



DOANE
UNIVERSITY

SYLLABUS

Course Title	Management
Course Number	BUS 242-4
Number of Credits	3
Course Dates	3/11/19 - 5/10/19
Instructor	Travis Orr
Email Address	travis.orr@doane.edu
Office Hours/Availability	8am-4pm
Phone Number	402-350-2873
Textbook Information: (e.g. title, edition, publisher, ISBN)	<ol style="list-style-type: none">1. <u>The Emotional Intelligence Quick Book</u>, First Edition (Fireside, 2005), Travis Bradbury and Jean Greaves, ISBN: 978-0-7432-7326-82. <u>Strengths Finder 2.0</u>, From Gallup, Tom Rath, ISBN: 978-1-59562-015-6
Additional Course Materials	Students be sure to get new copies of the text as they have an activation code in them to use during this course.
Course Description	This course addresses the internal organization, structure and executive functions of business enterprise by examining the critical management functions of planning, organizing, leading, and

	<p>controlling. Students successfully completing this course will be able to: 1) identify the four management functions and the related skills that ensure managerial success, 2) explain the concept of organizational mission and its influence on strategic goal setting and planning, 3) discuss the importance of leadership within organizations facing an ever-changing global business environment, 4) discuss motivation theory and its link to organizational success, and 5) explain the process of organizational control.</p> <p>Prerequisite: Sophomore standing or above.</p>
Program Outcomes	<ul style="list-style-type: none"> a. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions b. Gain knowledge and understanding of the ethical and legal issues involved in business c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change e. Obtain an understanding of the value of diversity
Course Learning Outcomes/Objectives	<p>Students will be expected to have mastery of the concepts covered in the course to include, but not be limited to:</p> <ul style="list-style-type: none"> 1. Basic understanding of management and how it fits into the business model 2. Emotional intelligence and other management theories/methods used with effective management 3. How to create, lead and execute successful meetings 4. Understand time management and ways to improve it 5. Be able to implement and execute change management 6. Understand the various performance metrics used in management.
Technology Requirements	<p>https://www.doane.edu/faq/minimum-computer-requirements</p>

--	--

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
One	Overview of Management	<ol style="list-style-type: none"> 1. Functions 2. Styles 3. Levels 	LOE1- In-class exercises	Homework/Articles due Week 2 by 6 p.m.
Two	Emotional Intelligence	Read Emotional EQ book	LOE2- in class exercises LOE2- Reflection Paper LOE2- Article discussion	Homework/Articles due Week 3 by 6 p.m.
Three	Motivation/Meetings	What Motivates employees? Creating/leading meetings	LOE2- in class exercises LOE3- In class exercises/videos	Homework/Articles due Week 4 by 6 p.m.
Four	Time Management	Factors of bad time management Stephen Covey matrix Change Management	LOE4- in class exercises LOE5- In class exercises/videos	Homework due Week 5 by 6 p.m.

Five	Management Theories	Strength Based Management Theory X and Theory Y Contingency Theory	LOE2- in class exercises LOE2- video/discussion	Homework due Week 6 by 6 p.m.
Six	Performance Metrics	Gallup Q-12 Quantitative Method Measuring Performance	LOE6- in class exercises LOE6- video/discussion	Homework due Week 7 by 6 p.m.
Seven	Generational Management	Film	LOE 1-6- video/discussion	Homework due Week 8 by 6 p.m.
Eight	Final Presentation	Presentation Final Paper	LOE 1-6 in class demonstration	Final paper/presentation due at beginning of class

Grading Assessments

Type of Assessment	Points	Total possible points
In Class assignments	10 points each (weeks 1-6)	60
Homework assignments	25 points each (weeks 1-6)	150
Final Presentation	100 points (week 8)	100

Final Paper	100 points (week 8)	100
-------------	---------------------	-----

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
 C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
 F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
Late Work	<p>(Include expectations regarding late work; please see attachment for examples.)</p>
Submitting Assignments	<p>(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)</p>
Communication Policy including Assignment Feedback	<p>(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)</p>
Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> 1. Cheating - "Intentionally using or attempting to use unauthorized

	<p>information or study aids in an academic exercise."</p> <ol style="list-style-type: none"> 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. <p><i>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website: https://catalog.doane.edu/content.php?catoid=16&navoid=1333</p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Cuddy MacNeill at cuddy.macneill@doane.edu or 402-467-9031 for assistance.</p>
Military Services	<p>https://www.doane.edu/graduate-and-adult/military</p>
Anti-Harassment Policy	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=452</p>
Grade Appeal Process	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=238</p>

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.