



Syllabus

SCHOOL OF BUSINESS AND MANAGEMENT **MG 201: Introduction to Functions of Management**

5 Credits
Effective: Summer 2012

Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

Introduction to planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and development of individual and group effectiveness; managing conflict and change; and the human aspects of management.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). Access is provided through the Reading List link in your online course as well as from the library homepage (“Find Your Reading List” button).

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available electronically at no cost to students.

Students in Canada may purchase course resources from the [Canada Bookstore](#), and students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Professional competency and professional identity
- Strong communication and interpersonal skills
- Critical thinking and information literacy
- Commitment to ethical practice and service
- Lifelong learning

COURSE OUTCOMES

In this course, learners:

- Analyze the problems and responses of management to conflict and change in the workplace
- Compare and contrast the development of individuals to the development of groups
- Compare and contrast the various roles and styles of leadership
- List the key activities and components in the primary roles of management as they pertain to fiscal, staffing, and directional aspects
- Differentiate the human and scientific variables in management

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Business Controls.
- Conflict Management;
- Cultural Awareness;
- Diversity;
- Ethics;
- Human Resource Management;
- Interpersonal Communication;
- Leadership Styles;
- Managed Change;
- Motivation;
- Organizational Behavior;
- Organizational Structures;
- Planning
- Quality Management;
- Strategy;
- Systems Management ;

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Case Problems	40%
Midterm Examination	20%
Research Paper	20%
Final Examination	20%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Case Problems

Cases are provided throughout the text to give you a practical application for the theories that are discussed in each chapter. In discussing the case, your primary objective will be to relate the concepts you have learned in the textbook or readings to actual situations you may encounter. In your written case assignments answer the questions in the text following the case. You might also need to present your answers.

<i>Components</i>	<i>% of Grade</i>
Content	20%
Analysis	40%
Organization	20%
Writing Mechanics	10%
References	10%
TOTAL	100%

Midterm Examination

You should be prepared to answer a variety of types of questions pertinent to the concepts covered in or suggested by the course materials, assignments, and activities. Your instructor may provide you with additional information about the content, style, and grading criteria of exams in this course.

<i>Components</i>	<i>% of Grade</i>
Requirements	20%
Content	70%
Writing Mechanics	10%
TOTAL	100%

Research Paper

In your research paper, you will explore in depth a subject from the course material that interests you. You should combine your own thoughtful analysis of the topic with information from your sources. Keep in mind, however, that this is to be an analytical paper, not simply a summary of your reading. Begin doing some preliminary reading for your paper early in the quarter. During the fourth week of the course, you will submit to your instructor a 1- to 2-page proposal for your research paper. The proposal should suggest your topic, propose an arguable thesis, and give your instructor some idea of how you intend to research and develop your thesis. This proposal is non-graded, but you should approach it seriously; it can greatly enhance your chances for writing a successful essay.

As you prepare your research paper you also will want to be mindful of the following guidelines:

- Your topic must be related to the course of study and must be approved by your instructor before submitting a final project.
- You must cite the sources of all ideas, facts and information used that are not your own, even if you have put the information into your own words. Failure to do so is plagiarism, even if the oversight is unintentional.
- Supporting your thesis is central to the task of writing a research paper. In scholarly writing, you are not merely copying information from another author, but using evidence to support the contentions drawn from your findings and critical analysis of related literature.
- All research papers must be word-processed, double-spaced, with 12-point font and one-inch margins, at least 6 pages long (does not include the cover page, the content and the bibliography), using at least 3 current reliable sources.
- You must retain at least one copy of your final research project in case the first copy is lost or misplaced. We recommend that you also retain your research notes and rough notes so that if a question arises as to an actual source and its location, you will be able to address that question in a timely manner.
- Your paper has to be uploaded

<i>Components</i>	<i>% of Grade</i>
Purpose/Thesis Statement	15%
Content	25%
Analysis	35%
References	15%
Writing Mechanics	10%
TOTAL	100%

Final Examination

You should be prepared to answer a variety of types of questions pertinent to the concepts covered in or suggested by the course materials, assignments, and activities. Your instructor may provide you with additional information about the content, style, and grading criteria of exams in this course.

<i>Components</i>	<i>% of Grade</i>
Requirements	20%
Content	70%
Writing Mechanics	10%
TOTAL	100%

COURSE POLICIES

Late Assignments

A critical aspect of management is to meet predefined deadlines. Therefore, all assignments are expected to be submitted when due. No late assignments are accepted. Life-situations do occur. When an issue arises coordinate with the instructor prior to the assignment's due date and the due date may be adjusted. It is in the best interest of the student to ensure that all assignments are submitted on time.

Participation

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to the team project.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

Students are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender

identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Harassment

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete

copy of this policy can be found in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Attendance*.

Final Assignment Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help you find the resources and information you need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have access to free online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at help@cityu.ed to request a user name and password.