

MGMT 330: Understanding the Business Environment

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

Course Format

This is an on-line, teacher-led course. This means that the material for the course is delivered online.

My role is to provide the organization, direction, educational content and feedback to students. I will do this by making assignments, grading student work, establishing deadlines and administering quizzes and tests. In this role, I will be actively monitoring your progress through the course. I will also be available to answer your questions or respond to your concerns.

As a student, you should expect to invest 3 hours per day in this course. You should also plan to log into the course each day.

Required Text(s) and Materials

- ◆ Management: A Practical Introduction Eight Edition, Kinicki and Williams
- ◆ Business Communication: A Problem-Solving Approach, Rentz and Lentz

Instructor Contact Information

Katie Robberson

Office: SE 1230

Email: krobber@siue.edu

Email

Under normal circumstances, I will respond to email within 24 hours, Monday-Friday. If I am unable to do so for some reason, I will notify the entire class. Also, if for some reason, you do not receive a response from me within 24 hours, please try again.

Course Questions Discussion Board

Students will be invited to post course related questions on this board. I will be subscribed to the board and will answer questions. This will be a good place to get answers before trying to reach me.

In-person office hours

I am available for in-person visits on an appointment-only basis. Please contact me to set up an appointment. These will be limited as campus is closed for a portion of our class.

Virtual office hours

If necessary, I will establish a synchronous online meeting via Zoom through Blackboard with individuals, small groups, or the entire class. These sessions will be made by **APPOINTMENT ONLY**.

Course Policies

All course material is available to you on Blackboard.

Policy on late/missing assignments

Because the course is not self-paced, you will be expected to submit assignments and quizzes on-line and by the deadlines that I set. All assignments are due by the date/time noted on the schedule. There are no exceptions. Do not wait until the last minute to submit. If you wait to submit until very close to the deadline, any technical problems with your computer or your internet connection may lead to missing the deadline. Remember, on-line learning is flexible and convenient, but not easier than face-to-face learning.

It is important that students maintain the proper pace in this course. For that reason, homework and other assignments are expected to be submitted on time. Homework will be accepted up to one day late with a 50% penalty. Work submitted after one day will not be accepted. Exception may be made for extraordinary circumstances, but these are on an individual basis and must be approved by me in advance of the due date for the homework. Examples of circumstances include illness and family emergencies.

Internet Etiquette Guidelines

I'm sure that the students in our class will have a range of skill and ability levels related to online learning and Internet usage. Without belaboring the concept of "Netiquette", or etiquette for using the Internet as it pertains to our online learning environment, let me just offer a few basic reminders:

- It is generally bad form to type your messages IN ALL CAPITAL LETTERS. In addition to proper capitalization (first words of sentences, proper nouns, names, etc.), a majority of online students have reported that complete sentences and punctuation make online text communication easier to read.
- It is much better to **not** post inflammatory or accusatory remarks than it is to "get it off of your chest". Profanity and personal attacks *will have no part* of this course. If you discover such remarks, please notify me immediately, and I will personally address the source of those remarks.

Examination policy

There will be three exams. Examinations are to be taken without collaboration of other students or other individuals. Each exam is due at 11:59 PM on the date specified. Late exams will not be accepted unless there are mitigating circumstances.

The exams will be generated from a pool of 1000 questions. You will have 75 minutes to complete the exam. After those 75 minutes are over, the exam will close automatically.

Assessment / Grading

Exams & Final - 40%.

There will be three (3) formal examinations over the management readings and lectures. There will be two exams during the semester; Exam 1 is worth 10% and Exam 2 is worth 15% of your final grade. The final exam is also worth 15% 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.

Reading Comprehension Quizzes – 10%

See the course schedule for a list of the quizzes and due dates. The quizzes will be available on BlackBoard.

Writing Assignments – 30%

You will complete a series of writing assignments throughout the semester as outlined in the course schedule.

Individual Research Presentation – 10%

Presentation instructions and assignments will be handed out within the first two weeks of the semester. They will also be posted on BlackBoard under the “Writing Assignments and Information” folder.

Attendance & Participation – 10%

Grades adhere to this guideline:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

SIUE 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/i16.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.

Americans with Disabilities

If you have special needs as addressed by the Americans with Disabilities Act (ADA) please contact Disability Support Services located in the Student Success Center, Room 1270, or call the office at 650-3726 or email disabilitysupport@siue.edu. They will assist in the planning of necessary accommodations.

Course Schedule: All Quizzes due at 11:59pm on due date

Date	Reading/Recordings	Assignments
12/16	Kinicki Chapter1 Chapter and Recording	Read/Review syllabus Kinicki Chapter 1 quiz
12/17	Kinicki Chapter 2 and Recording	Chapter 2 Quiz Begin work on Email Response Assignment
12/18	Kinicki Chapter 11 and Recording and Kinicki Chapter 3 and Recording	Chapters 11 and 3 Quizzes
12/19	Kinicki Chapter 4 and Recording	Chapter 4 Quiz Email assignment due to Turnitin by 11:59pm
12/20	Exam 1 Introduction to Business Memo	Exam will open at 9am and close at 11:59pm Begin work on Business Memo
12/23	Kinicki Chapter 15 and Recording	Chapter 15 quiz
12/24	Kinicki Chapter 5 and Recording Read Blog Assignment instructions	Chapter 5 Quiz
12/25	Kinicki Chapter 6 and Recording Watch Presentation Assignment Recording	Chapter 6 Quiz
12/26	Kinicki Chapter 8 and Recording	Chapter 8 Quiz Business Memo due to Turnitin by 11:59pm
12/27	Exam 2	Exam will open at 9am and close at 11:59pm
12/30	Presentation Work Day	Blog Assignment due to Turnitin by 11:59pm
12/31	Kinicki Chapter 9 and Recording	Chapter 9 quiz
1/1	Kinicki Chapter 10 and Recording	Chapter 10 Quiz Presentations due by 11:59pm
1/2	Kinicki Chapter 16 and Recording	Chapter 16 quiz
1/3	Final Exam	Exam will open at 9am and close at 11:59pm

