**Understanding the Business Environment**

**Management 330**

**Winter Term 2023**

**Katie Robberson, MBA**

Email:krobber@siue.edu

Office Phone: 618-650-2707

**SIUE School of Business Professional Code**

Faculty, staff, and students in the School of Business at SIUE are expected to contribute to a culture of integrity and professionalism. Our School’s culture encourages behaviors associated with educated and self-disciplined individuals. Those behaviors include:

* Being honest;
* Being reliable and prepared;
* Being responsible for one’s own actions and decisions; and
* Being respectful of all individuals.

**Statement on Diversity**

All societies and peoples have contributed to the rich mix of contemporary humanity. To achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity and inclusion by committing to:

* Nurturing an open, respectful, and welcoming climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment;
* Committing to education that explores the historic significance of diversity to understand the present and to better enable our community to engage the future;
* Striving for a student body and a workforce that is both diverse and inclusive.

The Office of Institutional Diversity and Inclusion website <https://www.siue.edu/institutional-diversity-and-inclusion/>.

**Commitment to an Accessible Campus Community**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at [www.siue.edu/access](http://www.siue.edu/access).

**Statement on Mental Health Support**

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. SIUE services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Counseling Services website: [www.siue.edu/counseling](http://www.siue.edu/counseling).

**Course Description**

Course introduces students to the fundamental principles of management and focuses on developing effective written communication and presentation skills in a business environment.

**Course Objectives**

At the end of this course you should have the necessary background to:

* Understand key management principles and apply them to business situations;
* Demonstrate competency in business writing skills with clear, organized, concise, and purposeful messages;
* Address differences in audience, situation, and purpose in a professional manner;
* Prepare and deliver formal business presentations and written assignments;
* Recognize and address issues in the business environment related to professionalism, personal ethics, and honesty;
* Acquire a working knowledge of data sources used in business;
* Understand the information needed to address a business problem and make a decision.

**E-Text and Materials**

(Available on Connect, registration information available on Blackboard)

* Angelo Kinicki, D. B. (2021). *Management: A Practical Introduction* (10 ed.). New York: McGraw Hill Education.

* Kathryn Rentz, P. L. (2021). *Business Communication: A Problem-Solving Approach* (2nd ed.). New York: McGraw Hill Education.

**Classroom Policies**

**Academic Honesty**

Academic dishonesty will not be tolerated. Plagiarism –large or small, major or minor– is a violation of the University’s Academic Honesty Policy and will not be tolerated. Any incidence of academic dishonesty may result in a failing grade for the course. The University’s policies are available at <http://www.siue.edu/policies/1i6.shtml>.

By taking this course, you agree that all required papers may be subject to submission for textual similarity review to Turnitin™ for the detection of plagiarism. All papers submitted for review will be included as source documents in SIUE's Turnitin™ institutional archive.

**NOTE: *If you are re-taking this course for any reason***, ***you are not allowed to submit previous work that has already been submitted***, regardless if it was graded or not. Doing this will be in violation of the Academic Honesty policy and will result in, at minimum, a zero on the assignment.

Any incident of Academic Dishonesty reported to the Provost’s office.

**Late Assignments**

All projects are due on the date assigned regardless of attendance in class. Ten-point deduction for assignments turned in up to 10 minutes late. After 10 minutes the assignment will receive a 50% deduction in grade. No late assignments accepted after 24 hours.

*Lack of Engagement* Not engaging in discussion posts or peer review assignments will negatively impact your participation grade.

*Exam Procedure* Exams will be open for at least 3 days. You may take the exam at any time during that window. However, once you open the exam, you must complete it in 60 minutes, and it must be completed in one sitting. Make sure you have reliable internet access when you log in to take the exam!

***Fatal Error Policy***

Formal written work in this course is expected to conform to professional business standards. The term fatal error refers to technical errors in language and errors of form. As business students, you must practice professional standards of writing. The School of Business has developed the Fatal Error Policy which applies to all written assignments completed out of class. The fatal error policy can be viewed on the School website at (<https://www.siue.edu/business/advisement/policies_forms.shtml#fep>)

The following “fatal error policy” will be used in this course: Cases or writing assignments with more than three (3) fatal errors on any one page or seven (7) or more in the entire document are unacceptable and the grade will be reduced by one letter grade. Final cases or papers that are due at the end of the course will receive a reduction of two letter grades if the fatal error limit is exceeded.

One way of avoiding some of these errors is to pay careful attention to what you write. Another way is to use spelling and grammar software (available in our computer and writing labs); these programs will detect some kinds of fatal errors, but not others. *Another way is to make sure you have someone else help proof your document* (your fellow students or team members can help here). Another way is to write a draft then edit it into a final product well before it is due; this allows you to do a careful final check. Another way is to take advantage of the assistance available in the Writing Lab (<https://www.siue.edu/lss/writing/index.shtml>). In the end, you are responsible for producing a document that meets acceptable standards of writing.

**Graded Assignments**

**Exams & Final 30%**

There will be three (3) formal examinations over the management readings and lectures; each worth 10% of your final grade. These will be challenging exams that will test your ability not to just know the material but also to be able to understand, apply and evaluate it. In the business world, knowing what something means is not enough, you must also be able to relate it to other things and evaluate its usefulness.

Only under extraordinary circumstances (death in the family, serious illness, accident, etc.) will make up exams or make up presentations be allowed.  You must provide appropriate documentation to me BEFORE a make-up will be considered.  It is your responsibility to contact me *immediately* if such a circumstance occurs.

**Kinicki Reading Comprehension Quizzes 10%**

Quizzes are set up to be completed as part of your preparation for class. See the course schedule for a list of the quizzes and due dates. The quizzes will be available via BlackBoard.

**Writing & Presentation Assignments 50%**

You will complete a series of individual writing assignments and presentations throughout the semester as outlined in the course schedule. More information is provided in the *Writing Assignments and Presentations* document in Blackboard.

**Notes on Hofstede Presentation Requirement**

The Hostede presentation assignment is **not** optional. **If you fail to complete** your presentation **you will receive an incomplete in the class**.

**Participation 10%**

Staying active and engaged in an online course is vital to your success.

Your participation grade will consist of class engagement and professionalism in online discussion forums and your active engagement in the class. Your final participation grade will not be available until the end of the semester; however, your participation will be tracked throughout the semester.

Grades adhere to this guideline:

90-100% A

80-89% B

70-79% C

60-69% D

Below 60%

NOTE: This syllabus is subject to change at the discretion of the Instructor to accommodate instructional and/or student needs.

Course schedule is on the following pages.

###### Schedule MGMT 330 Winter Term 2023

|  **DAY** | **DATE** | **TOPICS** | **READINGS** | **ASSIGNMENTS DUE (All Assignments are Due at 11:59 Unless Stated Otherwise)** |
| --- | --- | --- | --- | --- |
| 1 | Dec 18 | * Class Introduction, Syllabus Review
* Solving Communication Problems in the Workplace (Chp 1)
* Getting Positive Responses to Your Communication (Chp 2)
 | Read the syllabus, writing & presentation assignments document under ‘About this Course’**Rentz &Lentz (R & L) CH 1 and 2 (in Connect)** | **Post to Introductory Discussion Board** |
| 2 | Dec 19 | * Designing the Right Type of Message (Chp 4)
* **Assign: Professional Email Assignment**
 | **R & L Chapter 4** |  |
| 3 | Dec 20 | * The Exceptional Manager
 | Kinicki CH 1 | * **Kinicki CH 1 Quiz**
 |
| 4 | Dec 21 | * Management Theory
 | Kinicki CH 2 | * **Kinicki CH 2 QUIZ**
* **Professional Email due to Turnitin**
 |
| 5 | Dec 22 | * Business Environment
* Presentations
 | Kinicki CH 3R&L Ch 12 | * **Kinicki CH 3 QUIZ**
 |
| 6 | Dec 25 | * Global Management
* **Assign: Hofstede PROJECT Presentation**
 | Kinicki CH 4 | * **Kinicki CH 4 QUIZ**
* **Elevator Pitch due**
 |
| 7 | Dec 26 | * Managing Individual Differences
* **EXAM 1**
 | Kinicki CH 11 | * **Kinicki CH 11 QUIZ**
* **EXAM 1 Window: Dec 28 - 29**
 |
| 8 | Dec 27  | * Planning
 | Kinicki CH 5 | * **Kinicki CH 5 QUIZ**
* **GLOBE Presentation due**
 |
| 9 | Dec 28 | * Strategic Management
* **Assign: Diversity Retreat Memo**
 | Kinicki CH 6 | * **Kinicki CH 6 QUIZ**
 |
| 10 | Dec 29 | * Organizational Culture & Structure
 | Kinicki CH 8 | * **Kinicki CH 8 QUIZ**
 |
| 11 | Jan 1 | * Communicating Your Message Visually
* Report Writing
* **Assign: Strategic Plan**
 | R&L CH 5, 10, and 11 | * **Diversity Retreat Memo due to Turnitin**
 |
| 12 | Jan 2 | * Human Resource Management
* **EXAM 2**
 | Kinicki CH 9 | * **Kinicki CH 9 QUIZ**
* **EXAM 2Exam Window: Jan 4 - 5**
 |
| 13 | Jan 3 | * Organizational Change & Innovation
* Power, Influence, & Leadership
 | Kinicki CH 10 Kinicki Ch 14  | * **Kinicki CH 10 QUIZ**
* **Kinicki CH 14 QUIZ**
 |
| 14 | Jan 4 | * Control Systems
* Interpersonal and Organizational Communication
 | Kinicki CH 16 Kinicki CH 15 | * **Kinicki CH 16 QUIZ**
* **Kinicki CH 15 QUIZ**
* **STRATEGIC PLAN due to Turnitin**
 |
| 15 | Jan 5  | * **EXAM 3**
 |  | * **ONLINE EXAM 3Exam Window: Jan 6-7**
 |