COURSE TITLE: BUS 204 Management: Theory & Practice
INSTRUCTOR: Dr. J. Bulin  PHONE: 716-292-3263 or e-mail Jbulin@monroecc.edu
OFFICE: 5-526  OFFICE HOURS: T, 10:00-11 R; 10-11 AM

COURSE DESCRIPTION: The course is a study of the theories and practices used in the organization and management of profit and non-profit businesses and institutions. Students increase their understanding of the management functions of planning, organizing, leading, and controlling through readings, research, and a project researched with a team of colleagues.

PREREQUISITE: COMPLETION OF BUS 104, INTRODUCTION TO BUSINESS WITH A GRADE OF C OR HIGHER

THIS SECTION IS PART OF A PILOT PROJECT. IT IS TAUGHT USING A COMPUTER BASED SYSTEM KNOWN AS WILEY PLUS. Students taking this course should have access to computers and be capable of navigating, reading, and doing assignments online.

COURSE OBJECTIVES
1. To understand management concepts through the use of text, videos, classroom discussions, and activities.
2. To integrate concepts learned from the text, videos, other courses, and experience.
3. To develop an understanding of different learning and management styles.
4. To appreciate that diversity of background, knowledge, and personality contributes to team efforts.
5. To practice team process and management skills.

REQUIRED TEXTS: Exploring Management in Modules by John Schermerhorn, Wiley & Sons, 2007. YOUR TEXT WILL BE SUPPLIED TO YOU THE FIRST DAY OF CLASS.

ATTENDANCE AND WITHDRAWAL POLICY: Prompt attendance at all classes is expected. Your participation, questions, and interest make the class more meaningful and useful to you. Classroom activities such as group work, discussions and activities are difficult to duplicate. You are responsible for learning what you miss in case of an absence. Regular class attendance is necessary for effective and successful team meetings. If you are absent more than 150 minutes of class time, you may be withdrawn from the course. If anything unexpected prevents you from attending class, please notify me by phone within 24 hours to discuss extenuating circumstances. If you want to withdraw from the course, it is your responsibility to file a Withdraw form or you may receive an F for the course.

IMPORTANT NOTE
Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor.
If you have any documented needs that require accommodations according to the Americans With Disabilities Act, and/or if you have any documented needs that require learning/testing accommodations, please notify me of those needs as soon as possible.
EMERGENCY CLOSINGS
If the college is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 AM. You may also check the MCC Homepage (www.Monroec.edu). It will display a message indicating the college is closed. Please do not call the College to avoid overloading the telephone lines. Class Cancellation information is available daily. Go to the MCC website (www.Monroec.edu) and under the “Quick Links” window on the homepage, click on “Class Cancellations” or call 292-2066.

GRADE POLICY: Grades will be based on tests, case assignments, and two in class exams. Judgmental factors such as class participation and preparedness will also be taken into account. Class participation includes such factors as:
1. Preparedness: Readings, projects, and homework must be completed in time for the class discussion on that topic. You cannot benefit from the course unless you are prepared. This includes all pre-assigned class activities and the text readings. Those who are unprepared take unfair advantage of those who do their work.
2. Contribution and Involvement: You will be evaluated on your ACTIVE involvement in exercises, level of contribution in class discussion, and supportive listening.
3. Team Playing: Everyone is expected to participate in group activities.
4. Good manners and consideration of others: anyone whose behavior impacts negatively on the learning environment will be asked to leave by the professor.
** The professor reserves the right to consider subjective factors such as attendance, participation, and contribution to the group and may adjust the final grade up or down by as much as a letter grade.

GRADE COMPONENTS:
- Tests: 30%
- Video Case Assignments: 40%
- In-Class Tests: 20%
- Guru Project: 10%
- Total: 100%

1. 30% X Average of the Test Grades: The course has four Sections containing a total of 23 Modules. Each Module has a ten question test that will demonstrate your understanding of the module. Take ALL of them. The goal for these tests is for you to learn the material in the chapters and test your understanding of key concepts. They will focus on the vocabulary and concepts of the chapters in the module and the results will automatically be entered in your Grade Book when you complete each one.
2. 40% X Average of the Video Case Study Assignments: The goal for these assignments is for you to apply what you’ve learned in the chapter to analyze case situations and problems. All FOUR of these assignments are required, the grade average of these Cases is worth 40% of your final grade. There is one due for every section. These assignments will usually have more than one
question, so be sure to answer all of the parts. **Think of them as a formal *structured* paper to be written for each module.** That means you use correct grammar, spelling, and punctuation and cite reference sources for quotes, statistics, and the use of others' ideas. Read and carefully edit your assignments, just as you would if it were a formal paper. That means using **reference citations** when you quote someone else's work. Reading additional references will help frame your assignment responses, add to your knowledge, and improve your grade.

3. **20%--In Class Exams** There will be two (2) exams given in class, each worth 10% of your grade. One will be a Mid-Term, the other a Final. They will test your knowledge of the work we do in class, such as lectures, discussions, videos, and other activities. The 1st Exam will be at the end of Module 2, Chapter 9, the week of 10/16. The 2nd Exam will be at the end of Module 4, Chapter 18, the week of 12/4. These exams will be open book, open note essay format.

4. **10%--Guru Project**—You will work with a small group of classmates to research and present information on a well-respected business author. You will write a 4-5 page paper and present the information you have learned to the class. More information about the paper and presentation will be available in Wiley+ under Assignments.

The professor reserves the right to adjust grades up or down for individuals who are outstanding contributors or non-contributors.

You can see from the weights given each component of the course that Tests, Exams, and Cases and the Project are all important to your final grade. It is very important to complete ALL of the components to get a passing grade. Each time you miss a test your grade is reduced by 1.5 points. Each Case Study is worth 10 points. Each exam is worth 10 points, as is the Guru Project. That is the difference between an A or a B, a C or a D. This is a course where maintaining a steady effort throughout the semester is crucial to getting a good grade.

Grades will be assigned using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A=</td>
<td>93-100 = 4.0</td>
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<tr>
<td>A-</td>
<td>90-92 = 3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89 = 3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86 = 3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82 = 2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79 = 2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76 = 2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72 = 1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69 = 1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66 = 1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62 = 0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60 = 0</td>
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Most important of all, it is the quality of your assignments and sustained participation for all components that counts. Planning your time wisely is an important business skill. **Late tests and assignments will not be accepted after the submission deadline has passed.** DEADLINES are 8 AM on Mondays, as I know many of you will use the weekend to work. I encourage you to do the work BEFORE the Due Date. Late submissions will not be corrected, except for documented emergencies.
ACADEMIC HONESTY
Any deviation from honesty will be dealt with as described in the academic honesty policy stated in the current student handbook and calendar. Violations of this policy will bring severe penalties. Cheating is a betrayal of the trust on which the learning community is based and is poor training for a position in management. It is an insult to all colleagues, students and teachers, who are honestly engaged in the pursuit of knowledge.

STUDENT'S COLLABORATIVE BILL OF RIGHTS AND RESPONSIBILITIES
1. When asked to form groups we will do so promptly.
2. When working in our groups we will stay focused on subject. Personal matters and tangents are not productive for class-time discussions.
3. We will respect each other and recognize the richness brought by diversity of background and knowledge.
4. Since none of us can function at optimal level at all times, we will be understanding when a group member occasionally does not contribute equally.
5. If non-contribution persists, we will inform the team member that they are not meeting the group’s standard and recommend to the non-contributing member a conference with Dr. Bulin. We will contact Dr. Bulin and inform her of the reasons for doing so.
6. If #5 does not work, the non-contributor will be fired and placed in a group of non-contributors or develop an alternative solution with Dr. Bulin.
7. We will reach group decisions through critical thinking, analysis, compromise, and a rational problem solving process.
8. We will be prompt with preparations for group work, readings, and assignments.
9. We will monitor behavior in our group with a non-judgmental attitude and constructive criticism.
10. We will be conscientious about attendance, participation, and promptness in group meetings.

HOW TO SUCCEED IN BUS 204

THE “DO’s”
1. Read the Course Information Sheet carefully and keep it for the entire semester.
2. Read the textbook.
3. Get a notebook to take notes in and use it.
4. Get a folder to keep handouts, assignments, and tests in. Keep EVERYTHING!
5. Read assigned textbook chapters BEFORE coming to class.
6. Do assigned work BEFORE coming to class.
7. Bring a sharpened #2 pencil with a good, clean eraser with you on test dates.
8. Read your Course Information Sheet and understand the policies. Remember there are no Make-up Tests.
9. If you miss class, it is your responsibility to find out what you missed and to get the notes from your fellow classmates.
10. Keep an open mind.
11. Be respectful of the viewpoints and opinions of your classmates. We have all had different experiences.
12. Raise your hand if you want to ask a question or make a comment.
13. If you are having trouble with the course, SEEK HELP! See or call me for an appointment.
14. Participate thoughtfully, giving others a chance to speak.

THE “DON'Ts”

1. Don’t sleep in class.
2. Don’t do work for other courses or recreational reading during our class time.
3. Don’t talk while the instructor is talking.
4. Don’t talk while other students are asking or answering questions.
5. Don’t come to class late by more than 15 minutes. If you are late by less than 15 minutes, come in as quietly as possible and take the seat nearest the door. DO NOT WALK BETWEEN THE PROFESSOR AND YOUR CLASSMATES. DO NOT DISRUPT THE CLASS.
6. Don’t schedule yourself for appointments or work during class time.
7. Don’t leave and re-enter before the end of class. Leaving and re-entering is not acceptable. Please take bio-breaks prior to class. If you have my permission to leave early, DO NOT WALK BETWEEN THE PROFESSOR AND YOUR CLASSMATES. DO NOT DISRUPT THE CLASS.
8. Don’t put on your coats or begin packing up your books before the end of class.
9. DON’T ALLOW YOUR CELL PHONE OR PAGER TO DISRUPT THE CLASS. TURN IT OFF. If your cell phone goes off, I will take it.