SYLLABUS: MANAGEMENT 326-41
Spring 2010

Day/Time: Monday/Wednesday: 8-9:50pm
Place: Rm. 116, Phase I Bldg.

Instructor: Dr. Bruce T. Teague, Ph.D.
Office: #359 Riverpoint Phase I Bldg.
Phone: (509) 358-2283
E-mail: Bteague@mail.ewu.edu

Office Hours for Spring Term 2010:
- Monday:
  - Kingston Hall: 12:30 to 2pm
  - Riverpoint: 4:30 to 8pm
- Wednesday:
  - Kingston Hall: 12:30 to 2pm

Course Prerequisite and Grade Requirements:
Per Eastern Washington University catalog.

COURSE OBJECTIVES

Objective 1: Gaining factual knowledge (e.g., terminology, classifications, methods, trends).

Objective 2: Learning fundamental principles, generalizations, or theories.

Objective 3: Developing specific skills, competencies, and points of view needed by professionals in the field.

STUDENT RESPONSIBILITIES

1. Complete all assigned reading prior to coming to class.

2. Read and know the syllabus. You are bound by the expectations described within.

3. Commit all important terms/definitions, lists, and models to memory.

4. Sign-up for the course on Blackboard. *(Make sure the e-mail address that is associated with your name is correct—any message sent to you via Blackboard is assumed to have been received.)*
REQUIRED READING MATERIALS

You need to purchase the REQUIRED course reading materials at the following link:

http://cb.hbsp.harvard.edu/cb/access/5886839

All students are also expected to have access to:

Handbook for Office Professionals: How 12

COURSE GRADING

Grading will consist of:
- 3 midterm examinations (multiple choice)
- 1 comprehensive final exam (multiple choice)
- 1 group presentations
- 1 individual paper

Points Available:

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<tbody>
<tr>
<td>Midterm # 1</td>
<td>= 150 points</td>
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<td>Midterm # 2</td>
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<td>Midterm # 3</td>
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<tr>
<td>Final Exam</td>
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<tr>
<td>Group Presentation</td>
<td>= 200 points</td>
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<tr>
<td>Individual Paper</td>
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**TOTAL:** 1000 points

***There will be no curving of exams or final grades.***

Final Course Grades:

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<th>GRADE</th>
<th>POINTS EARNED</th>
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<tr>
<td>3.7</td>
<td>870 to 899</td>
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<td>3.5</td>
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<td>3.3</td>
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<td>&lt; 570 points</td>
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COURSE SCHEDULE:

WEEK 1:

March 29th
- Course introduction

March 31st
- What is a Global Business Manager?

WEEK 2:

April 5th
- Competing on Resources

April 7th
- Organizational Structure at DuPont *(lecture only, no reading)*

WEEK 3:

April 12th
- Motivation: The Not-So-Secret Ingredient of High Performance

April 14th
- MIDTERM EXAM #1
  - Bring a #2 pencil and a green rectangular scantron (form #882-E)
  - PLEASE do not wrinkle, crumple, or hole-punch the form.

WEEK 4:

April 19th
- Beyond the Charismatic Leader: Leadership & Organizational Change

April 21st
- How Leaders Create and Use Networks

WEEK 5:

April 26th
- A Note on Interviewing
- Mark Pitts (case)

April 28th
- MIDTERM EXAM #2
  - Bring a #2 pencil and a green rectangular scantron (form #882-E)
  - PLEASE do not wrinkle, crumple, or hole-punch the form.
WEEK 6:

May 3rd
- What Your Leader Expects of You

May 5th
- NO CLASS—PROFESSOR AT TECHNOLOGY SUMMIT

WEEK 7:

May 10th
- Personalize Your Management Development

May 12th
- Managing Your Boss

WEEK 8:

May 17th
- What Effective General Managers Really Do

May 19th
- MIDTERM EXAM #1
  - Bring a #2 pencil and a green rectangular scantron (form #882-E)
  - PLEASE do not wrinkle, crumple, or hole-punch the form.

WEEK 9:

May 24th
- Interview Project Company Presentations

May 26th
- Interview Project Company Presentations

WEEK 10:

May 31st
- MEMORIAL DAY HOLIDAY—NO CLASS

June 2nd
- Individual papers are due at the beginning of class, today. Late papers will not be accepted for course credit.
- Final Exam Review
- Course Evaluations

WEEK 11:

June 7th
- COMPREHENSIVE FINAL EXAM
  - Bring a #2 pencil and a green rectangular scantron (form #882-E)
COURSE POLICIES

TALKING IN CLASS

Class participation is expected and thoughtful questions are encouraged. However, personal conversations—even about class—no matter how quiet, are not acceptable. If you are talking out of turn, I will stop class to give you a warning. Any instance after that, it is assumed that you are aware of this policy and you will be asked to leave class for the remainder of the day. You will remain accountable for all material covered.

NO ELECTRONICS POLICY:

There is a no electronics policy in effect in this course. Computers may not be on during designated class time. Cell phones must be SILENCED and put away.

TEXTING POLICY:

A 75 point reduction from your final course point total for each instance of texting. Note: The appearance of texting (e.g., hands under the desk out of sight) is sufficient cause to enforce this penalty.

EXAM MAKE-UP POLICY

You may miss 1 exam this quarter. Please note, this is intended to provide flexibility for cases of illness or family emergency. Missed exams will be handled as follows:

- **Missed midterm exam:** The missing grade will be replaced with the score earned on the final exam.
- **Missed Final exam:**
  - *Without a doctor’s note* specifying the absence was medically necessary: Score will be replaced with 90% of the average of your three midterm exam scores.
  - *With a doctor’s note* specifying the absence was medically necessary: The score will be replaced with 100% of the average of your three midterm exams.

VIEWING EXAMS

The course policy is that students are not allowed to keep copies of the exam and exams are not put on reserve. Exams may only be viewed during office hours.

COPYRIGHT STATEMENTS:

Students may tape lectures, and may type notes by computer. Neither tapes nor lecture notes may be sold by the student or traded for any form of personal benefit.

GRADE CHALLENGE:

Consistent with College of Business Administration policies, final course grades may be challenged. In order to challenge a grade, the student MUST provide objective proof that one of the following two situations occurred:

1. The student was graded differently than other students in the class, thus biasing their opportunity to earn a fair grade.
2. The student was required to perform tasks different from, or beyond those assigned to other students in the course in order to obtain their grade. (Note: extra-credit work, if offered, does not meet this
criterion as it is bonus work taken voluntarily by the student for their own personal benefit (i.e., it favorably biases the student’s grade and therefore cannot harm them.)

If one of the two above conditions is met, the student should:
- First, seek an appointment with the professor to discuss the grievance and to present objective evidence of one of the above two conditions being met.
- If upon presenting evidence of one of the above conditions the matter is not resolved satisfactorily, then the student should present their evidence to the Chair of the Department of Management.

**UNIVERSITY/COLLEGE OF BUSINESS SECTION**

**RELIGIOUS HOLIDAYS:**

Students who must miss an examination due to a religious holiday should notify the instructor during the first two weeks of class.

**EQUAL OPPORTUNITY STATEMENT**

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University.

**AFFIRMATIVE ACTION STATEMENT**

Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

**ADA STATEMENT**

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager DSS or call 509-359-6871.

**ACADEMIC INTEGRITY**

Any question of Academic Integrity will be handled as stated in the EWU Academic Integrity Policy. This policy is on the EWU web site. Violations will result in a course grade of 0.0.