SYLLABUS
MGMT 301
LEADERSHIP SKILLS
Mgmt 301- 002
Mon 6:00-8:45 MBEB

Instructor: Christy Suciu
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Office: MBEB 2225
E-mail: csuciu@boisestate.edu
Office Hours: (Monday 4:00-6:00)

MGMT 301 COURSE DESCRIPTION - This course is designed to develop an understanding of fundamental concepts and principles of management and to assist in the development of analytical skills to help address these challenges. Current issues regarding the application of these principles in generating effective organizational structures and practices will be presented and discussed through lecture, exercises and projects. As a result of participation in the class, students should be better prepared to engage in organizational decision and team processes.

College of Business and Economics Course Outcomes.

Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:

1. Understand and apply analytical and disciplinary concepts and methods related to business and economics:
   - International environment of business
   - Management
   - Communicate effectively: Write messages and documents that are clear, concise, and compelling
   - Communicate effectively: Give oral presentations that use effective content, organization, and delivery
   - Solve problems, including unstructured problems, related to business and economics
   - Use effective teamwork and collaboration skills
   - Demonstrate appropriate principles of responsible business practices
   - Resolve issues related to Individual Responsibility (Business Ethics)

1. COURSE OUTCOMES: On satisfactory completion of this course, participants will be able to:
   1.1 Ethics: Demonstrate sensitivity to ethical issues and utilize ethical reasoning that recognizes responsibility to stakeholders.
   1.2 Communications: Understand the basic elements of, identify the barriers to, and determine and use strategies for effective communication
1.3 Problem-Solving: Carry out/facilitate effective problem-solving as an individual and in a team. This includes development of creative alternatives and planning implementation.

1.4 Teams: Recognize and respond to team process problems; carry out team building activities needed to develop task effectiveness.

1.5 Motivation: Utilize motivational principles in evaluating and developing programs for attaining organizational goals.

1.6 Conflict and Negotiation: Diagnose conflict sources and develop approaches for effective resolution. Recognize the need for and carry out negotiation steps so as to enable parties to reach mutually agreeable arrangements.

1.7 Leadership: Surface organizational problems/opportunities; develop an initiative to mobilize resources for achieving collective objectives.

1.8 Self-Management: Be able to manage and direct one’s activity to meet personal, organizational, and career goals.

2. COMPETENCIES AND OBJECTIVES-

2.1 To prepare students for careers in Business and Management

2.2 To understand the role of Personality and Values

2.3 To understand perceptions and Individual Decision Making

2.4 To understand Motivational Concepts and Applications

2.5 To understand foundations of Group and Team behavior

2.6 To understand the importance of clear Communication

2.7 To understand the best approaches to contemporary Leadership

2.8 To understand the bases of Power and Politics

2.9 To understanding the implications of Conflict and Negotiation in business

2.10 To understand the foundations of Organization Structure

2.11 To understand importance of Organizational Culture

3. LEARNING ACTIVITIES

3.1 Students will read the assigned chapters and complete all assigned projects.

3.2 Students will participate in class discussion with guest speakers.

3.3 Students will participate in class activities by role-playing.

3.4 Students will write critiques on problem solving in real case scenarios.
3.5 Students will be assigned in teams a case study of a real company. This will provide an opportunity for students to apply the concepts of organizational theory.

3.6 Students will prepare written reports on current events that relate directly to the course content that appears in the media.

4. STUDENT RESPONSIBILITIES

4.1 Attendance Policy: Under Boise State University Policy, students are expected to attend every session of class in which they are enrolled.

4.2 Withdrawal Policy: If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course before the withdrawal deadline (see current BSU Schedule of Classes for deadline).

4.3 ADA Statement/Special Accommodations: Any student requiring special accommodations to facilitate the learning process should contact the instructor and the Special Needs Coordinator, so appropriate accommodations can be made in a timely manner. It is the responsibility of the student to make the instructor and coordinator aware of the need for special accommodations at the beginning of the semester.

4.4 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized crib notes, plagiarism, stealing tests, or forging an instructor signature will be subject to the procedures and consequences outlines in BSU Student Handbook.


4.6 Listen to and participate in all class lectures and discussions. During certain times participation may be awarded extra credit.

4.7 Ask questions if you do not understand a concept.

4.8 Bring pen, and paper/notebook to class each session. Take notes in class and especially write down the items that I present in class. Learn this information.

4.9 Complete all class assignments that are due on assigned date. NO LATE ASSIGNMENT WILL BE ACCEPTED, UNLESS PRIOR ARRANGEMENTS ARE MADE WITH THE INSTRUCTOR

4.10 Come to class prepared, having read the lecture material.

4.11 Take responsibility for yourself. If you decide to withdraw from the class, fill out the proper form and turn it in before the deadline. Do not assume I will drop you from class, even if you miss classes.4.12 Be on time for class and examinations. Make up exams will be given ONLY under extreme circumstances. If an emergency arises, call and inform me (426-2812) of your situation or
leave a message with the Management Division Administrative Assistant, 426-1313.

4.13 If absent, get the class notes from a classmate and complete the work done in class.

5. **EVALUATION**

5.1 Class participation: expected; may be awarded extra credit points for some activities.

5.2 **Chapter Quizzes or Homework assignment:** at the end of each chapter a quiz or homework assignment will be given (the details for these assignments will be given for each chapter by the instructor). Each chapter is worth 10 points for a total of 120 points.

5.3 **Exams:** Two exams will be given and each exam will consist of 30 questions. (multiple choice and true false). Tests will be worth a total of 120 points each =240 total. **(No make-up tests will be given without prior arrangements)**

5.4 **Demonstrated skill competence:** This includes 15 points. 10 points for classroom participation and attendance. 5 points for submitting your peer assessment of your different team member’s contribution for your End-of-Year paper and PPT. (worth a total of 15 points)

5.5 **Group Case Incident analysis:** (found at the end of each chapter) will be done in groups of 2-3 persons. Guidelines will be in Blackboard under Assignments/ 2-3 person Chapter Case study Incidents and Rubrics. This case study will be due on the date according to the Topical Outline. (worth a total of 75 points)

5.6 **One End-of-Year group project** will be assigned. The groups will be assigned in groups of 4-5 students. The guidelines will be listed on Blackboard. This EOY group project will be due on the date according to the topical outline. (worth a total of 150 points)

5.7 **Application Cases:** *Four* application cases will be given randomly throughout the semester. These cases will be completed in class using the Rational Decision Making Model and worth 25 points each. (worth a total of 100 points)

5.8 **Company Research Paper:** Individual students will conduct library/web research on the topic of their choice that relates to chapter content from the book. Each student will submit on Blackboard and bring a copy to class and give a 1 minute summary of what they found interesting to the class. (worth a total of 50 points).

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Chapter quizzes or homework assignment (10 points each)</td>
<td>120</td>
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<tr>
<td>1 Group Chapter Case Incident Analysis</td>
<td>75</td>
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<tr>
<td>1 Group End-of-Year project</td>
<td>150</td>
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<tr>
<td>4 in class Application cases</td>
<td>100</td>
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<tr>
<td>2 Exams</td>
<td>240</td>
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<tr>
<td>1 Company research paper</td>
<td>50</td>
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<tr>
<td>Demonstrated skill competence -Class participation</td>
<td>15</td>
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<td><strong>Total Points:</strong></td>
<td><strong>750</strong></td>
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**Extra Credit:** Guidelines on Blackboard. Extra credit is worth 20 points
Final grades are earned according to the following point accumulation:

- **A** = 750-675  90%+
- **B** = 674-600  89.9%-80%
- **C** = 599-525  79.9%-70%
- **D** = 524-450  69.9%-60%
- **F** = 449-000  059.9% -0%

A   =  (90% +)
B+  =  (87% -89%)
B-  =  (80%-83%)
Etc.

ANYONE WHO DOES NOT COMPLETE THE COURSE WILL RECEIVE A GRADE OF “F”. (ALL TESTS MUST BE TAKEN TO COMPLETE THE COURSE)

5.8 Attendance: Class attendance and participation are required, but not sufficient to pass the course. The ultimate responsibility for withdrawing is yours.

6. METHODS OF INSTRUCTION MAY INCLUDE:

6.1 Lecture and discussion of topic material and relevant issues.

6.2 Moderate the debates of controversial topics.

6.3 Assist with hands on class exercise and team building exercises

6.4 Show videos that relate to chapter topics.

6.5 Ask and answer questions.

6.6 Relate recent articles and current events to class discussions.

6.7 Give study suggestions and memorization techniques.

6.9 Assign chapters to be read before class sessions

6.10 Help through individual instruction

6.11 Simulate office or company situations.

6.12 Initiate practice in writing and critical thinking through individual and group assignments.

7. OTHER INFORMATION

7.1 HELP?? I enjoy helping students, so please feel free to ask for my aid. Also, there are computers in the Academic Computer Complex Lab to assist you with typing your papers and doing your research.

7.2 Office hours are listed in the syllabus, or by appointment. If you need to call me: CHRISTY SUCIU 426-2812

7.3 Final note: Even though I intend to follow this syllabus, I reserve the right to make changes throughout the semester as deemed necessary
| Week 1 | Chapter 1 | Read Syllabus-Bring to class OR on your Laptop-
|Jan 9 | | Sign up for chapter case incident
| Lecture- |
| Week 2 | NO CLASS- | Martin Luther King Holiday-
| Jan 16 | Chapter 5 | Lecture Capture and PPT on Blackboard in Week 2 folder
| | | 10 -point Quiz Online
| | | Due Monday — Jan 16 by Midnight on Blackboard
| Week 3 | Chapter 6 | Lecture
| Jan 23 | Chapter 6 | Student PPT for Case Incident 1 and 2
| | | 10- point- www.humanmetrics.com -submit by midnight Jan 23. on Blackboard
| | | Application Case #1 - worth 25 points- done in class
| | | Bring your laptop to class
| Week 4 | Chapter 7 and 8 | Lecture
| Jan 30 | Chapter 7 and 8 | Student PPT for Case Incident 1 and 2
| | | 20- point motivation paper - submit by midnight, Monday Jan. 30 on Blackboard
| | | One minute report given in class
| Feb 6 | Chapter 9 and 10 | Student PPT for Case Incident 1 and 2
| | | 20- point worksheet on group norms and responsibilities- done in class
| | | Submit by midnight -Monday Feb, 6, on Blackboard
| | | Place in End-of-Year groups
| Week 6 | Exam #1 | Chapters 1, 5, 6, 7, 8, 9, 10
| Feb 13 | | Application Case #2 - worth 25 points- done in class
| | | Bring your laptop to class.
| Week 7 | NO CLASS – | President’s Holiday
| Feb 20 | Chapter 11 | Lecture Capture and PPT on Blackboard in Week 7 folder
| | | 10 point Quiz Online
| | | Due Monday –Feb- 20 by Midnight on Blackboard
| Week 8 | Chapter 12 | Lecture-
| Feb 27 | Chapter 12 | Student PPT. for Case Incident 1 and 2
| | | 10- point worksheet on Communication -done in class
| | | Application Case #3 - worth 25 points- done in class
| | | Bring your laptop to class.
| Week 9 | Chapter 13 | Lecture
| March 6 | Chapter 13 | Student PPT. for Case Incident 1 and 2
| | | 10- point worksheet for book- called Hardball- done in class
| Week 10 | Chapter 14 | Lecture
| March 13 | Chapter 14 | Student PPT for Case Incident 1 and 2
| | | 10- point worksheet on Negotiation- done in class
<table>
<thead>
<tr>
<th>Week 11</th>
<th>NO CLASS-</th>
<th><strong>Spring Break</strong></th>
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<tr>
<td>March 20</td>
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<tr>
<th>Week 12</th>
<th>Chapter 15</th>
<th>Lecture</th>
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<tr>
<td>March 27</td>
<td>Chapter 15</td>
<td>Student PPT for Case Incident 1 and 2</td>
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<td>10-point worksheet on structure done in class</td>
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<td>50 Points-Company research paper -submit by midnight – March 27</td>
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<td>One-minute report given in class</td>
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<tr>
<th>Week 13</th>
<th>Chapter 16</th>
<th>Lecture</th>
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<tbody>
<tr>
<td>April 3</td>
<td>Chapter 16</td>
<td>Student PPT for Case Incident 1 and 2</td>
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<td>10-point Quiz - open book and notes- done in class</td>
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<tr>
<th>Week 14</th>
<th><strong>Exam #2</strong></th>
<th>Chapters 11, 12, 13, 14, 15, 16</th>
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<tbody>
<tr>
<td>April 10</td>
<td>Application Case #4- - worth 25 points- done in class</td>
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<td>Bring your laptop to class</td>
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<tr>
<th>Week 15</th>
<th>In-Class Time for groups to meet for EOY paper and PPT.</th>
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<tbody>
<tr>
<td>April 17</td>
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<tr>
<th>Week 16</th>
<th><strong>Due- ALL EOY (end-of-year) Group Papers and Power Point Presentations</strong></th>
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<tbody>
<tr>
<td>April 24</td>
<td>(submitted on Blackboard at the beginning of class)</td>
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<tr>
<td></td>
<td>10 presentations- 10 minute limit – Groups 1-10 in this order for PPT.</td>
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<td>Class is done on April 24-</td>
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**NO FINAL!!!**
SIGN UP SHEET - CASE STUDY - In Class Case Power Point Presentation

Chapter 1  NONE  NONE

Chapter 5 – Case Incident 1
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Case Incident 2
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Chapter 6 – Case Incident 1
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Case Incident 2
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Chapter 7 & 8 Case Incident 1
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Case Incident 2
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Chapter 9 & 10 –Case Incident 1
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Case Incident 2
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Chapter 11 Case Incident 1
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________

Case Incident 2
Student’s Name __________________________ (15 minutes)
Student’s Name __________________________
Student’s Name __________________________
Chapter 12 – Case Incident 1
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Case Incident 2
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Chapter 13 – Case Incident 1
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Case Incident 2
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Chapter 14 – Case Incident 1
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Case Incident 2
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Chapter 15 – Case Incident 1
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Case Incident 2
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Chapter 16 – Case Incident 1
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________

Case Incident 2
Student’s Name _________________________ (15 minutes)
Student’s Name _________________________
Student’s Name _________________________