

Illinois Institute of Technology
Stuart School of Business
Course Syllabus: BUS 301
Spring Semester 2011

Instructor Information

Name: Carrie Vernau

Office: 3424 S. State Street, Suite 4A4-1.

Telephone: 201-988-3571.

Fax: 312 567-5059 (7-5059 from a campus phone).

E-mail: Carrie.vernau@gmail.com

Office hours: Mon/Wed, 11AM – 12PM and by appointment.

TA Information: I have no TA.

Course Information

Course #: BUS 301.

Course name: Theory Of Organization & Management

Course description: BUS 301: Theory of Organization & Management

This course is an introduction to the theory and practice of management; includes basic managerial functions: planning, organizing, leading, and controlling. Communication, motivation, and decision-making techniques are stressed. Also covered are organization structure and design, the dynamics of individual and group interaction, organization climate, managerial styles, the implication of increasing workforce diversity, coping with conflict, and methods for achieving organizational improvement. Issues in international business are dealt with at relevant points.

Course Objectives:

You will be able to:

- ✓ Understand the organizational factors and individual and group factors that define culture and drive performance.
- ✓ Develop a deep appreciation for the role of the individual and the impact that differences in personalities, attitudes, motivations, and learning styles have on the workplace.
- ✓ Develop an appreciation for the challenges of organizational communication, decision-making, and conflict resolution.
- ✓ Understand the impact of power and political behavior on culture and performance.
- ✓ Understand the impact of organizational design and structure on culture, strategy execution, and individual and group behavior.
- ✓ Understand the importance and characteristics of effective, ethical leadership, and various approaches to motivation.
- ✓ Relate the course content to and gain experience developing and presenting solutions to vexing workplace challenges and situations.

Required Text



ORGB. Nelson, D.L. & Quick, J.L., Mason, OH: South – Western. 2008-2009 edition. You should be able to order this text from Amazon for a **very** reasonable price. You will need to bring the text to each class.

Required Course Materials

Text: , Nelson, D.L. & Quick, J.L., Mason, OH: South – Western. 2008-2009 edition.

(ISBN # 0-324-58132-7)

Software: None.

Programming Skills: None.

Text References: None.

Recommended Course Materials

Supplemental texts/readings: None.

Software: Excel!!! You will have 2 Excel Projects to complete during the semester

Text References: None.

Course & Instructor Policies

Make-up: Only in very special circumstances will I allow make-up work.

Late work: Late work will not be accepted.

Special assignments: All students must complete the assignments on the syllabus.

Class attendance: **IS REQUIRED AND WILL BE A PERCENTAGE OF YOUR FINAL GRADE FOR THE COURSE!**

Classroom conduct: Don't disturb other students or me. If you arrive late or need to leave early then do so quietly and without fanfare.

Discipline: Be courteous to all members of the class and expect that of them.

Grading System/Policy

Percentages for assignments:

Attendance/Participation	10%
Group Presentations	20%
Excel Projects (2 projects)	20%
Midterm Exam	25%
Final Exam	25%

Grading Scale

Percentage

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

Incompletes: I only give “I’s” in extreme circumstances which will be discussed and decided on an individual basis – you must make an appointment to speak with me early on in the process and not at last minute or after the fact

Disabilities

Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with me as soon as possible. My office hours are listed on the first page of the syllabus. The Center for Disability Resources is located in the Life Sciences Building, room 218, 312-567-5744 or disabilities@iit.edu

Copyright/Plagiarism/Academic Integrity

Rules on Plagiarism and Academic Integrity

Plagiarism and other violations of academic integrity are strictly prohibited and subject to penalty as defined by the University. The academic integrity material in the handbook is found at page 31 in the IIT student handbook. Students will be expected to conform to the rules and procedures set forth in the handbook.

The code of conduct governing writing by students at IIT requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing consists of thinking through ideas and expressing them in your own way. If the ideas are from other sources, use footnotes or other citation methods to indicate the source of the ideas. Plagiarism is the act of passing off someone else’s work or ideas as your own. The sanctions include, but are not limited to, expulsion and the imposition of a punitive grade of ‘E’.

What is Plagiarism?

Often there is some confusion as to what constitutes plagiarism. Plagiarism is the act of passing off someone else’s work as your own. To assist in providing an understanding of the types of

writing that constitute plagiarism, three types of are each discussed below. Also discussed below is the problem of “string citations.” String citations are not plagiarism, but many professors will reject string citations because they are not the student’s original work.

Word for Word copying: The use of any phrase or excerpt from another source requires the use of quotation marks around the copied material, or if the material is more than a few lines, the copied material should be placed in its own indented paragraph. A citation in proper form is always required to identify the source.

Plagiarizing by Paraphrase: When a writer uses a source, substitutes words and sentences, or even changes the order but keeps the meaning of the original, a citation is required.

Mosaic plagiarism is sometimes caused by careless note taking. However, it looks dishonest and is judged as such. The use of quotation marks around the original wording and citation avoid the problem of plagiarism. Often a better approach is to use paraphrase or to quote directly (with appropriate citations).

Plagiarism can be avoided by providing citations for the sources of any material, including ideas, phrases, or SSB Course Syllabus Page 4 sentences that you have used in your paper. A number of different systems are available for providing citations. The key to all of them is that the writer must clearly identify for the reader the sources of all material (including ideas) that have come from somewhere else.

Date	Class Lecture Material	Chapter presented in Group Presentation	Required Readings
10-Jan-11	First day of class - Distribute Syllabus		Chapter 1
12-Jan-11	Instructions for Group Presentations		Chapter 2
17-Jan-11	No Classes - Martin Luther King Day	No class	
19-Jan-11	Group Presentation	Chapter 2	Chapter 3
24-Jan-11	Group Presentation	Chapter 3	Chapter 4
26-Jan-11	Group Presentation	Chapter 4	Chapter 5
31-Jan-11	Group Presentation	Chapter 5	Chapter 6
2-Feb-11	Group Presentation	Chapter 6	Chapter 7
7-Feb-11	Group Presentation	Chapter 7	Chapter 8
9-Feb-11	Group Presentation	Chapter 8	Chapter 9
14-Feb-11	Group Presentation	Chapter 9	Chapter 10
16-Feb-11	Group Presentation	Chapter 10	Chapter 11
21-Feb-11	Group Presentation	Chapter 11	Review 1 - 11
23-Feb-11	Review for Midterm		Review 1 - 11
28-Feb-11	Review for Midterm		Review 1 - 11
2-Mar-11	Review for Midterm		Review 1 - 11
7-Mar-11	MIDTERM		

9-Mar-11	EXCEL PROJECT 1		Chapter 12
14-Mar-11	Spring Break	No class	
16-Mar-11	Spring Break	No class	
21-Mar-11	Lecture on Chapter 12		Chapter 13
23-Mar-11	Lecture on Chapter 13		Chapter 14
28-Mar-11	Lecture on Chapter 14		Chapter 15
30-Mar-11	Lecture on Chapter 15		Chapter 16
4-Apr-11	Lecture on Chapter 16		Chapter 17
6-Apr-11	Lecture on Chapter 17		Chapter 18
11-Apr-11	Lecture on Chapter 18		
13-Apr-11	EXCEL PROJECT 2		
18-Apr-11	Review for Final Exam		Review 12 - 18
20-Apr-11	Review for Final Exam		Review 12 - 18
25-Apr-11	Review for Final Exam		Review 12 - 18
27-Apr-11	Review for Final Exam		Review 12 - 18
2-May-11	Final Exam Week		
4-May-11	Final Exam Week		