

Introduction to Management
11:373:241, Section 01
Fall Semester

- Class Location:** Cook-Douglass Lecture Hall, Room 103
- Meeting Times:** Monday and Wednesday, 6th period (5:35-6:55 pm)
- Professor:** Dr. Brian J. Schilling
Department of Agricultural, Food & Resource Economics
Rutgers School of Environmental and Biological Sciences
- Office Hours:** By appointment.
- Phone:** 848-932-9127
- E-mail:** schilling@aesop.rutgers.edu
- Office Location:** Cook Office Building, Room 108
- Text:** Recommended: *Essentials of Management*, Andrew J. DuBrin, 8th edition, 2008 (or later edition).
- Learning Goals:**
1. To familiarize you with a core set of business management concepts while exploring real world examples.
 2. To develop your ability to apply business management concepts, models, tools, and theories.
 3. To develop your ability to communicate effectively and encourage professional presentation skills.
 4. To build marketable analytical and critical thinking skills that are attractive to employers.
- Course Approach:** The course format will consist of lectures and active student participation. Students are expected to be prepared for each class meeting by completing assignments and out-of-class exercises. Some assignments will be completed as on-line forum discussions (on SAKAI). Students will be required to make periodic presentations on topics assigned by the instructor and participate in class discussion and exercises. Students are strongly encouraged to bring their own professional experiences into the classroom to increase the richness of class discussions.
- The organization of course content will follow the general format of *Essentials of Management*, however, additional material will be introduced. I strive to incorporate experiences from the private and public sectors to provide a “real world” perspective on the concepts and tools covered in class.

Expectations of the Instructor

1. I will start and end class on time.
2. I will come to class prepared to lecture and lead class discussion on scheduled topics, as outlined in the course syllabus.
3. I will commit to making the course interesting, informative, and enjoyable.
4. I will encourage appropriate student participation in class and respect students' ideas and opinions, even if they differ from my own.
5. I will be available to assist students outside of class through email, telephone, or in-person meetings scheduled by appointment.
6. I will provide grades for exams and quizzes in an expeditious manner (within one week).
7. I will keep students informed of course announcements through in-class announcements and/or the course SAKAI page.

Expectations of Students

1. Students will read the course syllabus to better understand course details.
2. Students will devote an appropriate amount of time outside of the classroom to studying course materials and topics.
3. Students will abide by the Rutgers University Code of Academic Integrity.
4. Students will come to class prepared to participate in class discussions. The quality of class participation will count toward your final grade.
5. Students will attend class regularly.
6. Students will arrive in the classroom early enough to be seated and ready for class to begin on time, and will not leave until class is over. If a student cannot meet this expectation on a particular day, the student will inform the instructor.
7. Students will refrain from conversing among themselves when the instructor is speaking to the class or when another student is asking a question or making a comment.
8. Students will keep cell phones and other electronic communication devices turned off during class.
9. Students will respect the ideas and opinions of each other, even when they disagree with them, in order to foster an environment in which all students feel comfortable in expressing their ideas and questions.
10. Students having difficulty with the course will contact the instructor promptly so that the instructor and the student can identify and correct the causes of the difficulty.
11. Students will check their email and the course SAKAI site regularly for announcements and information relating to the course.
12. Students will return hourly exams to the instructor immediately after they are reviewed in class. Failure to do so will result in an exam grade of 0%.

Grading

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| 15% | Exam 1 (non-cumulative) |
| 20% | Exam 2 (non-cumulative) |
| 40% | Final Exam (cumulative) |
| 15% | Quizzes (drop lowest of 4 quiz scores) |
| 10% | Exercises and class participation |

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| A: | 90.0-100% |
| B+: | 87.0-89.9% |
| B: | 80.0-86.9% |
| C+: | 77.0-79.9% |
| C: | 70.0-76.9% |
| D: | 60.0-69.9% |
| F: | <60.0% |

Exams will be a combination of multiple choice, true/false, and short answer questions. The final exam will be cumulative.

Academic Integrity

All students are expected to be fully aware of, and abide by, the standards of conduct for academic integrity established by Rutgers University.

See: <http://academicintegrity.rutgers.edu/policy-on-academic-integrity>

COURSE MEETING SCHEDULE & TOPICS COVERED

(Companion reading assignments can be found in DuBrin, 8th edition or later)

- **Timeline of Topics is Approximate** -

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| Class # 1 | Course Overview Class Exercise - A "Manager's Dilemma" | |
| Class # 2 | Introduction to Management | Ch. 1 |
| Class # 3 | Management Schools of Thought | Ch. 1 |
| Class # 4 | Management Schools of Thought | Ch. 1 |
| Class # 5 | Quiz 1 & Globalization and its Implications for Managers <u>Independent research:</u> <i>How has information technology impacted the U.S. work place? Have investments in IT over the past several decades shown up in the "bottom line" of American businesses?</i> | Ch. 2 |
| Class # 6 | The Pros and Cons of Information Technology | Ch. 14 |
| Class # 7 | Ethics - Theory and Practice <u>Independent research:</u> <i>Research a recent "ethics issue" covered by popular media. Review NJ State Ethics Commission materials.</i> | Ch. 3 |
| Class # 8 | Ethics (continued) & Review for Exam 1 | |
| Class # 9 | *** Exam 1 *** | |
| Class # 10 | Review of Exam 1 & Social Responsibility <u>Independent research:</u> <i>Examine a business' social responsibility strategy.</i> | Ch. 3 |
| Class # 11 | The 1 st Management Function - Planning | Ch. 4 |
| Class # 12 | Problem Solving and the Rational Decision Making Model | Ch. 5 |
| Class # 13 | Quiz 2 <u>In-Class Assignment:</u> <i>Perform planning analysis (to be assigned by professor).</i> | Ch. 6 |
| Class # 14 | Tools of Planning | Ch. 6 |
| | *NO CLASS* due to conflict in instructor's schedule | |
| Class # 15 | The 2 nd Management Function – Organizing (Job Design) | Ch. 7 |
| Class # 16 | Organizational Structure | Ch. 8 |
| Class # 17 | Human Resource Management <u>Independent research:</u> <i>In economic terms, how significant is the problem of labor turnover among U.S. businesses?</i> | Ch. 9 |
| Class # 18 | Quiz 3 & HR in Food Industry | |
| Class # 19 | HR Scenarios & Review for Exam 2 | |
| Class # 20 | *** Exam 2 *** | |
| Class # 21 | Review of Exam 2 & The 3 rd Management Function – Leadership | Ch. 10 |
| Class # 22 | Theories of Motivation | Ch. 11 |
| Class # 23 | <i>Possible Industry Speaker</i> | |
| Class # 24 | *NO CLASS* (University on Friday schedule) | |
| Class # 25 | The Process (and Importance) of Communication | Ch. 12 |
| Class # 26 | The 4 th Management Function - Controlling | Ch. 15, 16 |
| Class # 27 | Quiz 4 & Catch Up | |
| Class # 28 | Review for Final Exam | |
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| | Final Exam | |