

**University of North Texas Dallas and School of Law  
Fall 2015  
SYLLABUS**

**Mgt 3820-001  
Management Concepts**

<b>Department of</b>	<b>Business</b>	<b>Division of</b>	<b>Applied Arts and Sciences</b>
<b>Instructor Name:</b> <i>Michael D Lansing</i>			
<b>Office Location:</b> <i>Dallas 2-#252</i>			
<b>Office Phone:</b> <i>972-338-1524</i>			
<b>Email Address:</b> <i>Michael.Lansing@untdallas.edu</i>			
<b>Office Hours:</b> <b>Mon/ Wed-7:30-8:30am, 10-11am / Tues/Thur- 1:30-2:30 /by appointment</b>			
<b>Virtual Office Hours:</b> <i>Email w 24 hour response</i>			
<b>Classroom Location:</b> <b>DAL2 242</b>			
<b>Class Meeting Days &amp; Times:</b> <b>Tuesday 4:00PM – 6:50PM</b> <b>08/24/2015 - 12/03/2015</b>			
<b>Course Catalog Description:</b>		3820. Management Concepts. 3 hours. Management philosophy; planning, organizing and controlling; entrepreneurial processes; organizational performance; structure and design. Includes an overview of organization theory and strategic management.	
<b>Prerequisites:</b>		NA	
<b>Co-requisites:</b>		NA	
<b>Required Text:</b>		<b>Management Chuck Williams ISBN:13 978-1-111-9681-3 15th Edition Cengage Learning</b>	
<b>Recommended Text and References:</b>		NA	
<b>Access to Learning Resources:</b>		UNT Dallas Library: phone: (972) 338-1616; web: <a href="http://www.untdallas.edu/our-campus/library">http://www.untdallas.edu/our-campus/library</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhcg.follett.com">1012mgr@fhcg.follett.com</a>	
<b>Course Goals or Overview:</b>			
3820. Management Concepts. 3 hours. Management philosophy; planning, organizing and controlling; entrepreneurial processes; organizational performance; structure and			

	design. Includes an overview of organization theory and strategic management.
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will	
1	To develop the students' understanding of: 1.) The value of taking a general manager's view of the firm
2	2.) Management concepts by focusing on the key management functions
3	3.) The relationship that exists between various organizational functions
4	4.) Current management issues confronting today's managers
5	5.) Provide a foundation for more advanced work in the field of Management

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by ... *All changes will be communicated in class and on Bb. The class folder section in Bb will detail the weekly graded materials and the due dates.* **LATE WORK IS NOT ACCEPTED**

TOPICS				TIMELINE	
Week(s)	Topics	Notes			
1	Management-Introduction	Ch1	Week 1	Aug26-30	
2	History of Management	Ch2	Week 2	Aug 31-Sept 6	
3	Organizational Environments and culture	Ch 3	Week 3	Sept 7 <sup>th</sup> -13	
4	Ethical and Social Responsibility	Ch 4	Week 4	Sept 14-20	
5	Planning and Decision Making Organizational Strategy	Ch 5 Ch 6	Week 5	Sept 21-27	
6	Innovation and Change	Ch 7	Week 6	Sept 28-Oct 4	
7	Global Management	Ch 8	Week 7	Oct 5-11	
8	Designing Adaptive Organizations	Ch 9	Week 8	Oct 12-18	
9	Managing Teams Managing Human Resources	Ch10 Ch 11	Week 9	Oct 19-25	
10	Managing Individuals and a diverse Workforce	Ch12	Week 10	Oct 26-Nov 1	
11	Motivation Leadership	Ch13 Ch14	Week 11	Nov 2-8	
12	Communication	Ch15	Week 12	Nov 9-15	
13	Control Managing Information	Ch16 Ch17	Week 13	Nov 16-22	
14	Managing Service and Manufacturing Operations	Ch18	Week 14	Nov 23-29	
15	Final Prep		Week 15	Nov30-Dec 5	

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – *written tests designed to measure knowledge of presented course material*  
**Assignments** – *written assignments designed to supplement and reinforce course material*  
**Projects** – *web development assignments designed to measure ability to apply presented course material*  
**Class Participation** – *daily attendance and participation in class discussions*  
**Etc.**

**Grading Matrix:**

<b>Instrument</b>	<b>Value (points or percentages)</b>	<b>Total</b>
Quizzes/Assignments	8 @50	400
Exams(Mid, Final)	2@200	400
Presentation Project	1@200	200
<b>Total:</b>		<b>1000</b>

**Grade Determination:**

- A = 1000--900; i.e. 90% or better
- B = 899-800 pts; i.e. 80 – 89 %
- C = 799-700 pts; i.e. 70 – 79 %
- D = 699-600 pts; i.e. 60 – 69 %
- F = 599 pts or below; i.e. less than 60%

**University Policies and Procedures**

**Students with Disabilities (ADA Compliance):**

*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or at 972-780-3632.*

**Student Evaluation of Teaching Effectiveness Policy:**

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

**Assignment Policy:**

**LATE WORK IS NOT ACCEPTED**

**Exam Policy:**

*Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).*

**Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be*

handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf> for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

**Bad Weather Policy:**

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

**Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

**Policies to Discuss as a group first week of class:**

- Use of WebCT/Blackboard
- Use of Cell Phones & other Electronic Gadgets in the Classroom
  
- Food & Drink in the Classroom
- 
  
- Use of Laptops
  
- Grade of Incomplete, "I"
  
- Class Format