



**Understanding the Business Environment
Management 330
Winter Term 2022**

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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.siu.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.siu.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.

COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 2021)

Health and Safety

The measures outlined below are required and any student who does not comply may be in violation of the COVID-19 People-Focused Health and Safety Policy, as well as the University's Student Code of Conduct.

The full text of the COVID-19 People-Focused Health and Safety Policy can be found here: <https://www.siue.edu/policies/Covid.shtml>

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's COVID-19 People-Focused Health and Safety Policy and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information on reporting procedures is available [here](#).

- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented

to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

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 GLOBE Presentation Requirement

The GLOBE 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 2022

DAY	DATE	TOPICS	READINGS	ASSIGNMENTS DUE (All Assignments are Due at 11:59 Unless Stated Otherwise)
1	Dec 19	⇒ 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 20	⇒ Designing the Right Type of Message (Chp 4) ⇒ Assign: Professional Email Assignment	R & L Chapter 4	
3	Dec 21	⇒ The Exceptional Manager	Kinicki CH 1	⇒ Kinicki CH 1 Quiz
4	Dec 22	⇒ Management Theory	Kinicki CH 2	⇒ Kinicki CH 2 QUIZ ⇒ Professional Email due to Turnitin

5	Dec 23	⇒ Business Environment ⇒ Presentations ⇒ Introduce PitchVantage ⇒ Assign: Elevator Pitch	Kinicki CH 3 R&L Ch 12	⇒ Kinicki CH 3 QUIZ
6	Dec 26	⇒ Global Management ⇒ Assign: GLOBE PROJECT Presentation	Kinicki CH 4	⇒ Kinicki CH 4 QUIZ ⇒ Elevator Pitch due
7	Dec 27	⇒ Managing Individual Differences ⇒ EXAM 1	Kinicki CH 11	⇒ Kinicki CH 11 QUIZ ⇒ EXAM 1 Window: Dec 28 - 29
8	Dec 28	⇒ Planning	Kinicki CH 5	⇒ Kinicki CH 5 QUIZ ⇒ GLOBE Presentation due
9	Dec 29	⇒ Strategic Management ⇒ Assign: Diversity Retreat Memo	Kinicki CH 6	⇒ Kinicki CH 6 QUIZ
10	Dec 30	⇒ Organizational Culture & Structure	Kinicki CH 8	⇒ Kinicki CH 8 QUIZ
11	Jan 2	⇒ Communicating Your Message Visually ⇒ Report Writing ⇒ Assign: Strategic Plan	R&L CH 5, 10, and 11	⇒ Diversity Retreat Memo due to Turnitin
12	Jan 3	⇒ Human Resource Management ⇒ EXAM 2	Kinicki CH 9	⇒ Kinicki CH 9 QUIZ ⇒ EXAM 2 Exam Window: Jan 4 - 5

13	Jan 4	⇒ Organizational Change & Innovation ⇒ Power, Influence, & Leadership	Kinicki CH 10 Kinicki Ch 14	⇒ Kinicki CH 10 QUIZ ⇒ Kinicki CH 14 QUIZ
14	Jan 5	⇒ 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 6	⇒ EXAM 3		⇒ ONLINE EXAM 3 Exam Window: Jan 6-7