The Cameron School of Business at University of St. Thomas

1. Course Information
Course Title: Fundamentals in Management         Course number: MBA 5X07
Credit hours: 1.5                                    Semester: Spring, 2017
Course Section: CTA                                   Prerequisites: none
Room #: Strake 107                                   Days & hours: TH 7:00 – 9:45 PM
BlackBoard site: https://blackboard.stthom.edu

2. Instructor Information
Name: Anne S. Davis, PhD
Office hours: Thurs. 5:00 – 6:45 p.m. or by appointment
Emergency phone: 713-525-2100
Office phone: 713-525-3852
Cell phone: 281-685-6029 (before 9:00 p.m.)
E-mail: adavis@stthom.edu
Where to leave assignments: Blackboard

3. Course Catalog Description
This course provides an introduction to fundamental concepts and vocabulary of Management for the students required to take the proficiency course in Management. Emphasis is placed on the applications of management theories and concepts to practical problems in planning, organizing, leading, and controlling functions of management. This course is conducted primarily in a lecture and group-discussion format. Prerequisites: None.

4. Program Goals
The Master of Business Administration has six goals. When students complete the MBA at the University of St. Thomas:

1. They will be able to effectively lead and participate in a team project.
   Objective 1: Students can demonstrate appropriate group techniques to participate in a team task that results in effective performance.
   Objective 2: Students can demonstrate effective leadership skills in a group project.

2. They will integrate multi-disciplinary perspectives in synthesizing and analyzing information to make sound business decisions.
Objective 1: Students can analyze ineffective business practices that result from poorly integrated business processes.
Objective 2: Students can formulate sound proposals for improving integrated business processes.

3. They will recognize current trends in the global business environment and identify opportunities for competition and collaboration.
   Objective 1: Students can identify current trends in the global business environment.
   Objective 2: Students can formulate how these trends can generate competitive advantage.

4. They will be able to articulate ethical behavior and standards cite relevant moral theory and provide suggestions for dealing with ethical issues
   Objective 1: Graduates can recognize the ethical issues in a business situation.
   Objective 2: Graduates can cite relevant ethical and moral theory in a business situation.
   Objective 3: Graduates can apply relevant Ethical and Moral theory to provide creative suggestions to address the issue in a business situation.

5. They will be able to communicate effectively
   Objective 1: When students complete the MBA, they can deliver a professional presentation.
   Objective 2: Graduates can produce written materials that flow logically and are grammatically correct.

6. Graduates will demonstrate understanding of perspectives and the context of business.
   Objective 1: When students complete the MBA, they can demonstrate management specific skills and competencies.

5. Course Learning Objectives
The primary objective for this course is to gain an understanding of basic management principles and vocabulary. This course addresses program goal 6.

6. Texts, Readings, Materials

7. Instructional methods:
   This class utilizes lecture, group discussion, Internet collaboration tools, case methods, and role playing to maximize learning. Blackboard will be used extensively in this class including exams. Depending upon student and faculty flexibility, we may use the BB Collaboration suite for one or more class meetings. It is imperative you understand its use. You must have access to reliable Internet, a computer with microphone, speaker and camera. During scheduled Collaboration meetings, you must have access to a quiet location. Nonparticipation in BB Collaboration will count against your participation/attendance grade. It is imperative you check Blackboard
regularly for announcements, changes in class schedule, cancelled classes, etc. All assignments are posted on Blackboard. Exams will be taken through BB. See the document entitled Student Technology Tips.

8. Use of Technology

**Online data retrieval and/or research:**
- Web search and information retrieval for various assignments
- LibGuide of the Doherty Library

**Online communication or collaboration**
- Stthom email account will be used for course-related communication
- Discussion Board
- Text messaging-- If you use this, I will require your cell phone number.

**Use of general productivity software (e.g., Microsoft Office) to complete assignment**
- Microsoft Word and PowerPoint used to complete assignments
- Microsoft Office self-help tutorials for students at [http://www.stthom.edu/Offices_and_Services/Offices/Information_Technology/Services/Training/Microsoft_Products.aqf](http://www.stthom.edu/Offices_and_Services/Offices/Information_Technology/Services/Training/Microsoft_Products.aqf)

**Use of BlackBoard learning platform**
- Course syllabus, assignment directions, and other information available in Blackboard
- Selected assignments to be submitted through Blackboard
9. **Course Tentative Schedule:**
With the exception of the first class, please complete the readings before you come to class. You are responsible for keeping yourself apprised of any changes in dates and assignments as announced in class and posted on Blackboard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Content</th>
<th>Readings</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Jan 19</td>
<td>Management Planning and Strategy</td>
<td>Chapter 1</td>
<td>Test 1</td>
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<td>Chapter 6</td>
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<tr>
<td>Jan 26</td>
<td>Managing Ethics/Diversity Managing in the Global Envmt.</td>
<td>Chapter 3</td>
<td>Test 2</td>
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<td>Chapter 4</td>
<td>Why Automakers are ....</td>
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<td>Feb 2</td>
<td>Values Attitudes, Emotions Motivation</td>
<td>Chapter 2</td>
<td>Test 3</td>
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<td>Chapter 9</td>
<td>Bright Future in Sales?...</td>
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<tr>
<td>Feb 9</td>
<td>Decision Making, Learning Orgs Designing Org Structure</td>
<td>Chapter 5</td>
<td>Test 4</td>
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<td>Chapter 7</td>
<td>80% of Zappos...</td>
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<tr>
<td>Feb 16</td>
<td>Leaders and Leadership Effective Team management</td>
<td>Chapter 10</td>
<td>Test 5</td>
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<td>Chapter 11</td>
<td>Managers make time for face...</td>
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<tr>
<td>Feb 23</td>
<td>Human Resources Communication/IT Management</td>
<td>Chapter 12</td>
<td>Test 6</td>
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<td>Chapter 13</td>
<td>How Google Humanizes...</td>
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<td>Mar 2</td>
<td>Operations Management Organizational Change</td>
<td>Chapter 14</td>
<td>Test 7</td>
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<td>Chapter 8</td>
<td>Zmail policy creates new culture...</td>
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<tr>
<td>Mar 9</td>
<td>Course summary</td>
<td>Case TBD</td>
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The above schedule and procedures in this course are subject to change based on the progress we make in class, opportunities for guest speakers or attendance at topical events, and in the event of circumstances beyond the instructor's control. The most up-to-date schedule is the one on Blackboard.

10. **Course Policies**
Missed Assignments: Missed assignments are considered late and will receive no credit.
Make-up Exams: No make-up exams will be offered.
Extra credit opportunities: No extra credit is offered in this course.
11. Student Grading Processes: (including weighting of factors)

Tests 1-7 equally weighted 70%
Student attendance/participation 7%
Case preparation 20%
Small Tasks for Small Scores 3%

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95-100</td>
<td>A</td>
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<tr>
<td>90-94</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
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<tr>
<td>83-86</td>
<td>B</td>
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<tr>
<td>79-77</td>
<td>C+</td>
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<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
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Important Note: A grade of “B” or better is required in each proficiency course in order to enroll in higher level core courses.

Tests (70% of your grade)

Seven tests administered weekly on BB will cover the assigned chapters in the book. You have one week to take each test. You have two attempts for each test. When you take the test on BB, you will be timed for 60 minutes after which the test will close. If you choose to retake the test, you will earn the highest score of the two attempts (no penalty for a second attempt). This is an open book, open notes test. However, you may NOT collaborate with another person – this is individual work.

Small Tasks for Small Scores (3 Completed Activities = 3% of your grade)

In order to (1) bolster the student’s performance in courses in the business school and (2) better prepare students for their professions and careers after school, faculty in CSB set aside a small part of the total score in each course for small tasks/workshops. Each student is required to complete a minimum of three (three hours total) workshops. In doing so, CSB will provide numerous workshops for all students taking CSB courses (the complete list of workshops is available on BB). As can be seen in the list, the workshops are being offered by different academic support services on campus and the workshops on computer applications are being offered through an online provider (www.grovo.com).

Student Attendance/Participation (7% of your grade)

There is an attendance policy. 2 points are deducted from final grade the first class periods missed, 8 points deducted from final grade for second class period missed, additional class periods missed results in a drop of one letter grade to the final grade. Frequent tardiness is factored as a missed class.

Class Participation is required. Failure to participate in class discussions will result in 5 point deduction from your final grade.

Case Preparation (20% of your grade)

Students will read and respond to cases each week in preparation for class discussion. The Discussion board will be used on BB to enter your case analysis. Each discussion post will be graded pass/fail. Students must submit the discussion post prior to class time.
12. Available Support Services:

- Tutorial Services Center (TSC)
  The Tutorial Services Center offers assistance to all current UST students in a variety of content areas, including academic subjects, general concepts, and writing skills. Tutors are available anytime the center is open. The TSC offers on-site tutoring, online tutoring, and tutorial workshops. Office hours and schedules can be found at [http://www.stthom.edu/public/index.asp?page_ID=100289](http://www.stthom.edu/public/index.asp?page_ID=100289). Please contact the center at 713-525-3878 or tutoring@stthom.edu.

- CSB Tutorials
  The Cameron School of Business offers tutoring in business subjects. Please visit [http://libguides.stthom.edu/cameron](http://libguides.stthom.edu/cameron) (under the “CSB Tutorial Services” tab) for the most current tutorial schedule and available subjects.

- Information Technology Services
  The UST IT Solution Center offers assistance with technical issues related to general computer issues, software, email, passwords, MyStThom, and blackboard. Manuals, contact information, and discounted software and hardware purchase information may be found at [http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.asp](http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.asp).
The Cameron School of Business at the University of St. Thomas

MISSION STATEMENT

Inspired by the Basilian Fathers’ motto of Goodness, Discipline and Knowledge, the Cameron School of Business provides a comprehensive, high quality, ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.

ACADEMIC HONESTY

Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual’s honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

The tests/exams will be individual efforts. Student may work together on homework assignments, but must submit their own assignments.

The penalty for an incident of academic dishonesty is, at the discretion of the professor, either a mark of zero for the work in question or the grade of F for the course.

ACCOMMODATIONS

The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap.” If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with me during the first two weeks of class. All discussions will remain confidential.