

Fall 2020

Meeting days: Tuesdays, Thursdays	Instructor title and name: Mandy Morrell
Meeting times: 11am/Online	Phone: (please email first)
Meeting location: FSB 103/Online	E-mail: mmorrell@pointloma.edu
Final Exam: Tuesday 10:30am-1pm	Office location and hours: By Appt.

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

A study of the manager's role in the organization, including the tasks of planning, organizing, leading, and controlling. Topics include an introduction to change and innovation, corporate culture, global business, ethics, corporate social responsibility, organizational structure, decision-making, human resources and leadership.

COURSE LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. Recognize management theorists and examine the importance of management theories (PLO 1, E2 & F1).
2. Describe the four functions of management (PLO 1, F1 & F2).
3. Exhibit and illustrate an understanding of management principles, including: human resources, operations management, organizations and leadership (PLO 1, 2, E2, F1 & F2).
4. Employ decision making capabilities within a team (PLO 5, E2)
5. Use effective verbal and written communication to exhibit management principles, theories

and current events (PLO 3).

6. Analyze ethical issues in the context of management theories (PLO 4).

COURSE CREDIT HOUR INFORMATION (required for online and hybrid delivery ONLY)

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3 unit class delivered over 16 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. **Exploring Management 6th Edition (2017). Schermerhorn and Bachrach. Wiley. ISBN: 978-1-119-39586-7 (Wiley PLUS not required but hard copy preferred)**
2. **Partridge, D. People over Profit (2015). Nelson. ISBN: 978-1501222306**

ASSESSMENT AND GRADING

Note: Clearly define a grading policy to avoid any confusion concerning expectations. It is most helpful if at least two things are present: 1) a point distribution and 2) a grading scale.

Assignment distribution by percentage: <ul style="list-style-type: none">• Weekly quizzes 10%• Zoom/Participation & Engagement 5%• Coursework Prep Exercises 5%• Ethics Presentation 11%• POP Paper/Discussions 16%• Executive Interview Paper/Discussion 12%• Management in the Real World 5%• Midterm 10%• Supply Chain Presentation 11%• Christian Practices Participation 5%• Final Exam 10%	Grade scale: A=93-100 A-=92.9-90 B+=87-89.9 B=83-86.9 B-=80-82.9 C+=77-79.9 C=73-76 C-=70-72 D+=67-69 D=63-66 D-=60-62 F=0-59
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INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Assignments submitted less than 4 hours late will be -2. Assignments submitted within 24 hours will receive a 10% deduction with further reductions after that. Please submit your assignments on time. Incompletes will only be assigned in extremely unusual circumstances.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

TUG only:

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#)

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map using the below link to view which states allow online (distance education) outside of California. <https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the PLNU Catalog for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Hybrid 3-unit courses only:

At Point Loma Nazarene University, attendance is required at all scheduled classes. Hybrid format means some class meetings will be face-to-face and some will be online. Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week.

Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

Online Portion of the Hybrid Course

If a student misses two online classes (fails to contribute to a discussion board) during the course, then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses three online classes (fails to contribute to a discussion board by the due date) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

1 missed F2F class = warning

2 missed F2F classes = de-enrollment

2 missed online classes = warning

3 missed online classes = de-enrollment

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. No requests for early examinations or alternative days will be approved.

COURSE SCHEDULE AND ASSIGNMENTS

Note: All papers must be written in APA style, format and references. Use the Purdue Owl as a point of reference: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Zoom/Participation and Engagement (50 points)

Be on time and prepared for class/zoom, engaged, and share quality insights in discussions and participate in group work. If you cannot attend, submit the write up before the start of the zoom call.

Coursework Prep Exercises (50 points)

Certain weeks we will have activities that will correspond with coursework for the week or to prepare you for an upcoming assignment.

Christian Practice Activity Log (50 points)

One of Christianity's chief tenements is to "love one another" (John 13:34-35). A good manager will take time to get to know and care for their team. You will be paired with another member of the class and will be responsible for encouraging, helping and praying for them this semester. You must record at least ten actions through the semester (see the form in the top module of Canvas) and submit this record the day of the final.

Quizzes (10@10 points each)

There will be a weekly quiz. This could be taken from the readings or class activities and may ask you to apply the content to a business situation. This must be taken in the time frame provided and is tied to your attendance. **THERE ARE NO MAKEUPS.**

Ethics Presentation (110 points – 100 points presentation – 10 points PPT draft)

Analyze a recent ethics issue listed in under the assignment in Canvas. After analyzing the ethical problem, relate the problem back to an ethical theory from in Chapter Three. Present a ten-minute presentation in class beginning with a thesis statement, summarize the details of the problem and define the ethical theory and relate it back to the issue using Microsoft Power Point. If you choose

to use an online video, it cannot be longer than 60 seconds. See details under the assignment in Canvas.

People over Profit (160 points – Paper 100 points, Discussions 60 points)

Discussion Check in #1, #2, #3 (15 points each): What are two things that were new information to you? What surprised you? Leave an insightful response on two classmates as well.

Discussion Check in #4 (15 points): What did you think of the ending? What conclusions does this leave you with regarding the author's ideas and the state of the business world?

Paper (100 points): Using APA style and format, write a 3-4 page paper highlighting the four eras of organizational behavior. Use at least two high quality sources from research and the news (besides People over Profit and your textbook) that support or exemplify the points made by Partridge for each.

Midterm (100 points)

The Midterm Examination is a culmination of everything learned so far in the semester. This will be a multiple choice, T/F, matching and written essay format.

Executive Interview Paper (120 points: 100 - paper; 20 points – discussion)

Discussion (20 points): What did you learn from the company interviews you completed? What are two takeaways from the interviews? Why are these important to you? Would you recommend your best friend to work for this company? Leave two insightful comments for your classmates.

Paper (100 points): Choose two companies from different industries you are interested in. You will interview the Founder/CEO or Human Resource Manager for each company. Research what you can online from company website and any other postings or articles. The paper should be six to seven pages. You should have at least four references, one from a peer reviewed article and two as a personal interview. See Canvas for details.

Supply Chain Presentation (110 points – 100 points presentation – 10 points PPT draft)

Research the upward and downward supply chains from one of the following companies in Canvas. What is their supply chain philosophy? Trace your company's item's supply chain including where it is sourced and its sustainability, its manufacturing process including quality controls and how its logistics operations are structured and if this is efficient. What final product(s) does this go into, if any? What do you like about this supply chain? If you were the manager of this company's supply chain, what would you change? Prepare a ten-minute team presentation using Microsoft Power Point to share your results. If you choose to use an online video, it should be no longer than 60 seconds. See Canvas Assignment for details.

Management in the Real World (50 points)

Write out six questions from chapters 1,2 and 14 (2 each). Ask two frontline managers/supervisors from businesses you frequent about their organization. Make sure you are able to get all questions answered between the two mini-interviews. You should not know the person you are asking. Write

two-three descriptive sentences about the worker's response. Write one reflective comment on the interaction for each, tying back to a concept the text. See Canvas for more information.

Final Exam (100 points)

The Final Examination is a culmination of everything learned throughout the semester. This will be a multiple choice, T/F, matching and written essay format.

***Please note until further notice this course will be asynchronous online, with live Zoom meetings Thursdays at 11am. ***

DATE PRESENTED	CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE
Week 1: 8/16	Syllabus Overview	
Week 1: 8/16	Chapter 1: Managing and Mgmt. Process; Quiz	Read Ch. 1; SWOT
Week 2: 8/23	Chapter 2: Foundations of Management	Read Ch. 2
Week 2: 8/23	Chapter 2: Foundations of Management, Quiz	MITRW Questions Due
Week 3: 8/30	Chapter 14: Teams and Team Work	Read Ch. 14
Week 3: 8/30	Chapter 14: Teams and Team Work, Quiz	MITRW Shareout
Week 4: 9/6	Chapter 5: Planning	Read Ch. 5
Week 4: 9/6	Chapter 5: Planning	Management in the Real World Due
Week 5: 9/13	Chapter 3: Ethics and Social Responsibility	Read Ch. 3
Week 5: 9/13	Chapter 3: Ethics and Social Responsibility, Quiz	Ethics PPT Draft Due
Week 6: 9/20	Ethics Presentations; Chapter 3: Ethics and Social Responsibility	Read Ch. 3
Week 6: 9/20	Ethics Presentations; Chapter 3: Ethics and Social Responsibility	Ethics Presentation; Peer Review
Week 7: 9/27	Chapter 7: Strategy	Read Ch. 7
Week 7: 9/27	Chapter 7: Strategy; Quiz	Personal MVV Due
Week 8: 10/4	Midterm Review	
Week 8: 10/4	MIDTERM	Executive Interview Names Due
Week 9: 10/11	Chapter 17: Globalization: Supply Chain	Read Ch. 17;
Week 9: 10/11	Chapter 17: Globalization: Supply Chain, Quiz	Supply Chain Draft Due
Week 10: 10/18	Supply Chain Presentations	Read POP 1-54 – Discussion;

		Supply Chain Presentations- Peer Review;
Week 10: 10/18	POP 1-54; Discussion	Executive Names Due; Peer Review
Week 11: 10/25	Chapter 9, Organizational Change, POP 55-100, Discussion	Read Ch. 9; POP
Week 11: 10/25	Chapter 9, Organizational Change, POP 55-100, Discussion	Discussion, Executive Interview Confirmations Due;
Week 12: 11/1	Chapter 10: Human Resources; POP 101-150, Quiz	Read Ch. 10; POP 101-150
Week 12: 11/1	Chapter 10: Human Resources	Discussion; Executive Interview Questions Due
Week 13: 11/8	Chapter 11: Leadership; POP 151-end	Read Ch. 11; POP 151-end
Week 13: 11/8	Chapter 11: Leadership; POP 151-end, Quiz	Discussions (POP and Interview Shareout)
Week 14: 11/15	Chapter 6: Control	
Week 14: 11/15	Chapter 6: Control, Quiz	POP Companies Identified
Week 15: 11/22	POP/Review	Executive Interview Paper Due
Week 16: 11/29	Final Exam: STUDY	POP Paper Due