



SAINT LOUIS UNIVERSITY, MADRID CAMPUS

Faculty of Business Administration & Economics

1 Course Information

Course Title: Management Theory and Practice
Course Number: MGT-3000
Semester: Spring 2018
Section: M01
Prerequisite: sophomore standing
Credit Hours: 3
Meeting Day(s): Tuesday/Thursday
Meeting Time(s): 14:00 – 15:45
Room: SIH-A

2 Instructor Information

Name: Xavier Cottini
E-mail: xavier.cottini@slu.edu
Office Location: PAH, Attic
Office Hours: Tuesday and Thursday, 15:50-16:20 or by appointment

3 Textbook and Other Instructional Material

Required Reading: *Management*, 13th Global Edition (2016), by Robbins & Coulter. Publisher – Pearson. Additional readings may be discussed in class in which case they will be made available on SLU Blackboard.

4 Course Description and Outline

This course is designed to introduce you to the essential concepts of management and how they apply in business firms and other organizations. Throughout the semester we will examine such topics as Leadership, Motivation and Communication, as well as Organizational Design, Organizational Behavior and Human Resources Management, Strategic Planning and Controlling. Also SCR, Diversity and other current topics will be analyzed.

Classes will be a mix of lecture and real-life case studies discussion.

5 Learning Objectives

Upon completion of Management 3000 students should be able to: 1) identify and define the basic terminology of management; 2) summarize how the field of management has evolved and its major contributions; 3) analyze and categorize the critical role of managers in organizations; 4) evaluate the functions of management; 5) explain and design the human-behavioral aspects of management including motivation, workplace equity, and demographic diversity; 6) the impact of information and technology on business and management; and 7) how to apply the principal concepts and models in the workplace. More important, developing critical thinking/approach to the organizations' world is among the main objectives of the course. Accordingly, pro-active participation in the topics and discussions presented in class is strongly required, the instructor being mostly a "guide-facilitator".

6 Course Requirements

Grading: Letter grades are based on a 100 percent grading scale. The percentage you earn determines your course letter grade (i.e., your "final grade" in this course).

Grade Breakdown:	Final Examination:	20%
	Quizzes:	50%
	Group Presentation:	20%
	Participation:	10%
	Total:	100%

Class participation is strongly encouraged (10%). Students that participate in class discussions gain a much clearer understanding of the key concepts and ideas. Reading assignments therefore must be completed before class for successful class participation!!!

Exams and Quizzes (12,5% x 5 = 50% and 20% - total 70%) There will be a total of four short tests and a final exam. Each short test will cover a part of the course content (non-cumulative). Most of the content of the tests will be taken from the textbook. Nevertheless, anything discussed in class is potential test material, (as case studies and/or current articles). Attendance is, therefore, in the students' best interest.

Group Case Presentation (20%) Students will be assigned to a group comprising 2-4 members. Each group will analyze a real Organization and, then, contrast their findings with a real Manager's point of view. This project will be graded individually based on creativity, thoroughness of the analysis and application of contents taught in this course.

TEST DATES

- QUIZ 1 – February 8th, 2018.
- QUIZ 2 - March 1st, 2018.
- QUIZ 3 - March 20th, 2018.
- QUIZ 4 - April 17th, 2018.

Grading Scale: A mark of x on an examination or assignment will result in a(n):

$90.0 \leq x < 94.9 = A-$	$95.0 \leq x \leq 100 = A$	
$80.0 \leq x < 82.9 = B-$	$83.0 \leq x < 86.9 = B$	$87.0 \leq x < 89.9 = B+$
$70.0 \leq x < 72.9 = C-$	$73.0 \leq x < 76.9 = C$	$77.0 \leq x < 89.9 = C+$
	$60.0 \leq x < 69.9 = D$	
	$x \leq 59.9 = F$	

Late Policy: The quizzes and final examination must be written on their respective dates. No alternative examinations will be scheduled except in the case of excused medical absences. Cases of excused medical absences must be petitioned for through the Chair of the department. Make-up midterms are subject to approval by the professor, the Chair and the Department of Business and Economics. All changes to the final examination must be approved by the Academic Dean.

Attendance: Consistent attendance is strongly encouraged for a thorough understanding of the concepts at hand. Active participation in classroom discussions is an instrumental component of this process. Concepts that are unclear to you personally are likely concerns shared among your peers as well. A strong correlation between classroom attendance and participation and course comprehension exists, and will reflect not only in this component of the grading scheme, but also in your examination grade as well. Students will be responsible for all announcements, information, problems or course changes that are made during lecture times.
Please come to class on time. Lateness is not only disruptive, it is inexcusable (unless you have a valid excuse). I make a strong effort to give timely performance in class and expect the same of you.
If you miss a class for any reason it is up to you to obtain notes through someone else. I am more than happy to discuss topics discussed either in class or ones that have special interest to you. However, do not expect me to repeat or summarize any lectures that you have missed during class time.

Important Dates: Jan. 21: Last day to drop a class without a grade of W or to add a class.
Last day to choose audit (AU) or pass/no pass (P/NP) options.
Mar. 9: Last day to drop a class and receive a grade of W.
Apr. 4: Registration for fall 2018 semester opens.

7 Academic Accommodations and Learning Resources

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

1. Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.
2. University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean's Office (San Ignacio Hall) or by going to http://spain.slu.edu/academics/learning_resources.html.
3. Students with a documented disability who wish to request academic accommodations **must** contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also **must** notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services at disabilityservices-madrid@slu.edu or +915 54 58 58, ext. 230 for an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services. For more information about academic accommodations, see "Student Resources" on the SLU-Madrid webpage.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

8 Academic Integrity

Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy can be accessed on the Provost's Office website at:

http://www.slu.edu/Documents/provost/academic_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%206-26-15.pdf.

As a member of the University community, you are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions and appeals.

9 Student Outcome Assessment

Saint Louis University-Madrid Campus is committed to excellent and innovative educational practices. In order to maintain quality academic offerings and to conform to relevant accreditation requirements, we regularly assess our teaching, services, and programs for evidence of student learning outcomes achievement. For this purpose we keep on file anonymized representative examples of student work from all courses and programs such as: assignments, papers, exams, portfolios, and results from student surveys, focus groups, and reflective exercises. *Thus, copies of your work for this course, including any exams, assignments and/or submitted papers may be kept on file for institutional research, assessment and accreditation purposes.* If you prefer that Saint Louis University-Madrid Campus does not keep your work on file, you will need to communicate your decision in writing to your professor.

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU’s Title IX deputy coordinator, Marta Maruri, whose office is located on the ground floor of Padre Rubio Hall, Avenida del Valle, 28 (mmaruri@slu.edu; 915-54-5858 ext. 213) and share the basic fact of your experience with her. The Title IX deputy coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the SLU-Madrid’s Counseling Services on the third floor of San Ignacio Hall (counselingcenter-madrid@slu.edu; 915-54-5858 ext. 230) or Sinews Multipletherapy Institute, the off-campus provider of counseling services for SLU-Madrid (www.sinews.es; 91-700-1979) To view SLU-Madrid’s sexual misconduct policy and for resources, please visit the following web address: www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf

11 Reading Schedule

The attached day-to-day schedule clearly defines student expectations for each class meeting. It is the student's responsibility to check the schedule on a regular basis to ensure that they are up to speed with the material.

The syllabus sets forth course objectives and the best estimate of what topics should be covered during the term. In order to tailor the course to the specific needs of the students, **the syllabus might be modified during the semester**; it is therefore possible that not all of the material will be covered or that additional material may be assigned.

Date	Reading assignment *	Topics covered
Thu – Jan. 11, 2018		Introduction to the course
Tue – Jan. 16, 2018	Chapter 1	Manager in the Workplace
Thu – Jan. 18, 2018	Chapter 3	Managing the External Environment and the Organization’s Culture
Tue – Jan. 23, 2018	Module	Management History Module (page 58)
Thu – Jan. 25, 2018	Chapter 4	Managing in a Global Environment
Tue – Jan. 30, 2018	Chapter 5	Managing Diversity
Thu – Feb. 1, 2018	Chapter 6	Managing Social Responsibility and Ethics
Tue – Feb. 6, 2018	Chapter 7	Managing Change and Innovation
Thu – Feb. 8, 2018	QUIZ 1	
Tue – Feb. 13, 2018	Chapter 2	Making Decisions

Thu – Feb. 15, 2018	Chapter 8	Planning Work Activities
Tue – Feb. 20, 2018	Chapter 9	Managing Strategy
Thu – Feb. 22, 2018	HOLIDAY – NO CLASS	
Tue – Feb. 27, 2018	Module	Planning and Control Techniques Module (page 584)
Thu – Mar. 1, 2018	QUIZ 2	
Tue – Mar. 6, 2018	Chapter 10	Designing Organizational Structure – Basic Designs
Thu – Mar. 8, 2018	Chapter 11	Designing Organizational Structure – Adaptive Designs
Tue – Mar. 13, 2018	Chapter 12	Managing Human Resources
Thu – Mar. 15, 2018	Chapter 13	Creating and Managing Teams
Tue – Mar. 20, 2018	QUIZ 3	
Thu – Mar. 22, 2018	Chapter 15	Understanding and Managing Individual Behavior
Tue – Mar. 27, 2018	HOLIDAY – NO CLASS	
Thu – Mar. 29, 2018	HOLIDAY – NO CLASS	
Tue – Apr. 3, 2018	Chapter 14	Managing Communication
Thu – Apr. 5, 2018	Chapter 16	Motivating Employees
Tue – Apr. 10, 2018	Chapter 17	Being an Effective Leader
Thu – Apr. 12, 2018	Chapter 18	Monitoring and Controlling
Tue – Apr. 17, 2018	QUIZ 4	
Thu – Apr. 19, 2018	Module	Managing Operations module (page 599)
Tue – Apr. 24, 2018	GROUP PRESENTATIONS	
Thu – Apr. 26, 2018	GROUP PRESENTATIONS	
Tue – May 1, 2018	GROUP PRESENTATIONS	
Tue – May 8, 2018	FINAL EXAM (12:00)	