Siena Heights University
at Kellogg Community College
Management Cases and Principles MGT 302

Faculty Name: Christian Staples
Office Hours: By appointment or 30 minutes prior to class
Phone Numbers: Office: 269-349-5922
               Cell: 269-370-0772
E-Mail: chrisstaples6@juno.com
Class Meeting/Time: 9am-5pm Sat June 26 – Aug 7, Room No. LT314
Required Texts: Managing- A competency-Based Approach 11th edition
                Hellriegel, Jackson, Slocum
                *A Writer’s Resource: A Handbook for Writing and Research,
                Maimon & Peritz, McGraw-Hill. ISBN: 978 007 325 8928

*This resource book will be used throughout all Siena Heights University classes, including the Master’s Degree program

**Siena Heights University Mission Statement**

The mission of Siena Heights, a Catholic University, founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

**Course Description**

This course show how general competencies are used by real-world managers as they address the daily challenges of managing and leading their organizations. What is happening in organizations today and what is likely to happen in the future. And, as managers in organizations, how can they lead others to meet the challenges of tomorrow.

**Siena Heights University Program Outcome Statement**

This course will lead students to consider:

- The nature and values of American business life;
- Positive goals such as justice and social responsibility rather than crises and failures;

Graduates of Siena Heights University will have gained the knowledge, skills and attitudes necessary to continue developing as self-respecting adults; and will be capable of:

- Making sense of their daily work and personal lives
- Taking appropriate actions
- Realizing that their search for final answers must be lifelong
General Education Learning Outcomes

This course will challenge students in the following areas:
The structure of this class makes your individual study and preparation outside of class extremely important. **Reading** the assigned chapters and having some familiarity with them before class will **greatly** assist your understanding of this subject. Attendance is voluntary, but your absence will probably harm your final grade. You may think a question is “too dumb to ask,” but it isn’t. Management covers some tough material, and most students have trouble with at least some section of it. We are here to help you learn.

Grading Policy and Scale

GRADING SCALE FOR PAPERS:

- **“A”** Paper: Paper meets all requirements in length and content, and shows excellent understanding of the material. Grammar and presentation is at a college level.
- **“B”** Paper: Paper meets all requirements in length and content, and shows a good understand of the material. Grammar and presentation is at a college level.
- **“C”** Paper: Paper meets all requirements in length and content, and shows some understanding of the material. Grammar and presentation needs some improvement.

**NC=NO CREDIT:** Paper does not meet minimum requirements in length and content, **OR** shows little understanding of material, **OR** grammar and presentation not college level.

**FINAL GRADE SCALE:**

93%+=**(A)**, 90-92%=(A-), 89-87%=(B+), 86-83%=(B), 82-80%=(B-), 79-77%=(C+), 76-73%=(C), 72-70%=(C-), 69-67%=(D+), 66-63%=(D), 62-60%=(D-), 59%-0=**(E)**.

Attendance Policy

Regular class attendance and class participation are necessary for successful completion of the course. A student who does not attend regularly will normally experience considerable difficulty. While attendance will not directly be a major consideration in the determination of the final grade, it will be used to influence the grade in marginal situations.

You have the responsibility to contribute toward the learning process in the class for the benefit of yourself and other class members. Expected contributions include arriving to class with assignments completed to the best of your ability, entering into class discussion, and posing questions about course material you do not adequately understand.
Academic Dishonesty Policy

A. Definition
Academic dishonesty is unethical behavior which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another to violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one’s own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

B. Student responsibility
Students should familiarize themselves with the complete Siena Heights University Academic Dishonesty Policy, which can be obtained from the SHU Undergraduate Catalog 2008-2010 on the website. Students are not excused from adherence to the policy even if they have not read it.

Academic Accommodations (Disability Statement)
Siena Heights University is committed to providing a learning environment that benefits all students. Pursuant to the Americans with Disabilities Act of 1990, all reasonable accommodations will be made to meet the documented needs of students. The Siena Accommodations Policy for Students with Disabilities requires a student to provide written documentation of his/her disability to the Academic Advising Office. If you require special accommodations, it is your responsibility to notify each instructor during the first two weeks of the semester. (See page 194 of the SHU Undergraduate Catalog 2008-2010 – available on the SHU website)

Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapters</th>
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</thead>
<tbody>
<tr>
<td>June 26</td>
<td>Chapter 1,2,3, and 4</td>
</tr>
<tr>
<td>July 10</td>
<td>Chapter 5,6,7, and 8</td>
</tr>
<tr>
<td>July 24</td>
<td>Chapter 9,11,12, and 14</td>
</tr>
<tr>
<td>Aug 7</td>
<td>Chapter 15, 16, 17 and 18</td>
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Assignment List

Homework assignments will be taken from the questions found at the end of each chapter (Questions for Discussion and Reflective Thinking).

June 26 Assignments Chapter 1:2, 1:3, 2:5, 2:10, 3:4, 4:1, 4:5
This Homework assignment will be handed in at a later date.
July 10 Assignments Chapter 5:2, 5:4, 5:6, 5:7, 5:10, 6:4, 7:5, 8:5

July 24 Assignments Chapter 9:10, 11:6, 11:8, 12:5, 12:7, 14:5

August 7 Assignments Chapter 15:3, 15:7, 16:2, 16:4, 16:6, 17:3, 18:6

Each Homework assignment must be at least 3 full pages in length. All papers must be typed, double spaced, using a 12 font size with one inch margins on all sides of the page, with a single cover sheet with the title, student’s name, and name of the class and date submitted. TWO (2) COPIES presented to instructor for grading, one will be kept for the instructor’s records, the other to be graded and returned to the student. Each Homework assignment will be worth 20% of a student’s grade.
Each student will present four (4) times in front of the class; four oral presentations will be required from each student, which will be worth an addition 5% of your grade. 5% will be deducted for not doing an oral presentation. Oral presentations will be given every class session. NO WRITTEN WORK WILL BE ACCEPTED AFTER AUGUST 7.

Academic and Professional Integrity

Siena Heights University expects its students to use resources with consideration for ethical concerns and legal restrictions. The principles of truth and honesty are recognized qualities of a scholar and of a competent, purposeful and ethical individual. Siena Heights University expects its students to honor these principles. Academic and professional integrity refers to the representation of one’s self and one’s work honestly while demonstrating respect for the accomplishments and contributions of others. Penalties for plagiarism and copyright infringement are at the discretion of the course instructor.