**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business Administration**

**BA 314-Sec 01: MANAGEMENT (3 credit hours)**

**Fall 2023**

**6:00 pm – 8:40 pm on Tuesday in the BEB in Rm 214**

 **Instructor:** Dr. Jimmie S. Warren, Sr.

 **Office:** Room 207, Business Education Building

 **Phone:**  (662) 254-3604

  **E-mail:** jimmie.warren@mvsu.edu

**Office Hours**:  **Mondays, Wednesdays, & Fridays: 2pm–3pm**

**COURSE MATERIALS**

**MGMT 12th Edition (Electronic Text)** Williams. Mason, OH: Southwest, Cengage Learning. **Mind Tap MGMT 12th, 1 term (6 months) Instant Access for interactive E-book. (Comes with E-text)** **ISBN-9780357137758.** Instructions for access to the electronic text can be found in the document **“How to access your MindTap course”** which is located in the “Syllabus” tab on Canvas.

Publication Manual of the American Psychological Association 7th edition, ISBN 978-1-4338-3216-1.

**NOTE: There are no MindTap assignments for this class!!!!! Any and all MindTap materials and resources are available as additional research and study materials for this course.**

1. Electronic access to/purchase of the course text is available at the MVSU bookstore or via the publisher of the course text.
2. Handouts provided by instructor via Canvas course tabs and via Canvas email.
3. Additional readings may be assigned from academic journals and business journals such as the Wall Street Journal, the Economist, Business, Fortune, Barron’s, MVSU library databases.
4. **Knowledge of APA Edition formatting for writing assignments. You can find this information online (Internet). You will be required to know and use this writing format. In addition, additional Formatting & Writing Styles Guide documents and other helpful documents have been provided for you on Canvas in the Syllabus tab.**

**COURSE PREREQUISITES**

The completion of BA 211 and BA 212 with a letter grade of C or better. A working knowledge of APA 7th Edition formatting.

**DESCRIPTION OF THE COURSE**

The Management course, BA-314, is a ***writing and communications*** emphasis course. The BA-314 management course is designed to provide the student with a general understanding of management knowledge, skills, competencies, and abilities to identify, analyze, and solve 21st century dynamic competitive environmental issues confronting 21st century business managers and CEOs. Although not as intense as the undergraduate and graduate level strategic management courses, but still in a leadership, ethical and management framework, this course integrates some core business knowledge across all organizational functional areas to arrive at economically sound, ethically principled, and value-adding solutions that add to the effectiveness of organizations and that also creates a sustainable competitive advantage. This course is one of several undergraduate business courses that are lead ups to the Business Department’s BA-451 Strategic Management Capstone course for the BS/BA degree program.

**COURSE OBJECTIVES AND EXPECTED STUDENT LEARNING OUTCOMES**

Upon completing the course, the undergraduate student will be able to:

1. Demonstrate general proficiency in the application of strategic and critical thinking, leadership, and analytical methods to produce a synergistic integration of management competencies across organizational functional areas.
2. Demonstrate general proficiency in the use of information technology (IT) tools (computers, laptops, various business analytical, marketing, and statistics software, databases, and social media venues) that are commonly used and that are continuously evolving in 21st century competitive and dynamic global business environments.
3. Demonstrate general proficiency at communicating and articulating organizational visions, missions, and organizational goals via various writing styles and online graphical data and information presentations (Power Points).

**READING ASSIGNMENTS**

The reading assignments for each week (of the first seven weeks up to mid-terms) are shown in the accompanying schedule of topics, assignments, and activities (See the Tentative Course Outline below). Not surprisingly, those who take the reading seriously understand the course materials better and have less difficulty in the other elements of the course. Completing reading assignments and the assigned course materials contained within the textbook are the responsibility of each student as part of his/her contractual obligation in the learning experience of this course. The student is, also encouraged to read academic business literature and business news briefings of the day in preparation for class discussions. The lectures are designed to supplement and elaborate upon the assigned readings and textbook content and other real world examples for an “outside of the text book” and outside of the classroom experience.

**CLASS PARTICIPATION AND ATTENDANCE**

This course will be structured as an interactive seminar (face-to-face). In addition, the course has a Canvas component, also. In Canvas for this course, you will respond to and you will answer discussions questions for each week for the first seven weeks and you will be making additional posts in response to other students’ responses to the discussion questions. **In addition to instructions given inside the classroom,** **all communications (email, discussion questions (DQ’s) and additional posts, and any additional instructions will be strictly within Canvas email system!!**

Again, in addition to the in class lectures (face-to-face), there will be discussion questions associated with the class, that you will answer on Canvas for each of the first seven weeks. The course materials will be dispersed/divided on a weekly basis, with a week being seven days: Tuesday to Monday. There will be a Canvas module for each of the first seven weeks. Each module will contain its own set of discussion questions (DQs) and will be related to a specific week. All modules will not be open simultaneously. Only the module corresponding to the week in which you will be working will be accessible. **To access the weekly modules, simply click on the “Modules” tab in Canvas on the left side of the Canvas course page**. Again, each Canvas module will represent one week and will contain all of the chapter Power Points for your access for that particular week. Again, within each module, there will be two discussion questions (DQs) for each of the first seven weeks of the semester in addition to in class (face-to-face) lecture discussions.

You will be required to respond to each discussion question for each week for the first seven weeks. **You will be required to make your OWN individual posts to the DQ questions and not as a team!! Do not simply copy and paste your DQ responses.** In addition to responding to each DQ for each week for the first seven weeks, you are required to make one additional post to any classmate on three different days for each week (for the first seven weeks). The one additional post on three different days could be in response to a classmate’s DQ response or to a classmate’s response to another classmate’s response(s). In addition, I (the instructor) will occasionally post questions or I will respond to student posts! Each response to the DQs and your additional one post to any of your classmates on three different days of each week (of the first seven weeks) should be 50 to 100 words (you do not have to make your additional posts to every classmate, just to one or to several if you desire). This will be considered substantive. In addition, always use properly formatted APA in-text citations with your DQ responses with the accompanying properly formatted APA reference(s). All responses to the DQs must have properly formatted in-text citations with the accompanying properly formatted references in APA 7th Edition format.

Please do not post statements such as **“I agree…” or “I like your answer…” or “Your answer is similar to mine…”. Do not simply repeat your colleagues’ posts, stating that you agree with it; if you do, tell “Why” you agree with the restated post! YOU KNOW WHAT I MEAN**! In addition, do not begin your DQ posts or additional posts with “**According to the textbook…**” and other “sophomoric” statements! Your DQ posts and additional posts should not sound as though you are still an undergraduate freshman or sophomore, you are not, but you are nearing the end of a professional undergraduate business program! You will not receive credit for these kinds of responses! This is a junior level undergraduate business course and I want junior to senior level undergraduate conversations, junior to senior level in-class (face-to-face) conversations, and junior to senior level undergraduate writing (on team papers)! This is to stimulate virtual classroom discourse to undergird your face-to-face classroom discourse. The mixture of face-to-face, Canvas discussion questions and additional posts will promote, hopefully, meaningful junior to senior level discussions and applications. **The face-to-face lectures and the Canvas discussion questions and additional posts will continue for the first seven weeks of the course; up to mid-terms.**

**The points for the Canvas discussion questions and for the additional posts will be five points per week: one point per DQ post (substantive post) and one point for each additional post (substantive).**

The success of the course is mainly dependent upon each student being prepared and actively contributing to the discussion. This is what I call the “CAMPFIRE” experience! I want the student to talk to me. I want to know what the student thinks about the material that we will cover. I want to know your thoughts. You have knowledge and experiences that could contribute greatly to class discussions. Moreover, because class participation is an important part of the classroom instruction methodology, I give generous points for classroom participation at the end of the semester! Therefore, it is imperative that each student attends class fully prepared, willing and able to offer analytical insights, constructive criticism, and encouraging support. This is a performance-based course in which the student is evaluated on his/her ability to generally demonstrate the skills, ability, knowledge, and competence expected and required of someone at the junior level within an undergraduate business program. Each student should strive to contribute actively and significantly to the discussion of each week's scheduled topics (in class and via Canvas). Every student therefore, should make a conscientious effort to attend every class and to be sufficiently prepared to make meaningful contributions to the course.

**Course Exams**

There will be six (6) course exams that will cover most of the chapters for the course text. There will be 50 multiple choice questions per exam and each question per exam is worth one (1) point for a total of 50 points per exam. All exams will be “in class” exams!

**Individual Written (Paper) or Team Papers & PowerPoints as Supplemental Assignment**

There are no individual writing assignments. However, there will be team assignments that will take place after the midterms!

**ACADEMIC HONESTY (CHEATING AND PLAGIARISM POLICY)**

The Department of Business Administration adheres to the University’s policy on academic honesty as contained in of the University catalog. The University catalog contains some examples of unacceptable conduct including plagiarism, cheating on examinations, unauthorized collaboration, etc.

**REQUIRED TECHNOLOGY FOR THE COURSE**

1. Word Processor and Spreadsheet (**MS Office Suite**)--make sure that you know how to use the software programs.

2. Knowledge of in the use of Canvas and Internet web browsers.

3. Knowledge of database access for research articles from peer reviewed journals. Become familiar with your MVSU Library database of peer-reviewed journals. The MVSU Library staff is available if you are in need of help.

4. **Checking and reading your emails on a regular basis; every other day**! I also send out emails containing job and internship announcements. Therefore, you should be watching and checking your emails.

5. TurnitIn Plagiarism checker will be used. Access will be provided by the instructor.

**WHICH INTERNET BROWSER SHOULD I USE FOR CANVAS?**

***Supported Browsers***

Canvas supports the current and first previous major releases of the following browsers:

* **Chrome** 95 and 96
* **Firefox** 94 and 95 ([Extended Releases](https://www.mozilla.org/en-US/firefox/organizations/all/) are not supported\*)
* **Edge** 94 and 95
* **Respondus Lockdown Browser** (supporting the latest [system requirements](https://www.respondus.com/products/lockdown-browser/requirements.shtml))
* **Safari**14 and 15 (Macintosh only)

You can verify that the browser you are currently using is up to date by using the browser checker tool in the link below.

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

Important note: If you need help downloading one of these browsers, The Online and Distance Education Staff will be happy to help you. They can be reached at 662-254-3913 or 662-254-3624. Additionally, you may submit a helpdesk ticket by emailing DistanceEd@mvsu.edu. Additionally, you may contact Mr. Huntley at 662-299-1220 or via email at hunt@mvsu.edu.

**POTENTIAL SOURCES FOR ORGANIZATIONAL DATA:**

* Articles from peer reviewed journal databases (MVSU Library)
* The company websites
* The Wall Street Journal’s Annual Reports Service (800-654-2582)
* <http://finance.yahoo.com> for company profile, key statistics, analyst opinion, etc.
* Additionally, search online to find one of the most recent articles concerning these companies
* **Other web resources: Auditing firms that include Deloitte, KPMG, Ernst & Young, and PricewaterhouseCooper**

**THE USE OF GRAMMARLY AS AN AID/TOOL FOR WRITING PAPERS**

Because the undergraduate senior level capstone course is a ***very heavy writing emphasis course***, I strongly encourage ALL students to use the very popular and very helpful writing assistance tool Grammarly, for your individual and team papers. You can use Grammarly for all of your various forms of communications, including your DQ responses! I will be looking for and expecting a high level of professional senior level business undergraduate communications, especially for fundamental tenants of grammar, sentence structure, and not using colloquial and conversational language! These should be “elementary” at this level!

In addition, you have access to additional tools on the Internet that you can use to aid you with your ability to professionally communicate your thoughts and ideas. There is no excuse for any senior level undergraduate business student to not be able to achieve the level of professional communication of their thoughts and ideas required for their major.

**TENTATIVE COURSE OUTLINE**

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| **Week** | **Chapter(s)**  | **Topics** |
| **Week 1****Aug. 22-Aug. 28**(**In Class Lecture**) |  **1****2** | **Management: An Introduction** **The History Of Management** **(In addition to the readings, study APA 7th format via the Web links provided). You will be tested on this material.**1. [**http://www.apastyle.org/**](http://www.apastyle.org/)
2. [**https://owl.english.purdue.edu/owl/resource/560/01/**](https://owl.english.purdue.edu/owl/resource/560/01/)

**In addition to the Week 1 chapter readings:** Respond to the Week 1 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 1. Do not post an attachment, place directly into the text box. |
| **Week 2****Aug. 29-Sept. 4** (**In Class Lecture**) | **3****4** | **Take Exam #1 in class!** **Exam # 1 Issued (Chapters 1 and 2).****Organizational Environments and Culture** **Ethics and Social Responsibility****In addition to the Week 2 chapter readings:**Respond to the Week 2 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 2. Do not post an attachment, place directly into the text box. |
| **Week 3****Sept. 5-Sept. 11** (**In Class Lecture**) | **5****6**  | **Take Exam #2 in class!** **Exam # 2 Issued (Chapters 3 and 4).****Planning and Decision Making****Organizational Strategy****In addition to the Week 3 chapter readings:** Respond to the Week 3 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 3. Do not post an attachment, place directly into the text box. |
| **Week 4****Sept. 12-Sept. 18**(**In Class Lecture**) |   **7****8****9** | **Take Exam # 3 in class!** **Exam # 3 Issued (Chapters 5 and 6).****Innovation and Change** **Global Management****Designing Adaptive Organizations** **In addition to the Week 4 chapter readings:** Respond to the Week 4 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 4. Do not post an attachment, place directly into the text box. |
| **Week 5****Sept. 19-Sept.25**(**In Class Lecture**) | **10****11****12** | **Take Exam # 4 in class!** **Exam # 4 Issued (Chapters 7, 8, and 9).****Managing Teams****Managing Human Resources****Managing Individuals & a Diverse Workforce****In addition to the Week 5 chapter readings:** Respond to the Week 5 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 5. Do not post an attachment, place directly into the text box. |
| **Week 6****Sept. 26-Oct. 2**(**In Class Lecture**) | **13****14** | **Take Exam # 5.** **Exam # 5 issued (Chapters 10, 11, and 12).****Motivation****Leadership****In addition to the Week 6 chapter readings:** Respond to the Week 6 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 6. Do not post an attachment, place directly into the text box. |
| **Week 7****Oct. 3-Oct. 9**(**In Class Lecture**) | **15****16****17****Mid Term Week** | **Take Exam # 6.****Exam # 6 issued (Chapters 13 and 14).****Managing Communications****Managing Communication Controls****Managing Information****In addition to the Week 7 chapter readings:** Respond to the Week 7 DQ questions according to the instructions given in the syllabus. In addition, you will make one additional post on three different days to any of your colleagues in the class for Week 7. Do not post an attachment, place directly into the text box.**Mid Term Grades will consist of points from all six exams, the Canvas Discussions and additional posts (a total of possible 335 points for mid-term).**  |
| **Week 8****Oct. 10-Oct. 16**(**In Class Case Study Discussion**) | **Beginning the team case studies!** | **Teams will be put together by the instructor (ME) and each team will have their own team forum on Canvas in which they will communicate throughout the remainder of the semester with their respective teams. The teams will be conducting case studies (three of them). For each case study, each team will assigned, by the instructor, a case study for each respective week. The teams should communicate in their respective Team Tabs on Canvas. Additional instructions will be posted during this time.**  |
| **Week 9****Oct. 17-Oct. 23** | **Work on Team Case study # 1****Power Point/Paper** | **Work on Team Case Study # 1. Teams will do Power Point presentations during Week 10. Use this time to submit your individual parts of the paper to the “Practice Submission” TurnitIn portals to check for plagiarism before assembling the parts for the final paper!!** |
| **Week 10****Oct. 24-Oct. 30**(**In Class Presentation**) | **Case Study #1 Group Present.** |  **(In class Power Point presentation of Team Case Study #1)** **Submit final version of team paper for Case Study # 1 to the “Final Submission” TurnitIn portals by October 24, 2023, 5pm. Submit the Final Team Power Point for Case Study # 1 to your respective team discussion forum on Canvas by 5pm.** |
| **Week 11****Oct. 31-Nov. 6** | **Work on Team Case study # 2****Power Point/Paper** | **Work on Team Case Study # 2. Teams will do Power Point presentations during Week 12. Use this time to submit your individual parts of the paper to the “Practice Submission” TurnitIn portals to check for plagiarism before assembling the parts for the final paper!!** |
| **Week 12****Nov. 7-Nov. 13**(**In Class Presentation**) | **Case Study # 2 Group Present.** | **(In class Power Point presentation of Team Case Study # 2)** **Submit final version of team paper for Case Study # 2 to the “Final Submission” TurnitIn portals by November 7, 2023, 5pm. Submit the Final Team Power Point for Case Study # 2 to your respective team discussion forum on Canvas by 5pm.** |
| **Week 13****Nov. 14-Nov. 19** | **Work on Team Case study # 3****Power Point/Paper** | **Work on Team Case Study # 3. Teams will do Power Point presentations during Week 15. Use this time to submit your individual parts of the paper to the “Practice Submission” TurnitIn portals to check for plagiarism before assembling the parts for the final paper!!** |
| **Week 14****Nov. 20-Nov. 27** | Break!!!!! | Fall Break and Thanksgiving Holiday!!!! |
| **Week 15****Nov. 28-Dec. 4**(**In Class Presentation**) | **Case Study # 3 Group Present.** | **(In class Power Point presentation of Team Case Study # 3)** **Submit final version of team paper for Case Study # 3 to the “Final Submission” TurnitIn portals by November 28, 2023, 5pm. Submit the Final Team Power Point for Case Study 3 to your respective team discussion forum on Canvas by 5pm.** |
| **Week 16****Dec. 5-Dec. 11** | Grading and Finalizing Assignments | Grading all remaining assignments and finalizing grades for the semester. Will Post Final Grades to the class by December 4, 2023. Will post final grades to Banner by December 8, 2023.  |
| **Week 17****Dec. 12-Dec. 18** | MBA Coordinator Stuff!! | MBA Coordinator Stuff!!!2023 Commencement!!!! |
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**COURSE EVALUATION AND GRADING**

 Exams (6×50pts) 300

 Canvas Discussion Questions & Posts 35

 Group Case Studies (3×50pts) 150

 **Total Points 485**

**Grading standard will be**:

Mid-Term Scale: **A: 302-335 B: 268-301 C: 235-267 D: 201-234 F: <201**

Final Grading Scale: **A: 437-485 B: 388-436 C:340-387 D: 291-339 F: <291**

**Concerning Make-Up Work**

Make-up work will not be allowed or given after the semester has ended. If any make-up work is allowed or given, all make-up work must be completed within or during the time frame of the semester.

**GRADE APPELS**

Any student who believes s/he has been graded unfairly during a semester should work actively and positively with the instructor to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (*course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*).

**STUDENT OBLIGATIONS - GENERAL**

1. **Read assignments before class.**
2. Maintain knowledge of current management issues as reported in academic databases (peer-reviewed journals) such as ProQuest, EBSCOhost, and business publications such as the Wall Street Journal, Forbes, Barons, Bloomberg, etc.

 3. Please complete project assignments on time.

1. You are responsible for knowledge of any administrative announcements (test information schedule changes, etc.) that are made at any time during scheduled class periods regardless of whether you are in attendance. If you are absent, ask a classmate to keep you informed.
2. If all else fails, shoot me an email!
3. **You are responsible for informing the professor of changes to your email address and phone contacts!**

**ADA STATEMENT**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ ADA Coordinator
Social Science Building Office 105
Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu.

**STATEMENT**

The course syllabus provides a general plan for the course and is not set “in stone” or is not binding. **Deviations may be necessary at the instructor’s discretion**.