MGT 3013 SYLLABUS
Principles of Organization and Management
An Online Course

COURSE DESCRIPTION:
This is an introductory course presenting the basic concepts and practices of management, both private and public. Historical development of management; basic definitions and philosophy; fundamental managerial functions, including planning, organizing, staffing, directing, and controlling; a survey approach to quantification in organizational life; current trends in management; possible future developments in organization and administration.

COURSE OBJECTIVES:
Upon completion of this course, students will be able to do the following:
1. Define management and identify key contemporary management perspectives.
2. Describe various environments of management.
3. Describe techniques in planning and strategy.
4. Describe the aspects of decision-making.
5. Discuss the nature of entrepreneurship.
6. Identify the basic elements of organizations.
7. Describe the nature of organization change and processes of innovation.
8. Describe how organizations develop and maintain human resources.
10. Identify and describe popular motivational strategies.
11. Describe the nature of and approaches to leadership.
12. Describe the forms of communication in organizations.
13. Describe the characteristics of groups and teams in organizations.
14. Explain the purpose of control.
15. Describe the nature of operations management.

REQUIRED TEXT & MATERIALS:

You will need access to a computer equipped with high-speed internet access, Adobe Flash Player 9.0 or newer, and Adobe Reader 9.0 or newer. You can access the Adobe Flash Player and Adobe Reader programs from the Required Tech page of the orientation to this course.

MODULES
This course is organized around four modules. Modules 1, 2, and 3 each cover four consecutive chapters in the text. Module 4 covers three chapters and assigned materials available via the CANVAS course site. The required textbook provides the vast majority of information presented in this course and reading it is very important to success in this course. Materials available via the CANVAS course site will supplement but not replace the role of the textbook.

Each module culminates in one (1) quiz and one (1) exam. A written assignment is required in between Modules 3 and 4.
WRITTEN ASSIGNMENT:
This course requires the completion of a written assignment following the completion of Module 3 and the commencement of Module 4. The assignment is as follows:

Topic:
Select any two of the “Chapter Closing Case” cases in the textbook and read each thoroughly. The cases are listed in the table of contents beginning on page V (cases are on pages 28, 150, 286, for example – there are a total of 15 cases). Provide detailed answers to each of the “Case Questions,” following each case. There are generally 3-5 case questions. For each case, you must write a total of 2-3 pages, double spaced. You may allocate these pages however you wish among the case questions. You must provide responses to two cases, so you will write a total of 4-6 pages total, double-spaced.

Outline/Format Requirements:
Your paper must be between 4 and 6 pages in length and double-spaced. You must follow APA or MLA formatting and citation requirements. You must include a heading at the top of the paper with your full name (alignment is not important). Margins should be 1 inch all around and the font MUST be Times New Roman, 12 point. Indent all new paragraphs. These requirements are to ensure that submissions are generally equal.

You may not copy text from the textbook or any other source. You must cite your sources and your work must be your own.

Your paper MUST be arranged as is shown in the below sample format:

CASE: COMPANY NAME, PAGE #
Question 1
(your response)

Question 2
(your response)
…repeat for any other questions

CASE: COMPANY NAME, PAGE #
Question 1
(your response)

Question 2
(your response)
…repeat for any other questions

GRADING:
Quizzes:
All course content, including the four quizzes, is administered online via CANVAS. You may use your book or notes in completing quizzes. Unlike the course exams, which must be proctored, the quizzes in this course are not proctored. The purpose of the quizzes is to help you gauge your readiness for the following exam.
Quizzes count in your final grade, thus, you should strive to be as prepared as possible when you attempt the quiz. Each quiz will consist multiple choice and true/false questions and each quiz will count for 25 points in your final grade. Quizzes in total comprise 17% of your grade. Repeat attempts at quizzes are not allowed.

Written Assignment:
Grading will be based primarily on whether you answered in detail the questions posed in the assignment instructions (the case questions), above, with some points assigned according to writing quality. The written assignment is worth 100 points and is 17% of your grade.

Plagiarism will result in a grade of 0 for the written assignment. You should NOT copy from any source, including the Internet. All submissions will automatically be run through Turnitin.com, which detects any direct copying of other sources. You must paraphrase and cite other sources; copy and paste is not acceptable.

Exams:
Exams are each comprised of multiple choice and true false questions and are worth 100 points each. All together exams are worth 400 points and are 66% of your grade. All exams are proctored and you can test at the OU Testing Center in Norman, at a CIDL approved testing center or Examity (online proctoring service for a fee)

COURSE GRADING BREAK-DOWN

<table>
<thead>
<tr>
<th></th>
<th>Overall Course Grade Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Exam 4</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td>25</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>25</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>25</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>25</td>
</tr>
<tr>
<td>Written</td>
<td></td>
</tr>
<tr>
<td>Written Assignment</td>
<td>100</td>
</tr>
<tr>
<td>Total Points</td>
<td>600</td>
</tr>
</tbody>
</table>

No Extra Credit will be offered.

ACADEMIC INTEGRITY
As a student taking a course at the University of Oklahoma, you are expected to uphold the academic integrity code. Please visit http://integrity.ou.edu and familiarize yourself with the standards you will be held to while taking your course.

RELIGIOUS OBSERVANCE
It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

REASONABLE ACCOMMODATION POLICY
Students requiring academic accommodation should contact the Disability Resource Center for assistance at (405) 325-3852 or TDD: (405) 325-4173. For more information please see the Disability Resource Center website http://www.ou.edu/drc/home.html Any student in this course who has a disability that may
prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

**TITLE IX RESOURCES AND REPORTING REQUIREMENT**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on call 24/7. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405-325-2215 (8 to 5, M-F) or OU Advocates at 405-615-0013 (24/7). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. For more information, please see [http://www.ou.edu/eoo](http://www.ou.edu/eoo).
## Course Plan MGT 3013

### MODULE 1

| Read          | Chapter 1, “Understanding the Manager’s Job”  
|               | Chapter 2, “The Environments of Organizations and Managers”  
|               | Chapter 3, “Planning and Strategic Management”  
|               | Chapter 4, “Managing Decision Making”  
| Read          | Access supplemental materials for Module 1 on CANVAS  
| Quiz          | Quiz 1, covering Chapters 1-4  
|              | *This is a graded assignment to help you test your understanding of the preceding chapters and allow you to prepare for the module exam.*  
| Exam          | Exam 1, Covering Chapters 1-4  

### MODULE 2

| Read          | Chapter 5, “Entrepreneurship and New Venture Management”  
|               | Chapter 6, “Organization Structure and Design”  
|               | Chapter 7, “Organization Change and Innovation”  
|               | Chapter 8, “Managing Human Resources in Organizations”  
| Read          | Access supplemental materials for Module 2 on CANVAS  
| Quiz          | Quiz 2, covering Chapters 5-8  
|              | *This is a graded assignment to help you test your understanding of the preceding chapters and allow you to prepare for the module exam.*  
| Exam          | Exam 2, Covering Chapters 5-8  

### MODULE 3

| Read          | Chapter 9, “Basic Elements of Individual Behavior in Organizations”  
|               | Chapter 10, “Managing Employee Motivation and Performance”  
|               | Chapter 11, “Leadership and Influence Processes”  
|               | Chapter 12, “Communication in Organizations”  
| Read          | Access supplemental materials for Module 3 on CANVAS  
| Quiz          | Quiz 3, covering Chapters 9-12  
|              | *This is a graded assignment to help you test your understanding of the preceding chapters and allow you to prepare for the module exam.*  
| Exam          | Exam 3, Covering Chapters 9-12  

### Written Assignment

Following Exam 3 and Prior to Taking Exam 4, you must submit a written assignment via the CANVAS (Canvas) dropbox. See The “Written Assignment” section in the syllabus for details.
## MODULE 4

<table>
<thead>
<tr>
<th>Read</th>
<th>Chapter 13, “Managing Work Groups and Teams”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 14, “Basic Elements of Control”</td>
</tr>
<tr>
<td></td>
<td>Chapter 15, Managing Operations, Quality, and Productivity”</td>
</tr>
<tr>
<td>Read</td>
<td>Access supplemental materials for Module 4 on CANVAS</td>
</tr>
<tr>
<td>Quiz</td>
<td>Quiz 4, covering Chapters 13-15</td>
</tr>
<tr>
<td></td>
<td><em>This is a graded assignment to help you test your understanding of the preceding chapters and allow you to prepare for the module exam.</em></td>
</tr>
<tr>
<td>Exam</td>
<td>Exam 4, Covering Chapters 13-15</td>
</tr>
</tbody>
</table>