

**San José State University**  
Lucas College and Graduate School of Business  
School of Management

**BUS 160 – FUNDAMENTALS OF MANAGEMENT  
AND ORGANIZATIONAL BEHAVIOR**  
(Fall 2019, Course Number 46855, Section 15)

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Class Schedule/Time:	MW: 9:00-10:15
Classroom:	BBC 104

**COURSE DESCRIPTION**

This course provides a foundation for major topics in management and organization behavior by surveying theories and practices relating to managerial roles, organizational cultures, fundamental strategic issues, planning, team building, communication, motivation, leadership, decision-making, control, structure and management of change. It is an excellent experiential course in preparing students for the fast-paced and dynamic field of management and organizations. Students are introduced to working in teams and to an introspective project to prepare them for management roles.

**COURSE FORMAT AND USE OF CANVAS AND MINDTAP**

This course uses a hybrid model with materials presented on Canvas and the publisher’s MindTap module, as well as in classroom lectures and team discussions and MindTap mini-simulations done in class and for homework. Students must have access to an internet-connected computer for this course. There will be MindTap online quizzes and personal assessments posted on Canvas covering every chapter. Grades and additional course guidelines are posted on Canvas under the Files section.

Students need to set up a Canvas and CengageBrain account at the start of the course to be able to access MindTap and other course materials. MindTap is full of student-centric study tools to help you learn to think and act like managers and to be successful in this course.

Students need to ensure that they have downloaded the Lockdown Browser feature via the link provided in Canvas. Also, students are responsible for regularly checking Canvas for updates. Students should also regularly check the email address registered at MySJSU to learn of any course updates sent via email.

**COURSE LEARNING OUTCOMES**

Successful management requires knowledge of the behavior of people in organizational settings and of the processes that occur in those settings. This course is designed to provide students with an overview of the

challenges that arise for managers in organizational settings and to provide an introduction to the concepts and theories that can be useful in being an effective manager. Thus, this course has four primary goals:

1. To gain an understanding and appreciation of theories and concepts of organization and management so that students understand basic behavioral theory and its application to contemporary organizations.
2. To gain an understanding of the fundamentals of group functioning and dynamics and the role of communication within those functions in order to successfully enter the management world beyond the classroom.
3. To develop skills necessary to become a diagnostician of organizational systems, structure, and processes using conceptual and analytical frameworks derived from behavioral and management theories.
4. To gain introspective understanding of oneself from a management and leadership perspective

By the conclusion of the course, students will be able to:

1. Identify the roles and responsibilities of managers in the organizations through case studies and discussions.
2. Demonstrate knowledge of factors leading to effective team performance through group projects in class, reflection on those projects, and peer evaluations.
3. Demonstrate knowledge of important leadership skills and theories through analysis of leaders, reflection on group projects and peer evaluations.
4. Identify conflict resolution and negotiation strategies through case studies and in-class activities.
5. Identify the factors that contribute to effective communication, both interpersonal and organizational to include oral and written communication through class assignments, in-class activities, and analysis of scenarios.
6. Identify the components of individual motivation and application of motivation theories in the workplace through class assignments, in-class activities, and analysis of scenarios.
7. Describe factors influencing work attitudes and the experience of work-life balance through class assignments, in-class activities, and self-analysis.
8. Recognize perceptual biases and how they affect decision-making and interpersonal processes through class assignments, in-class activities, and analysis of scenarios.
9. Identify facets of organizational culture, design, and structure, as they apply to organizational strategy through class assignments, in-class activities, and case studies.

## **BSBA GOALS**

The course will emphasize the attainment of BS/BA goals through out. These are:

**Goal 1: Business Knowledge** Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.

**Goal 2: Communication** Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.

**Goal 3: Ethical Awareness** Recognize, analyze, and articulate solutions to ethical issues that arise in business.

**Goal 4: Leadership, Teams, and Diversity** Comprehend the challenges and opportunities of leading and working in diverse teams and environments.

**Goal 5: Critical Thinking** Comprehend, analyze, and critically evaluate complex and unstructured qualitative and quantitative business problems, using appropriate tools and technology.

**Goal 6: Innovation** Recognize, analyze, and articulate strategies for promoting creativity and innovation

## **STUDENT EXPECTATIONS**

To succeed in BUS 160 students must be actively engaged in order to meet course expectations. Class attendance is very important in that much of the course is conducted on a team basis via in-class exercises. Expectations include:

1. Reading the assigned material in advance of the class. Note, always bring your textbook to class. Lectures and discussions will cover materials in the textbook.

2. Doing the assigned quiz and personal assessments in MindTap and on Canvas in advance of the day the chapter is covered.
3. Being prepared to participate actively and enthusiastically in class discussions.
4. Learning the material in the textbook. All tests require a mastery of the textbook.
5. Working diligently as a member of your assigned research team.
6. Reading current business and management periodicals to be able to relate the materials studied to real world events on a real-time basis.
7. For written assignments, ensuring that discussions relate to course concepts, critical thinking skills are applied, due credit is given for all references used, and plagiarism is strictly avoided.

## REQUIRED READING

1. **Textbook** – Richard Daft, *Management*, 13th edition loose-leaf form with access to MindTap, ISBN-13: 978-1-337-50216-0. Students have the option to purchase the bundle that contains the loose-leaf text with MindTap for \$149, or purchase MindTap on its own for \$110 (ISBN: 978-1-305-96922-3). Both options include the eBook, video activities, along with several “apps” that support student learning.
2. **Business Periodicals** – It is important in meeting the requirements of BUS 160, that in addition to having the textbook, that students subscribe to at least one business periodical such as the *Wall Street Journal*, *Forbes*, *Business Week*, *Blumberg Businessweek*, or *The Economist*. It is also recommended that students stay current on business events locally by reading the *San Jose Mercury News* or *San Francisco Chronicle*. Students will need to reference articles in such sources for written assignments. Reading well-written articles is an extremely valuable way to improve writing and critical thinking skills in addition to staying abreast of the fast-moving world of business and management.

## COURSE REQUIREMENTS

Course requirements will evaluate students on: (1) mastery of the textbook and class lectures, (2) ability to write and apply the management concepts in the course in a critical thinking manner, (3) willingness to do an honest self-assessment in order to examine their preparedness to enter the world of management, and (4) ability to accomplish results within a team. Note that we cover a lot of material in the textbook assignments. Students are to read and study each of the chapters assigned, particularly understanding basic concepts and their application. The tools in MindTap will aid students in mastering the material. The instructor will emphasize the most important portions of each chapter during lectures. He will also provide an exam study guide to highlight the sections that will be emphasized on exams. Specific course requirements are discussed below.

1. **Individual and Team-based Mid-term Exams (30%).** – There will be two mid-term exams covering reading assignments. To give students an added incentive to strive to improve, the high mid-term will be weighted 70% and the low mid-term will be weighed 30%. Each exam will be given on both an individual and a team basis. (See section below that explains procedures on team-based exams.) Mid-term exams will be in a multiple choice format. Students will need to bring a Scantron (Form 882-E) to class the day of each exam and a #2 pencil. Barring an unforeseen serious emergency, there are no makeup provisions for missed exams. Students may bring two pages of handwritten notes with writing on the front and back pages (4 pages in total) to the exam, but the notes must be handwritten.
2. **Final Exam (20%)** – The Final Exam will be comprehensive but will emphasize the material since mid-term 2. A course review will be done on the last class to help prepare students for the upcoming Final Exam. The exam will consist of both multiple choice and discussion questions. Students will need to bring a Scantron (Form 882-E) to class and a #2 pencil. Students may bring three pages of handwritten notes with writing on the front and back pages (6 pages in total) to the exam, but the notes must be handwritten.

3. **Online Quizzes (5%)** – There will be MindTap quizzes with the grades shown in Canvas on the assigned readings. Quizzes are open book and consist of multiple choice and true-false questions. Quizzes are weighted at 5% of the final grade. To take the quizzes, students will have to download the Lockdown Browser feature shown in Canvas onto their computer in order to take these quizzes. If a student has difficulty in downloading the Lockdown feature, they can use one of the computers in the Computer Lab in order to access the online quizzes.
4. **Online Personal Assessments (5%)** – In each chapter in MindTap are personal assessments designed for students to develop behavioral insights into their personal attributes for being a manager and leader. These assessments represent an excellent tool for students to engage in introspection in shaping their career and management future. As the course progresses, students are to maintain a written summary of their individual outcomes on these exercises that will form the basis for an end-of-semester report (approximate 10 pages) that synthesizes these personal insights into what is, in effect, their Personal Management Development Plan (PMDP) as discussed below.
5. **Personal Management Development Plan (PMDP) (15%)** – Building upon the personal assessments done in MindTap, students will develop an introspective report, their Personal Management Development Plan, that reflects on their background, discusses the key new insights gained from the assessments done in MindTap, and develops a personal improvement plan to optimize their skills and attributes for the management world beyond the classroom. More information on the PMDP is provided on Canvas in the Files section.
6. **Team Research Project (15%)** – Students will be assigned to a 4 to 5 person team to perform research on a contemporary topic in management and organization behavior. Each team will select a topic from a list of candidate topics provided (or one of their own choosing approved by the instructor) and develop a research report and make a presentation to the class. In arriving at a single grade for the team project, the report will be weighted 80% and the presentation 20%.

**Project Goals** - The goals of the team research project will be for students to:

- a) Learn to effectively work together as a team.
- b) Learn about yourself and others, including the roles you play in a team.
- c) Learn the most effective methods that result in successful teams.
- d) Advance learning about a management topic of interest.

**Research Report** – The team's research report will consist of a minimum of 10 pages of text, in addition to a cover page, table of contents, references and any attachments. Additional guidelines for the Team Research Project will be posted on Canvas. Critical thinking will be an important part of the grade determination.

**Research Presentations** – The team will give two presentations on their research project. Early in the course, each team will give a short summary presentation of their research proposal. One team member can present a summary. Toward the end of the course the team will present their research findings to the class with each member presenting. A rubric for evaluation of the team's presentation is posted on Canvas. All members of the class will evaluate each team's presentation and that of each individual team member. Tips for an effective presentation are also posted on Canvas.

7. **Mini-Simulation Exercises and Team Discussion Questions (5%)** – Throughout the course there will be exercises and discussion questions that put students into situations that managers face where they have to make difficult judgments and decisions. Each will reinforce the material in the respective chapter and challenge students to think and act like managers. Most of these exercises will be done in class, but some discussion questions will be assigned for homework. The Mini-Simulations are done individually and the

discussion questions are done as a team. If students do not participate with their team on a discussions question, they receive a grade of zero for the assignment.

8. **Class Participation (5%)** – This class depends on the active engagement of students. The overall class participation grade will be determined based on the student’s active involvement in class discussions, adherence to class etiquette guidelines, and quality of their presentation as part of their team’s presentation.
9. **Team Member Confidential Peer Evaluation** – The ability to work as a valued team member is a major factor in organization and individual success. Employers increasingly select candidates based the ability to work with others. Accordingly, toward the end of the semester, students will submit a confidential peer evaluation. This evaluation will be a factor in each student’s grade on the Team Research Project. Final team project grades for each student will be factored to reflect peer evaluations. This can have a significant effect on a student’s final grade. The message is to be a valuable team member, and both contribute and gain from you team experience.

### **PROCEDURES FOR INDIVIDUAL AND TEAM EXAMS**

Each exam is given in two stages, Individual and Team. The Individual Exam measures individual learning. The Team Exam measures collaborative learning. The Individual Post-Team Exam measures what was learned from the team collaboration experience. It behooves each student to prepare well individually and to work as a supportive and engaged team-member. The two exams are merged into one exam grade by taking 80% of the individual grade and 20% of the team grade. In taking 20% of the team grade, a score of only up to 10 points over the individual grade is considered in the calculation.

Prior to taking the team-based exam, students will take the exam on an individual basis, marking answers on their exam and transcribing them to their Scantron. They will not discuss the individual exam with team members as they are taking the exam. When they complete the exam, they will turn in their exam and Scantron. At the next class, students will take the team exam. For the team-based exam, students will sit with their teams. The instructor will return their ungraded exam paper (not their Scantron). Each team will collaborate on what they believe is the right answer for each question and mark up a new team-based Scantron. If a student misses the team exam, there exam grade will be their individual grade but will not get a potential grade increase from the results of their team.

An exam review will follow each team exam to give students instant feedback on the exam.

### **FORMATION OF TEAMS**

We will use CATME (Comprehensive Assessment of Team Member Effectiveness) to assist us in formation of teams. CATME is a web-based program designed to promote more effective teamwork. More information on use of CATME will be provided at our first class meeting. CATME can be assessed at [www.catme.org](http://www.catme.org). Two objectives of the teams to be formed is to reflect diversity in the team and members who can work together in a synergistic manner.

### **GETTING STARTED WITH MINDTAP**

A quick 2-minute video on how to register for MindTap and log in to your course is at the following link: <https://play.vidyard.com/m52vRVVKTAAor2M5PCFMQ9S>

**Student Quick Start Guide:** [http://embed.widencdn.net/pdf/plus/cengage/hr/htqbthl/gui\\_mt-stu-quick-guide.pdf?u=c8lcjz](http://embed.widencdn.net/pdf/plus/cengage/hr/htqbthl/gui_mt-stu-quick-guide.pdf?u=c8lcjz).

If you are having any technical difficulties, contact Cengage support. Call anytime at **1-800-354-9706** or visit [Cengage.com/support](http://Cengage.com/support) to get started.

## **CLASS ATTENDANCE AND PARTICIPATION**

### **Class Environment**

This BUS 160 class is more like the environment of an organization with a lot of interaction and information exchange. As a result, a major emphasis is on student participation and discussion questions because we want the learning experience to be enhanced by everyone's active participation. In addition, University policy F69-24, states, "Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is important to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading." Attendance will be taken, and while attendance is not a direct factor in the class participation grade, "you cannot participate if you are not present."

### **How Students are Evaluated on Class Participation**

The instructor maintains an awareness of students who ask good questions and provide comments in class. In addition, the optional end of semester Self-Report on class participation provides each student the opportunity to highlight those areas they feel were important to their class participation. Students may also give the Instructor a note at the end of a class on their participation, e.g. "Professor, just a reminder that I responded to your question in today's 160 (01) 11/14 class on team diversity. Thank you. Amanda Ellis."

### **What are the Ways I Can Be an Engaged Student and Strong Class Participant?**

Effective class engagement and participation is multi-faceted and can vary based on the student's particular personality and interests. Below are suggestions.

- Be prepared when you come to class by having studied the chapter and read some business periodical to provide added insights on current events. Be primed to ask pertinent questions and provide comments.
- Don't hide on the back row. If you really want to be a visible contributor, normally it is better to sit closer to the front of the class.
- Be a polite contributor. Raise your hand, don't dominate the conversation, acknowledge and build upon the comments of others in a "bridging manner."
- Support your team. The instructor and all students contribute to our class at two levels, the overall class and each team. Be a great team player and help your team excel.

### **Optional Class Participation Report Card**

While the instructor will maintain an awareness of how individual students are contributing to our class it is not always possible to fairly evaluate the participation of students in their teams. Therefore, on an optional basis, students have the opportunity to submit a self report on their class participation toward the end of the semester.

### **LATE POLICY**

**NO LATE PAPERS WILL BE ACCEPTED.** Failure to turn-in a paper on time will result in a grade of zero for the assignment. Assistance on writing may be obtained at the SJSU Writing Center accessible on line at <http://www.sjsu.edu/writingcenter/>.

### **FINAL COURSE GRADE DETERMINATION**

Final course grades are determined based on the weightings and grade distribution shown below. The weightings used to determine course numerical grades are shown in the below table.

	<b>Course Requirements</b>	<b>Weight</b>
1	Mid-Term Exams (individual & team)	30%
4	Final Exam (individual & team)	20%
5	MindTap Quizzes	5%
6	Team Research Project (presentation & report)	15%
7	Personal Assessments in MindTap	5%
8	Personal Management Development Plan	15%
9	Team Discussion Questions & MindTap Mini-Simulations	5%
10	Class Participation	5%
There should be extra credit opportunities of up to 5% offered by attendance at Silicon Valley Center for Entrepreneurship (SVCE) and other on campus events relevant to the course, plus writing a short report. Details will be announced in class.		

Numerical percentages are converted to letter grades based on the table below. Note, there is no grading on the curve.

<b>A+</b> : 98%-100%	<b>A</b> : 94%-97%	<b>A-</b> :93%-90%	<b>B+</b> : 89%-87%
<b>B</b> : 86%-84%	<b>B-</b> : 83%-80%	<b>C+</b> : 79%-77%	<b>C</b> : 76%-74%
<b>C-</b> : 73%-70%	<b>D+</b> : 69%-67%	<b>D</b> : 66%-64%	<b>D-</b> : 63%-60%
<b>F</b> : Below 60%			

### **INSTRUCTOR'S BACKGROUND**

Professor Musgrave has lectured and operated in numerous countries in Asia, Africa, Latin America, Europe, and Eastern Europe. Formerly, he was the president & CEO of The Enterprise Network (TEN) of Silicon Valley where he mentored startups and managed a technology commercialization program with NASA. He has been an executive in the electronics industry, co-founder of a Silicon Valley startup, and is a former U.S. Navy Captain. Professor Musgrave will share much of his management experience to illustrate the concepts and theories of the course. He has DBA and MBA degrees from The George Washington University in Washington, D.C.

### **CLASSROOM ETIQUETTE**

It is incumbent on each student to respect the rights of others. Classroom etiquette is considered in a student's class participation grade. Please adhere to the following guidelines:

#### **Classroom**

1. Be on time. If you are late, come in quietly so that you do not disturb others.
2. Do not hold side conversations when other students or the instructor are addressing the class.
3. In general, it is expected that all members of this class will act respectful at all times.
4. When in doubt, simply treat others as you would wish to be treated.

#### **Cell Phones and Texting**

Turn cell phones off or put them on vibrate mode while in class. Do not answer your phone in class or text in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

#### **Computer Use**

In the classroom, students may use computers only for class-related activities. These include activities such as taking notes on the lecture and following the Power Point lectures. Students who abuse the privilege of using a computer will be asked to leave the class and may be referred to the Judicial Affairs Officer of the University for disrupting the course.

## **Eating**

Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

## **EMAIL AND COMMUNICATIONS**

Professor Musgrave will respond to all appropriately worded email requests within 36 hours on weekdays, and within 48 hours on weekends. Emails must be written in the appropriate business formal style and contain the words “Bus160” in the subject heading. He can be reached at [William.musgrave@sjsu.edu](mailto:William.musgrave@sjsu.edu).

## **UNIVERSITY POLICIES**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>”

## **General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arise. See [University Policy S90-5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. More detailed information on a variety of related topics is available in the [SJSU catalog](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

## **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

## **Consent for Recording of Class and Public Sharing of Instructor Material**

You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material. In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well. Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

## **Academic Integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

## **1.0 DEFINITIONS OF ACADEMIC DISHONESTY**

### **1.1 CHEATING**

At SJSU, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

- 1.1.1. Copying, in part or in whole, from another's test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
- 1.1.2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- 1.1.3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- 1.1.4. Using or consulting, prior to, or during an examination, sources or materials not authorized by the instructor;
- 1.1.5. Altering or interfering with the grading process;
- 1.1.6. Sitting for an examination by a surrogate, or as a surrogate;
- 1.1.7. Any other act committed by a student in the course of their academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

### **1.2 PLAGIARISM**

At SJSU plagiarism is the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and/or submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

- 1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts of, and/or the specific substance of another's work, without giving appropriate credit, and/or representing the product as one's own work;
- 1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](#) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

## **STUDENT COURSE RESOURCES**

Students are expected to take full advantage of the following resources to enhance attainment of student learning objectives:

1. **Canvas** - Copies of course materials, team project assignments, writing and research requirements, and other course materials can be found at <https://sjsu.instructure.com>.
2. **Publisher's Student Site** - A publisher's companion website for students is available at <http://login.cengage.com>. This Student Website helps students accelerate their learning of course concepts through various practice tools to reinforce learning. As mentioned previously, there is a 2-minute video on how to register for MindTap and log in to your course is at the following link: <https://play.vidyard.com/m52vRVVKAor2M5PCFMQ9S>
3. **Study Groups** – One of the best ways to accelerate learning is through the synergy of a study group. Students are encouraged to use their assigned group for purposes of studying together to reinforce the materials in the textbook.
4. **Martin Luther King Library** – The MLK Library is an excellent source for research. Our librarian is Diana Wu. Contact: [Diana.wu@sjsu.edu](mailto:Diana.wu@sjsu.edu), 808-2087.

5. **Meeting with Instructor** – Professor Musgrave is available by email and during office hours to answer any questions and to help on an individual or group basis. Students can drop by his office during regular office hours or arrange for a special meeting via email.
6. **Student Technology Resources** - Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.
7. **SJSU Peer Connections** - Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals. In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a variety of topics including preparing for the Writing Skills Test (WST), improving learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

8. **SJSU Writing Center** - The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)



9. **SJSU Counseling Services** - The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

**COURSE SCHEDULE FOR BUS 160 (15), FALL 2019, 44578, MW 9:00 – 10:15, BBC 104**

(Subject to change with fair notice.)

Class/Date		Subjects and Examinations	Assignments and Due Dates
1	8/21	Course Introduction. Syllabus review. Discussion of Team formation via CATME. Orientation on MindTap and signup procedures. Discussion of PMDP.	Note, there will be team discussion questions and mini-simulations in MindTap done in class or for homework.
2	8/26	<b><u>I. INTRODUCTION TO MANAGEMENT AND THE CRITICAL ROLE OF TEAMS TODAY</u></b> Ch 1 – Innovative Mgmt for a Changing World Discussion of team research project topics.	HW: Ch1 Assessments plus Quiz
3	8/28	Ch 2 – The Evolution of Management	HW: Ch2 Assessments plus Quiz
	9/2	No class due to Labor Day	
4	9/4	<b><u>II. THE ENVIRONMENT OF MANAGEMENT</u></b> Ch 3 - The Environment and Corporate Culture	HW: Ch3 Assessments plus Quiz
5	9/9	Ch 4 – Managing in a Global Environment	HW: Ch4 Assessments plus Quiz
6	9/11	Ch 5 –Ethics and Social Responsibility	HW: Ch5 Assessments plus Quiz
7	9/16	Ch 6 – Managing Small Business Startups	HW: Ch6 Assessments plus Quiz
8	9/18	<b>Presentation of Team Research Proposals</b>	Team research proposals due (Canvas upload)
9	9/23	<b>Mid-Term 1 (Individual) – chapters 1-6</b>	
10	9/25	<b>Mid-Term 1 (Team)</b> Exam review follows team exam.	
11	9/30	<b><u>III. PLANNING</u></b> Ch 7 – Managerial Planning and Goal-Setting	HW: Ch7 Assessments plus Quiz
12	10/2	Ch 8 – Strategy Formulation and Execution	HW: Ch8 Assessments plus Quiz
13	10/7	Ch 9 – Managerial Decision-Making	HW: Ch9 Assessments plus Quiz
14	10/9	<b><u>IV. ORGANIZING</u></b> Ch 10 – Designing Adaptive Organizations	HW: Ch10 Assessments plus Quiz
15	10/14	Ch 11 – Managing Change and Innovation	HW: Ch11 Assessments plus Quiz
16	10/16	Ch 12 – Managing Human Resources	HW: Ch12 Assessments plus Quiz
17	10/21	<b>Mid-Term 2 (Individual): chapters 7-12</b>	
18	10/23	<b>Mid-Term 2 (Team)</b> Exam review follows team exam.	
19	10/28	Ch 13 – Managing Diversity	HW: Ch 13 Assessments plus Quiz
20	10/30	<b><u>V. LEADING</u></b> Ch 14 – Understanding Individual Behavior	HW: Ch 14 Assessments plus Quiz
21	11/4	Ch 15 – Leadership	HW: Ch 15 Assessments plus Quiz
22	11/6	Ch 16 – Motivating Employees	HW: Ch16 Assessments plus Quiz
	11/11	No class due to Veterans Day	
23	11/13	Ch 16 – Motivating Employees (cont)	
24	11/18	Ch 17 – Managing Communications	HW: Ch17 Assessments plus Quiz
25	11/20	<b>Team Presentations of Research Projects</b>	<b>Team Research Reports due</b>
26	11/25	<b>Team Presentations of Research Projects</b>	
	11/27	No class due to Thanksgiving	
27	12/2	Ch 18 – Leading Teams	HW: Ch18 Assessments plus Quiz
28	12/4	<b><u>VI. CONTROLLING</u></b> Ch 19 – Managing Quality and Performance	HW: Ch 19 Assessments plus Quiz
29	12/9	Course Review	Optional Class Participation Self-Report due PMDP report due
12/13 7:15-9:30		<b>Final Exam (Comprehensive, but with emphasis on material since mid-term 2)</b>	Confidential Peer Evaluation due

