COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:
1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: PRST 201 Fundamental of Management and Leadership

Semester and Term: Summer 2016
Time: 6PM - 9PM
Campus Location: Bridgeport

Course Description:

This course explores the fundamental principles, theory and functions applicable to a variety of organizational settings. Specific techniques related to managerial functions are explored as well as the broad issues and trends influence the practice of contemporary management, globalization, technology, diversity, and competitive advantage. Special emphasis is on the role leadership plays in motivation, performance management, communication, team building, innovation, and change management. This course is specifically designed to teach introductory-level leadership and management concepts and applications.

Instructor & contact information:
Dr. Michael Patterson
Email: mpatters@bridgeport.edu
Telephone: 203-586-6285

Required Textbook:
Gareth R. Jones, Texas A&M University, and Jennifer M. George, Rice University, Contemporary Management 9th Edition ISBN 9780077718374

Learning Objectives:
At the completion of this course, the student will be able to:
   a) Use leadership and management concepts to understand leadership situations and enhance your effectiveness in the leadership process.
   b) Develop knowledge of fundamental management concepts and skills.
   c) Identify the internal and external factors and forces confronting management in various organizations.
   d) Examine the functions of management: such as planning, organizing, leading, controlling, and decision-making.
   e) Identify the key competencies needed to be an effective manager.
   f) Gain an understanding of the historical development of management theories and the implications for the management of organizations.
   g) Demonstrate critical thinking when presented with management problems.
   h) Describe the importance of social responsibility and managerial ethics in management operations.
Weekly Sessions Outline & Assignments

May 5th 2016 Management & Environment of Management

• In Class Session Outline:
  • Discuss Chapters 1 & 2: Managers and Managing & The Evolution of Management Thought.

• Assignments:
  • Read Chapters 3 & 4: Values, Attitudes, Emotions, and Culture: The Manager as a Person & Ethics and Social Responsibility.
  • Current Events Article.
  • Participate within our weekly discussion threads (Building Management Skills pg.28, answer questions 1 – 8. Let’s have a robust discussion)

May 12th 2016 The Environment of Management

• In Class Session Outline:
  • Review Current Events Articles.
  • Conclude Chapters 3 & 4: The Manager as a Person & Social Responsibility.
  • Discuss Chapter 5: Managing Diverse Employees in a Multicultural Environment.

• Assignments:
  • Read Chapter 6: Managing in the Global Environment.
  • How to Enter the Copying Business (Page 181, answer questions 1 – 3)
  • Current Events Article.
  • Participate within our weekly discussion threads.

May 19th 2016 Decision Making, Planning and Strategy

• In Class Session Outline:
  • Conclude Chapter 6: Managing in the Global Environment.
  • Review Current Events Articles.
  • Discuss Chapter 7: Decision Making, Learning, Creativity, and Entrepreneurship.

• Assignments:
  • Read Chapter 8: The Manager as a Planner and Strategist.
  • S.W.O.T. analysis project.
  • Current Events Article.
  • Participate within our weekly discussion threads.
May 26th 2016 Organizing and Controlling

- In Class Session Outline:
  - Conclude Chapter 8: The Manager as a Planner and Strategist.
  - Review Current Events Articles.
  - Discuss Chapter 9: Value Chain Management.

- Assignments:
  - Read Chapter 10: Managing Organizational Structure and Culture.
  - Understanding Organizing (Page 307, answer questions 1-8)
  - Current Events Article.
  - Participate within our weekly discussion threads.

June 2nd 2016 Leading Individuals and Groups

- In Class Session Outline:
  - Conclude Chapter 10: Managing Organizational Structure and Culture.
  - Review Current Events Article.
  - Discuss Chapter 11: Organizational Control and Change.

- Assignments:
  - Read Chapter 12: Human Resource Management
  - XYZ Organization Assignment.
  - Current Events Article
  - Participate within our weekly discussion threads.

June 9th 2016 Managing Critical Organizational Processes & Motivation and Performance

- In Class Session Outline:
  - Review Current Events Articles.
  - Discuss Chapter 13: Motivation and Performance.

- Assignments:
  - Read Chapters: 14 & 15: Leadership & Effective Groups and Teams.
  - Leadership Styles Assignment.
  - Current Events Article.
• Participate within our weekly discussion threads.

June 16th 2016 The Environment of Management & Managing Critical Organizational Processes

• In Class Session Outline:
  • Conclude Chapters: 14 & 15: Leadership & Effective Groups and Teams.
  • Current Events Article.
  • Discuss Chapter 16: Promoting Effective Communication.
  • Assignments:
    • Read Chapter 17: Managing Conflict, Politics, and Negotiation.
    • The Wall Street Journal Case in the News.
    • Participate within our weekly discussion threads.

June 23rd 2016 Managing Critical Organizational Processes

• In Class Session Outline:
  • Discuss Chapter 18: Using Advanced Information Technology to Increase Performance.
  • Course Review
  • Open Debate

Assignments and Grading Criteria:
Completed weekly assignments: 40 %
Classroom participation 30 %
Discussion threads participation 30%

Letter Grading Scale:

<table>
<thead>
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<th>% of Points Earned</th>
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<tr>
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<td>76-74</td>
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<td>73-70</td>
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<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
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<tr>
<td>86-84</td>
<td>B</td>
<td>66-64</td>
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<tr>
<td>83-80</td>
<td>B-</td>
<td>63-60</td>
<td>D-</td>
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<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
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Late Assignments:
Assignments received within one week after the due date will receive a half of a letter grade reduction (for example if a student earns a grade of an “A” for the assignment, the grade will be reduced to a “B+”).

Assignments received one week after the due date will receive a full letter grade reduction (for example if a student earns a grade of an “B” for the assignment, the grade will be reduced to a “C”).

No assignments will be accepted after 2 weeks after the due date.

ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: [http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/](http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/).

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:
Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER
The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu https://bridgeport.instructure.com/courses/829447/

Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.

- Search the online databases for your academic field; business, counseling, human services, psychology, etc.

- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers
Open access computer labs are available at three locations:
• Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.

• Stamford – Room D; Check open hours at: http://www.bridgeport.edu/stamford

• Waterbury – Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:bursar@bridgeport.edu">bursar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:cashier@bridgeport.edu">cashier@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
<td></td>
</tr>
<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
</tbody>
</table>

CAMPUS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
</tr>
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Directions to IDEAL Campus locations http://www.bridgeport.edu/pages/2260.asp

To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243