MGMT 3000: Management of Organizations and Individuals
Department of Management, Terry College of Business, University of Georgia
Section 03–839; Period 3, Fall Semester, 2007
Tuesday and Thursday from 11am to 12:15pm in Sanford 213

Professor: Robert R. Hirschfeld, Ph.D.  Office: Brooks 421
Phone: 706-542-6437  E-mail: rhirschf@uga.edu
Office Hours: Monday & Wednesday from 9 to 11:20am; Tuesday & Thursday from 1:30 to 4pm

Teaching Assistant: Ryan Vogel   Brooks 419   rvogel@terry.uga.edu   706-542-3717
Office hours on Thursday from 1:00 to 2:30pm, and on Friday from 10:00 to 11:30am

Course Web Site: https://webct.uga.edu
To login to my WebCT, must have a UGA MyID (you already have one if you have a UGAMail account). If you do not have one, go to www.uga.edu/myid and request one online. Once you have a UGA MyID, then you can login at https://webct.uga.edu to access the course web site. Your UGAMail login and password will be your UGA MyID login and password.

Powerpoint is posted on WebCT for the purpose of making it easier for you to listen attentively and gain an understanding of material in class (rather than scrambling to write everything). However, studying only the Powerpoint notes is not enough for you to do well on exams. You should take additional notes on the examples and explanations provided in class, as a lot of important information will not be included in the WebCT notes.

Textbook: Student Achievement Series: Principles of Management.  Author is Ricky W. Griffin and publisher is Houghton Mifflin Company; list price is $111.16.

The same book can be purchased as an eBook Downloadable, from the Houghton Mifflin website for $61.16. The online bookstore is www.college.hmco.com

The Guide to an A Website Passkey provides students with access to premium web tools, designed to help students learn better. These web tools include:

Audio Chapter Reviews: Quick MP3s on the go
Study Guide to Go: Print a review to take with you
ACE+: Practice to ACE the test
Interactive Skills Self Assessments: Gauge your management skills
Exercises: Apply the concepts you've learned
Flashcards: Review key terms

The Guide to an A Website Passkey comes with a new book purchased from bookstores in Athens. For eBooks, and textbooks purchased elsewhere, it is sold separately at the online bookstore for $19.96; www.college.hmco.com

Course Description: MGMT 3000 involves the study of management functions and processes as applied to organizations and to individuals in organizations. This course is designed to provide you with a foundation of knowledge for understanding the importance and challenge of management in contemporary organizations. A broad range of issues that are directly relevant to practicing managers will be explored. Regardless of what you do in life, you will likely practice management in some form.
Classroom Procedures: Classroom lecture and discussion will go well beyond simply repeating the material in the textbook; that is, much of what we do in class is designed to extend and apply the material covered in the text and Powerpoint notes.

Each student will be required to follow all rules and regulations for student conduct related to class performance as specified by The University of Georgia in the UGA Student Handbook and Official Guide to Academic Honesty. It is the responsibility of each student to be informed about the policies of academic honesty at The University of Georgia. Cases of apparent dishonesty will be pursued according to UGA guidelines.

The following are examples of academic dishonesty (this is not an exhaustive list):

1. Failure to return your copy of any exam (or part of an exam) upon completion.
2. Using notes during an exam.
3. Giving assistance to or receiving assistance from another student on an exam.

Regular class attendance, attentiveness, and note taking will benefit your learning experience and performance; poor attendance will adversely impact your performance in this course, as absence from class will cause you to miss supplemental material. In sum, regular attendance is necessary to derive maximum benefit from the course and to perform your best on exams.

Examinations: There will be four tests during the semester and you are required to complete all of them. The dates and chapter coverage of the tests are shown on pages 3 and 4. Each test will be composed of 40 multiple choice questions worth 1 point each, for a total of 40 points per exam. Each exam counts 25% of your grade (not more, not less). Test content will come from class lectures, discussions, and videos. All material covered in class is subject to appear on the exams. In preparing for the exams, it is recommended that you read and study the assigned text readings and emphasize studying your class notes. You may meet with the teaching assistant to review an exam after it has been scored.

For a student to receive a make-up test after an absence from a scheduled test, a physician’s medical excuse or official excuse (as specified by UGA policy) is required. That is, you must have documented justification for the absence. Moreover, you must take a missed test within one week (7 days) of the test date (except for severe circumstances). Otherwise, no make-up exams will be given and a grade of zero will be assigned. Arrangements must be made with the teaching assistant concerning the absence either before or on the date of the missed test. Five points per calendar day will be deducted from the make-up test grade for failure to notify the teaching assistant as explained in this paragraph.

Examination Protocol: Once an examination period has begun, no student will be allowed, for any reason, to leave the exam room without turning in the entire exam and his or her answer sheet for grading. Once you leave the exam room, you may not re-enter the exam room while the exam is still in progress, and you may not change any answer or answer any further questions. No student will be allowed to enter the exam room after the first student to complete the exam has left the exam room. Hats must be worn backwards or removed; sunglasses must be removed. No books or papers should be visible during the exam period. If English is your second language and you would like to use a dictionary, you must inform the instructor (in writing) before the first exam period.
<table>
<thead>
<tr>
<th>Course Grade Components</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1 (chapters 1–4)</td>
<td>40 points</td>
</tr>
<tr>
<td>Test 2 (chapters 5–8)</td>
<td>40 points</td>
</tr>
<tr>
<td>Test 3 (chapters 9–11)</td>
<td>40 points</td>
</tr>
<tr>
<td>Test 4 (chapters 12–15)</td>
<td>40 points</td>
</tr>
<tr>
<td><strong>Total possible points</strong></td>
<td><strong>160 points</strong></td>
</tr>
</tbody>
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All four tests are equally important!

The following scale will be used in determining your letter grade for the course:

149 or higher = A. 144 to 148 = A−. 139 to 143 = B+. 133 to 138 = B. 128 to 132 = B−. 123 to 127 = C+. 117 to 122 = C. 112 to 116 = C−. 96 to 111 = D. 95 or lower = F.

Class Schedule for MGMT 3000 Period 3: Fall Semester 2007

08/16  Introduction to course; Understanding the Manager’s Job (Chapter 1)
08/21  Chapter 1 continued
08/23  Chapter 1 continued; Environments of Organizations and Managers (Chapter 2)
08/28  Chapter 2 continued
08/30  Planning and Strategic Management (Chapter 3)
09/04  Chapter 3 continued; Managing Decision Making (Chapter 4)
09/06  Chapter 4 continued
09/11  **Test 1 (Chapters 1 through 4)**
09/13  Entrepreneurship and New Venture Management (Chapter 5)
09/18  Chapter 5 continued; Organization Structure and Design (Chapter 6)
09/20  Chapter 6 continued
09/25  Organization Change and Innovation (Chapter 7)
09/27  Chapter 7 continued
10/02  Managing Human Resources (Chapter 8)
10/04  Chapter 8 continued
10/09  **Test 2 (Chapters 5 through 8)**
10/11  Managing Individual Behavior (Chapter 9); **midpoint withdrawal deadline is 10/12**
10/16  Chapter 9 continued
10/18  Motivating Employee Performance (Chapter 10)
10/23  Chapter 10 continued
10/25  **No class; Fall Break!**
10/30  Leadership and Influence Processes (Chapter 11)
11/01  Chapter 11 continued
11/06  **Test 3 (Chapters 9 through 11)**
11/08  Communication in Organizations (Chapter 12)
11/13  Chapter 12 continued; Managing Groups and Teams (Chapter 13)
11/15  Chapter 13 continued
11/20  Chapter 13 continued; Managing the Control Process (Chapter 14)
11/22  **No class; Thanksgiving**
11/27  Chapter 14 continued;
11/29  Managing Operations, Quality, and Productivity (Chapter 15)
12/04  **No class; Friday class schedule**
12/06  Chapter 15 continued (last class meeting)
12/11  **Noon (Tuesday) in our regular classroom: Test 4 (Chapters 12 through 15)**