

General Information

Office Telephone 312.996.4481
Home Telephone: 708.524.8414 (Please use discretion as to the hour you call.)
E- Mail: pthomp1@uic.edu
Office UH 2320
Office Hours: Tuesday and Thursday: 9:30 – 10:45 and 1:15 – 1:45

NO APPOINTMENT NECESSARY—FIRST COME, FIRST SERVED

Other times by appointment. (This means: call the office—I might be there.)

Course Description

Introduction to Management is a survey course. It touches upon a large number of topics, none of them in depth. Nonetheless, by the end of the course students should have gained a broad perspective on organizations and the art and science of getting work done through people.

The study of management draws from economics, anthropology, philosophy, political science, sociology, social psychology, and psychology. The main topics in the course are listed in the schedule below.

Required Text

Management (9th Ed.) Robbins, S. P., and Coulter, M. (Upper Saddle River, NJ: Pearson Prentice Hall) 2007. ISBN: 0-13-225773-4

Check <http://www.safarix.com> for availability of an electronic version online.

Course Objectives

Management is an applied course, which is to say that the course objective is to prepare students to manage organizations or parts of them. Having said that, it is also true that management is the subject of academic study. Some of you may develop an interest in the topic sufficiently strong to inspire you to become a lifetime student, that is, a professor, of management.

At the end of the course, the diligent student should be able to

- * describe the major principles of management
- * define management concepts and terms and distinguish among them
- * identify which principle(s) of management applies in a given situation
- * explain cause and effect in management situations

Course Requirements

Homework

Fifteen (15) BRIEF (as in: short, not long, terse, concise, etc.) homework assignments are required. They must be typed or word processed and *on time*. **“On Time”** means: hard copy submitted in class on the day listed in the schedule below. It does NOT mean submitted electronically!

The fifteen assignments are:

- Five “Thinking About Management Issues” found at the end of the chapters: Answer any two (2) questions. AND
- Five “Case Application” found at the end of the chapters: Answer any two (2) questions AND
- Five “Ethical Dilemma Exercise” found at the end the chapters: NOTE: Discuss any two (2) alternatives, explaining why one is acceptable and why the other is not.

ALSO

- Bonus Points. You may hand in four (4) additional homeworks for credit, but they may not be late. **Note: Extra credit applies only when the 15 required homeworks—five of each—are turned in first. This is a bonus for your demonstrated ability to manage time and information.**

NOTE: TO QUALIFY FOR EXTRA CREDIT, YOU MUST FIRST SUBMIT FIVE (5) OF EACH TYPE!

READ THIS STUFF—IT’S IMPORTANT! The assignments must be turned in at the end of class on the day they are due. Due date is determined by the syllabus. You choose the type of assignment you want to do for a particular day. Keep track of what you do so you don’t over- or under-allocate categories. Five from each category are required, plus one of your own choice.

Late homework will not be accepted, so plan ahead. Neither e-mail nor facsimiles are acceptable methods of turning in homework. You must turn in a hard copy in class. (Hint: if you must miss a class, give your homework to a RELIABLE friend to turn in for you.)

Total length may not exceed 150 words, which is about one-half (1/2) of a typed page. To ensure brevity, you must submit the assignment, typed, on a one half a page. Assignments on paper that is larger than 8-1/2” × 5-1/2” will not be accepted. The most important thing to remember about the assignments is that they be brief.

THIS IS IMPORTANT TOO!

Finally, you must provide the following information at the top of the page:

- Chapter number
- Your student ID e.g., 67-123-4567
- Title of exercise
- **NO NAME!**
- Question numbers

Did I mention that the homework assignments should be brief?

Grades

There are 1,065 *available* points in the course distributed as follows:

Full credit points:

Management Issues homeworks: 5 @ 10 points each.	50	
Case Application homeworks: 5 @ 10 points each.	50	
Ethical Dilemma homeworks: 5 @ 10 points each.	50	
3 Tests @ 200 points each.	Open notes.	600
Cumulative Final Exam.	Open notes.	250
Total		1000

Extra credit points:

Bonus homeworks 4 @ 10 points each: Your choice of topic.	40
Extra Credit for Ethics Lecture	25

The grades are based on the following distribution:

<u>Grade</u>	<u>Points</u>
A	900 -1,000
B	800- 899
C	700 - 799
D	600 - 699

Tests and Exams

To help you monitor your progress through the semester, there will be three (3) non-cumulative tests. These tests are intended to provide you with feedback about your progress in learning the course material. Students who do poorly on the first test typically adjust their note-taking and study habits to ensure better performance on subsequent tests.

The final exam is cumulative, but will emphasize material from the latter part of the course.

CHEATING WILL NOT BE TOLERATED AND WILL RESULT IN A FAILING GRADE.

You may consult your written or typed notes during the exam, but not photocopies of the textbook, or copies of the PowerPoint slides. Also: no downloads or other mechanical reproductions. The purpose of this rule is to encourage you to learn the material by writing it into your notes. Use of photocopies of the text will be considered cheating, resulting in confiscation of the exam and a failing grade.

Participation

Participation is encouraged in this course: you are expected to ask questions and challenge assumptions. Please tell interesting stories, refer to books, plays, poems, television shows, sacred texts, or movies—especially movies— that illustrate the principles in the text.

Life Outcomes

Management is an art as much as it is a science, and art is learned through observation and practice. In your career as a manager, if you are acting ethically to maximize shareholder value by satisfying customers while enhancing human well-being, then you will be a success.

Class N^o	Date	Readings: Robbins & Coulter	Assignment Due
1.	25 August	Ch. 1 Introduction	None
2.	27 August		Ch. 1
3.	1 September	Ch. 11 Communication and Information Technology	Ch. 11
4.	3 September	Ch 2 History of Management	Ch. 2
5.	8 September	Ch. 18 Foundations of Control	Ch. 18
6.	10 September	Ch 3 Constraints: Culture and the Environment	Ch. 3
7.	15 September	Ch. 4 Global Environment	Ch. 4
8.	17 September	Test # 1	
9.	22 September	Review test answers	
10.	24 September	Ch. 5 Social Responsibility and Ethics	Ch. 5
11.	29 September	Ch. 5 Social Responsibility and Ethics	
12.	1 October	Ch. 6 Decision-Making	Ch. 6
13.	6 October	Ch. 8 Strategic Management	Ch. 8
14.	8 October	Ch. 10 Organizational Structure and Design	Ch. 10
15.	13 October	Catch up day.	
16.	15 October	Test # 2	
17.	20 October	Review test answers.	
18.	22 October	Ch. 12 Human Resource Management	Ch. 12
19.	27 October	Ch. 13 Managing Change and Innovation	Ch. 13
20.	29 October	Ch. 14 Behavior	Ch. 14
21.	3 November	Ch. 15 Groups and Teams	Ch. 15
22.	5 November	Test # 3	
23.	10 November	Review test answers	
24.	12 November	Ch. 16 Motivating Employees	Ch. 16
25.	17 November	Ch. 16 Motivating Employees	
26.	19 November	Ch. 17 Leadership	Ch. 17
27.	24 November	Ch. 17 Leadership	
28.	1 December	Ch. 7, 9 Planning Tools and Techniques	Ch. 7, 9
29.	3 December	Ch. 19 Operations and Value Chain Management	Ch. 19