday	Avoid responses that just agree
Quiz - R&B Chapter 14	10	Sunday	Leadership Skills
Quiz - R&B Chapter 7	10	Sunday	Planning and Strategy
Team: Individual Assignments 1	10	Sunday	Reflection and SMART objectives
Individual Self-Assessment 2	5	Sunday	Leadership Style
Individual Assignment 2	30	Sunday	Case 14.2 Plastic Division

Week Three: Organization, Ethics and the Law

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 3: Initial post or Class	7	Thursday	Padding the Expense Account
Discussion 3: Final posting or Class	8	Sunday	Add to the discussion
Quiz - R&B Chapter 8	10	Sunday	Organizing Work
Quiz - R&B Chapter 4	20	Sunday	Decision Making
Quiz - R&B Chapter 5	10	Sunday	Ethics, Legal & Social Resp.
Team: Start your New Interaction	0	Sunday	Prepare for a deadline in Week 4
Individual Assignment 3	15	Sunday	The Vacation Request

Week Four: Structure and Staffing

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 4: Initial post or Class	4	Thursday	13 Going On 30
Discussion 4: Final posting or Class	6	Sunday	Avoid responses that just agree
Quiz - R&B Chapter 9	10	Sunday	Organizing Structure
Quiz - R&B Chapter 10	5	Sunday	Work Groups and Teams
Quiz - R&B Chapter 11	10	Sunday	Staffing
Team: Complete the Team Charter 2	10	Sunday	Everyone submits this form
Individual Assignment 4 - EXAM	35	Sunday	No delays accepted - work ahead!

Week Five: Developing, Motivation and Other Resources

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 5: Initial post or Class	8	Thursday	Motivation: Managers & Leaders
Discussion 5: Final posting or Class	7	Sunday	Add to the discussion
Quiz - R&B Chapter 12	5	Sunday	Training and Development
Quiz - R&B Chapter 13	5	Sunday	Motivation
Quiz - R&B Chapter 19 & 20	10	Sunday	Operations
Team: Research & Collaboration 3	10	Sunday	Sources, APA, & Planning
Individual Assignment 5	30	Sunday	Training and Development

Week Six: Conflict, Change and Culture

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 6: Initial post or Class	5	Thursday	The Graduate and the Supervisor
Discussion 6: Final posting or Class	10	Sunday	Avoid responses that just agree
Quiz - R&B Chapter 15	10	Sunday	Conflict
Quiz - R&B Chapter 16	10	Sunday	Change, and Culture
Individual Self-Assessment 3	5	Sunday	Glazer Stress Control
Individual Assignment - must be a video	15	Sunday	Overcoming Inertia

Week Seven: Control, Appraisal and Rewarding

Prepare prior to class / discussions	-	Thursday	Read text, review files & video
Discussion 7: Initial post or Class	6	Thursday	Controlling & Achieving Objectives
Discussion 7: Final posting or Class	4	Sunday	Add to the discussion
Quiz - R&B Chapter 17 & 18	25	Sunday	Control, Reporting, Appraise, Reward
Quiz - R&B Week 5 & 6 learning.	15	Sunday	Review Exam
Team: Completed Individual Input 4	10	Sunday	Submit Individual Contributions

Week Eight: International, Quality and Sustainability

Prepare prior to class / discussions	-	Monday	Read text, review files & video
Team: Major Project 5	60	Monday	All submit the Team Project
Team: Peer Review 6		Monday	Everyone submits a Peer Review

Total Points Possible	550	550	TOTAL
A if total points >	495	95	Discussions / Class
B if total points >	440	185	Quizzes
C if total points >	385	100	Teams
D if total points >	330	170	Assignments

FINAL PROJECT TEAM DEADLINE SUMMARY

Team: Complete the Team Charter 2	10	Sunday	Everyone submits this form
Team: Completed Individual Input 4	10	Sunday	Submit Individual Contributions
Team: Major Project 5	60	Monday	All submit the Team Project
Team: Peer Review 6		Monday	Everyone submits a Peer Review

Course Requirements

SPC Information & Policies

SPC policies and information are no longer managed from the syllabus document. They may be found at the Syllabus Addendum on the general SPC website.

Course Prerequisites

Computer Requirements:

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When taking on-line quizzes and exams (or viewing on-line video), students should have an Internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to take on-line quizzes and exams at one of the St. Petersburg College libraries (or a similar facility) where a stable high-speed internet connection is available. Internet Explorer is the preferred browser to use to access course materials.

Because of the use of teams in many classes, a formal standard has been devised. This standard applies to all classes. Students are required to submit assignments and share team documents in Microsoft Office formats (Word, Excel and other Microsoft formats if specified). The College of Business provides full function student licenses of Microsoft software, other than

the basic Office product. Details regarding obtaining the software and licenses are provided in a video under Course Materials and on the Technology Management Student Commons in ANGEL.

Some courses allow or require students to submit assignments as video responses with a PowerPoint attachment. Students would require a Webcam compatible with their computer to record these videos. Low cost cameras have been found to work well when they claim support for the student's computer operating system (such as XP, Vista, MAC, Linux). Alternatively, students may book a machine equipped with a camera at the EpiCenter in Clearwater. These bookings should be made through the College of Business.

For live interaction with sessions using WebEx (or similar) the College of Business requires students to use a headset to limit background noise. Many instructors and students have found Skype or other Internet contact systems valuable and effective. Common features used include the ability to see and set availability, allow voice, optional video, and screen sharing. While these options are free, a reasonable quality headset is important. Choose a reasonably priced headset with the microphone that extends out towards your mouth.

Course Links

Support Services and Resources

Student Help Desk	(727)341-4357 http://www.spcollege.edu/helpdesk/
SPC Library - COB section	http://spcollege.libguides.com/business
COB Commons	https://angel.spcollege.edu/section/default.asp?id=Technology%5FMgmt%5FStudent%5FCommons
College Calendar	http://www.spcollege.edu/calendar/
Career Development Services	http://www.spcollege.edu/Central/Career/OCDS/index.shtm
International Student Services	http://www.spcollege.edu/internationalstudents/
Learning Support Centers	http://www.spcollege.edu/webcentral/resource/supplemental.htm
New Initiative Center (NIP)	http://www.spjc.edu/hec/nip/

| Libraries | http://www.spcollege.edu/central/libonline/location/clearwater.html |

Grading Policy

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. There will be absolutely no right for exceptions to the deadlines, and under no circumstances will partial credit be applied for late submissions.
In the "business world", if you are late with your bid, you will not get the contract. The very same principle applies here – it is all or nothing! Please note that computer problems, sickness, travel, children, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if ANGEL is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under weeks 1-8 to confirm you can meet them for proper completion of this course.
A grading curve may be applied at the instructor's discretion.
Incomplete grades have a number of special requirements before an incomplete becomes an option, these requirements are located at the bottom of the SPC Grading System page.

Attendance Policy

Time Commitment
This is a 3-credit course conducted over 8 weeks. In order to meet accreditation standards, on average, students should expect to spend between **12 to 15 hours per week** on course activities and assignments. Spending less time would be insufficient for success in this course. Some important information is provided in the Assignment and Due Dates section.
Attendance
Class participation is expected and encouraged. Participation is defined as reading and preparing for class, completing and submitting assignments on time, discussions on multiple days, and taking part in all course activities. The Assignments and Due Dates Overview has assignments, and final project due dates listed.
Attendance for the 60% point of this class will only count weeks where the student has completed a thorough on-time effort for the majority of graded activities. Student must be in attendance for all but one week. NOTE: Not achieving attendance leads to a WF (Withdrawn and Failed) implying serious financial and GPA consequences.

Academic Integrity

Academic Honesty
Academic dishonesty and plagiarism will not be tolerated. The full penalties set out in the SPC policies will be applied. Note that any form of copying or repeating input from other sources without proper APA citations would be a transgression. This includes repeating your own content from elsewhere! There WILL be a permanent record created for every act of plagiarism or cheating. Every student has confirmed their knowledge and understanding of these items - if you are not aware of details, rectify these items before you start the course. See the SPC policies below and on the Web.
The College of Business will record every event. The minimum penalty is a zero the maximum is expulsion from SPC. Please ensure that you follow APA citation and reference rules to prove your innocence.

Miscellaneous

Tutoring

Tutoring assistance will be available on line and on site at the Learning Support Center in Clearwater. The College of Business will post tutor and library assistance hours each mod-mester in the Student Commons for the Learning Resource Center at EpiCenter.

Expectations of Students

- Ensure that you act as a good class and team citizen!
- Always ensure that you are sure of requirements in time to ask and receive answers to achieve deadlines
- Plan ahead and go out of your way to deliver on expectations
- Communicate with your team
- Collaborate with your team
- Achieve all of your commitments to your team
- Ask questions before you invest effort on incorrect tasks or incorrect priorities
- This is a higher-level 4000 level course and it assumes that you will use your initiative, do research, write at senior level, and use critical thinking.

Expectations of the Instructor

- Students should anticipate a response to mail within one SPC workday.
- Grading is normally complete within 5 SPC days

Team Policy

Teams form an important part of this course. To allow equity and provide consequences of not delivering quality to the team, there are consequences for lack of participation, collaboration, and consequences for late work, a number of important processes have to be followed.

- To enable success, this course uses an enhanced Team Charter at the start of the team process – complete all fields in collaboration with your team using the Team Discussion forum.
- Your activity or reports of other activities form an important input to grading. Enter reports of activities in other places or other mediums within three days of an event. Focus on content that proves the scope of the activity.
- Teams should meet well ahead of deadlines to interact and ensure that there is a cohesive final product
- Peer reviews are confidential and mandatory. The instructor may ignore the highest and lowest reviews in the interest of equity
- Peer reviews will have a significant influence on scores awarded to individual team members
- The team and may vote a member off the team subject to consultation with the instructor. Decisions to withhold the paper have to be declared on the confidential peer-reviewed form, including reasons for this action
- The instructor will not normally authorize requests for team membership changes. There must be significant cause by other team members to justify any of the unlikely exceptions.
- There is no option to create additional teams.