MGMT 3000H: Management of Organizations and Individuals
Department of Management, Terry College of Business, University of Georgia
Section 32–538; Period 6, Spring Semester, 2008
Monday, Wednesday, Friday from 1:25 to 2:15pm in Caldwell G10

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 11:15am; Tuesday & Thursday from 1:30 to 3pm

Course Description: Welcome to MGMT 3000 Honors. This course is designed to provide you with a foundation for developing the knowledge necessary to become an effective manager. We will discuss the functions, tasks, and responsibilities of managers in modern organizations. Because this is an introductory course, we will survey the broad range of issues that are relevant to practicing managers. In addition, a principal objective is that of learning about and developing an appreciation of evidence-based management.

Course Web Site: https://webct.uga.edu
To login to my WebCT, you must have a UGA MyID; you already have one if you have a UGAMail account). 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 material on the PowerPoint notes is not enough for you to do well on the tests. 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 $116.76.

The same book can be purchased as an eBook Downloadable, from the Houghton Mifflin website for $63.56. 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

Instructional Methods: Multiple learning methods will be used throughout this course, to include readings, lectures, homework assignments, class discussions, videos, and a group project. Class sessions will highlight certain points from the reading and provide additional information. Assigned readings provide a basis for both lectures and discussions and should be read prior to each class session. If you read and think about the assigned material in advance, you will benefit
more from the class sessions. If you have questions about something in the reading that is not mentioned in class, please raise them in class.

The academic side of this course is balanced with the practical side. Academically, a lecture format is used to present some of the material. On the practical side, an effort will be made to provide you with knowledge to diagnose circumstances, think methodically about issues, understand issues associated with sound evidence, and implement solutions for organizations.

Course Requirements:

1. **Examinations.** Five tests (3 chapters each) will cover all assigned material, and each test must be completed. Each test will cover all the information assigned for the portion of the course it represents, and the format encompasses multiple choice and essay questions.

2. **Attendance and Participation.** I will keep a record of attendance. In addition, class members are asked to engage in class discussions, such that participation points will represent my judgment of class participation (including attendance). An essential element in the adult education setting is active participation. This includes preparing for class, sharing your experiences, and so on. Keep in mind that many management topics have few “right” or “wrong” answers, such that logical justification for your opinion is important. In this vein, consideration of multiple perspectives is essential for student learning.

3. **Homework.** You will have two homework assignments during the semester; both of these are to be typed and turned in on time (as hard copies).

4. **Group Project.** Students will be required to work in groups of 4 or 5 members on a semester-long project. Each group will identify an organization that may be analyzed using the management concepts learned in class. The only requirement, in terms of the specific organization investigated, is that you would be able to obtain enough information (access to managers, etc.) about the organization to complete the assignment. In addition to producing and submitting two written reports, each group will present its analyses in a formal presentation at the end of the semester. Each member of a group is required to participate in producing the paper and giving the presentation. In several weeks, more information will be provided on the project requirements. At the end of the semester, your group members will evaluate your participation and contribution toward the group project, and this evaluation will be used to make any appropriate adjustments to the earned points of individual group members.

5. **Academic Honesty.** 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 UGA. Cases of apparent dishonesty will be pursued according to UGA guidelines.

6. **Examination Policy.** If you cannot take a test for a legitimate reason, you should contact me prior to the test or as soon after the test as possible. It is your responsibility to provide evidence of a legitimate reason for missing a test. 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 exam date (except for severe circumstances). Otherwise, no make-up tests will be given and a grade of zero will be assigned. Five points per calendar day will be deducted from the make-up test grade for failure to notify me as explained in this paragraph.
Course Grade Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1 (Chapters 1–3)</td>
<td>25 points</td>
</tr>
<tr>
<td>Test 2 (Chapters 4–6)</td>
<td>25 points</td>
</tr>
<tr>
<td>Test 3 (Chapters 7–9)</td>
<td>25 points</td>
</tr>
<tr>
<td>Test 4 (Chapters 10–12)</td>
<td>25 points</td>
</tr>
<tr>
<td>Test 5 (Chapters 13–15)</td>
<td>25 points</td>
</tr>
<tr>
<td>Two homework assignments</td>
<td>30 points</td>
</tr>
<tr>
<td>Group project; two reports and a presentation</td>
<td>30 points</td>
</tr>
<tr>
<td>Class attendance and participation</td>
<td>15 points</td>
</tr>
</tbody>
</table>

Total possible points 200 points

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

- 186 or higher = A
- 180 to 185 = A−
- 174 to 179 = B+
- 166 to 173 = B
- 160 to 165 = B−
- 154 to 159 = C+
- 146 to 153 = C
- 140 to 145 = C−
- 120 to 139 = D
- 119 or lower = F

Tentative Class Schedule for MGMT 3000H, Period 6: Spring Semester 2008

01/07 Introduction to course
01/09 Understanding the Manager’s Job (Chapter 1)
01/11 Chapter 1 continued

01/14 Chapter 1 continued; Environments of Organizations and Managers (Chapter 2)
01/16 Chapter 2 continued
01/18 Chapter 2 continued; Planning and Strategic Management (Chapter 3)

01/21 No class; Martin Luther King Day
01/23 Chapter 3 continued
01/25 Chapter 3 continued

01/28 Test 1 (Chapters 1 through 3)
01/30 Managing Decision Making (Chapter 4)
02/01 Chapter 4 continued

02/04 Chapter 4 continued; Entrepreneurship and New Venture Management (Chapter 5)
02/06 Chapter 5 continued
02/08 Chapter 5 continued

02/11 Organization Structure and Design (Chapter 6)
02/13 Chapter 6 continued
02/15 Chapter 6 continued

02/18 Test 2 (Chapters 4 through 6)
02/20 Organization Change and Innovation (Chapter 7)
02/22 Chapter 7 continued

02/25 Managing Human Resources (Chapter 8); Homework 1 due in class
02/27 Chapter 8 continued
02/29 Chapter 8 continued; Managing Individual Behavior (Chapter 9)
03/03  Chapter 9 continued 
03/05  Chapter 9 continued 
03/07  Test 3 (Chapters 7 through 9) 

03/10 through 03/14 = Spring Break 

03/17  Motivating Employee Performance (Chapter 10) 
03/19  Chapter 10 continued 
03/21  Chapter 10 continued; Leadership and Influence Processes (Chapter 11) 

03/24  Chapter 11 continued; 1st Group Report due in class (5 point late penalty) 
03/26  Chapter 11 continued 
03/28  Communication in Organizations (Chapter 12) 

03/31  Chapter 12 continued 
04/02  Chapter 12 continued 
04/04  Test 4 (Chapters 10 through 12) 

04/07  Managing Groups and Teams (Chapter 13) 
04/09  Chapter 13 continued 
04/11  Chapter 13 continued; Homework 2 due in class 

04/14  Managing the Control Process (Chapter 14) 
04/16  Chapter 14 continued 
04/18  Managing Operations, Quality, and Productivity (Chapter 15) 

04/21  Chapter 15 continued 
04/23  Group presentations 
04/25  Group presentations; 2nd Group Report due in class (5 point late penalty) 

04/28  Group presentations 
04/30 (Wednesday) at noon in our regular classroom: Test 5 (chapters 13–15)