

BUS 418 – Advanced Management Seminar

Syllabus

Objective: The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

Getting Help:

To receive technical assistance on issues related to WebCT contact:

Academic Instructional Technology Help Desk

ES 102

Monday-Thursday 8:00 a.m. - 9:00 p.m. Friday 8:00 a.m. - 5:00 p.m.

(719) 587-7371

ascwebct@adams.edu

Your Instructor

Instructor:

Liz Thomas, M.B.A.

Office phone:

(719) 587-7477

Email:

lthomas@adams.edu

Mailing:

208 Edgemont Blvd., B 233

Alamosa, CO 81102

Office Hours:

Tuesday and Thursday: 1:00 – 3:00

Wednesday: 11:00 – 12:00

And by appointment

Course Title:

Advanced Management Seminar

Course Number:

BUS 418

Credit Hours:

3

BUS 418 – Advanced Management Seminar

Prerequisites:

Undergraduate level BUS 361 Minimum Grade of C- or T
Undergraduate level BUS 362 Minimum Grade of C- or T

Catalog/Course Description:

Senior status required. Use of case studies and readings in current management literature to analyze the process of making decisions and setting policies for modern organizations.

Required Reading:

To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the “ASC Bookstore” icon.

Use **Section Number: 1139** to order books from Bookstore site.

Management customized Primus E-Book ISBN number 0390973610. Order from the following website: <https://ebooks.primisonline.com/eBookstore/index.jsp>

Or

Management customized Primus Textbook ISBN number 0390990922

AND

Appraisal Handbook Legal and Practical Rules for Managers (2nd Ed) by Amy DelPo ISBN number 1413305678

Student Learning Outcomes:

1. Identify the steps of the decision-making process.
2. Review and describe policy making for modern organizations.
3. Understand and explain how managers and their organizations deal with legal issues, change, and ethical concerns.
4. Examine and discuss management trends in a global environment.
5. Analyze and describe real managers in terms of their responsibilities, authority and performance.
6. Develop and use job descriptions and performance appraisals.
7. Describe and discuss current issues in management.

Content Outline:

1. An Overview of Job Descriptions
2. Part one of Performance Appraisals
3. Part two of Performance Appraisals
4. Development Plan
5. Managerial Decision Making
6. Ethics and Corporate Responsibility

BUS 418 – Advanced Management Seminar

7. Creating and Managing Change
8. Managing in a Global Environment

Course Procedures/Requirements

- **Reading Assignments**

Read the material (text, modules, and attachments) thoroughly and be prepared to discuss what you have read. The schedule of reading assignments is listed within each module.

- **Discussion Board**

Online discussions are a must in this course. Full participation is necessary for you to receive an A in the class. There will be a discussion question for each module. Please note that all discussion postings must be completed by 11:59 p.m. MDT/MST on the due date. Please type your comments directly into the discussion forum; do not use attachments for discussion postings. Please be courteous in your postings, and avoid sarcasm and irony as they are easily misunderstood online. Use carefully thought out postings. A discussion participation rubric is included below.

- **Module Assignments**

Short assignment over the modules and readings will be given at the end of each module. The assignment will be short answer or mini projects. You may use your notes, readings, and so forth for these assignments.

- **Article Reviews**

You will be required to write two article reviews for this course. Select an article from Business Source Premier (Nielson Library) that deals with some **management** issues. The article should be very current (from either this month or last month). Refer to the text chapter titles and heading if you need topic suggestions. Make sure to include the article as an attachment or include the URL so I am able to refer to the article. Read the article several times to grasp the major points. Your review will consist of a **cover sheet** and **one-two pages** of typed material as follows:

1. Use a heading for **summary** and a heading for **opinion** section.
2. Summarize **VERY BRIEFLY** the general topic or ideas. **(1/2 page maximum!)**
3. Write a ½ - 1 page about your opinion either agreeing or disagreeing with the article, and why it is important to Human Resource Managers.
4. Turn in during class on the assigned due date in the following order:
 - **COVER SHEET** with your name, class name as well as the article name, publication date and source.

BUS 418 – Advanced Management Seminar

- **SUMMARY AND OPINION PAGE**
 - **Article as an attachment or URL that will connect me to the article.**
5. For **EVERY** calendar day late, a full grade will be deducted.

Please refer below for Article Review rubric.

- **Management Paper**

Your large project is a report from a biography. You should get pre-approval of the book prior to writing the paper. The **TOPIC OR SUBJECT** is yours to choose with only one restriction: It must be related to an issue management in some way and stated explicitly in the paper.

Unrelated papers receive an F. Please watch my presentation in module two for more information on expectations and how to choose your biography.

1. This paper should be double spaced, 12 point type; APA format.
2. The paper should start with an Executive Summary, next will be the introduction (one or two paragraphs with a clear purpose statement indicating papers major points) after which will be your **MAJOR** section headings, probably three to five of them, then the summary, then a resume, job description, and a performance appraisal.
3. It must be written in the **THIRD PERSON**. (No “you” or “we” or “I” references except in direct quotations.)
4. Penalties for late paper: 1 letter grade deducted from grade for each calendar day late.
5. Submit in the following order:
 - Cover sheet with title, date, your name and class.
 - The body of the report (which should have headings and possibly subheadings) begins with an introduction on page 1, the text continues on page one with your first major heading and topic, and ends with a summary on the last page. The body should be three to five pages and all the information should be documented (referenced) as explained. Use transition sentences between sections.
 - Make sure to use APA format.
6. Remember a **SUMMARY** contains no new information. This is not a **CONCLUSION** but a summary of the main points of your paper.
7. Review the paper rubric for grading criteria.
8. I will post a sample paper in the discussion section to use as a guide.

Grading is as follows:

Assignment	Points Possible
Syllabus Quiz	50
Discussions (8 x 25)	200
Module Assignments (8 x 25)	200

BUS 418 – Advanced Management Seminar

Article Reviews (2 x 100)	200
Management Biography	350
Total	1000

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60	F

- **Rubrics**

Module Discussion Rubric

	Non-performance	3 Basic	4 Proficient	5 Distinguished
Module discussion (5 points)	Does not participate in module discussion			Does participate in module discussion
Applies relevant course concepts, theories, or materials correctly. (5 points)	Does not explain relevant course concepts, theories, or materials.	Explains relevant course concepts, theories, or materials.	Applies relevant course concepts, theories, or materials correctly.	Analyzes course concepts, theories, or materials correctly, using examples or supporting evidence.
Collaborates with fellow learners, relating the discussion to relevant course concepts. (5 points)	Does not collaborate with fellow learners.	Collaborates with fellow learners without relating discussion to the relevant course concepts.	Collaborates with fellow learners, relating the discussion to relevant course concepts.	Collaborates with fellow learners, relating the discussion to relevant course concepts and extending the dialogue.
Applies relevant professional, personal, or other real-world experiences.	Does not contribute professional, personal, or other real-world experiences.	Contributes professional, personal, or other real-world experiences, but lacks relevance.	Applies relevant professional, personal, or other real-world experiences.	Applies relevant professional, personal, or other real-world experiences to extend the

BUS 418 – Advanced Management Seminar

(5 points)				dialogue.
Supports position with applicable knowledge.	Does not establish relevant position.	Establishes relevant position.	Supports position with applicable knowledge.	Validates position with applicable knowledge.
(5 points)				

Participation Guidelines

Actively participate in discussions. To do this you should create a substantive post for each of the discussion topics. Each post should demonstrate your achievement of the participation criteria. In addition, you should also respond to the posts of at least two of your fellow learners for each discussion question—unless the discussion instructions state otherwise. These responses to other learners should also be substantive posts that contribute to the conversation by asking questions, respectfully debating positions, and presenting supporting information relevant to the topic. Also, respond to any follow-up questions the instructor directs to you in the discussion area.

Article Review Rubric

Performance Element	Distinguished 5 points	Proficient 4 points	Acceptable 3 points	Unacceptable 0-2 points
Summary 30%	Exemplary summary of article topic, presentation of information is comprehensive while also concise.	Gives and adequate summary of article, including broad topic, key points, and primary features. Omits major pieces of information.	Minimally summarizes the article.	Does not adequately summarize important points in the article; reader can discern nothing from the article from the summary.
Opinion 30%	Exemplary critique of the article with strong critical thinking. Illustrates how article supports or contradicts course information.	Comprehensive critique of article with statements that illustrate critical thinking and thoughtful consideration of the article.	Adequate critique of article. Fails to substantively address how the article relates to the course subject.	Does not give an opinion of the article
Grammar, Spelling, and Formatting 30%	The writing is free or almost free of errors.	There are occasional errors, but they don't represent a major distraction or	The writing has many errors, and the reader is distracted by them.	There are so many errors that meaning is obscured. The reader is confused

BUS 418 – Advanced Management Seminar

		obscure meaning.		and stops reading.
APA 10%	APA format is used accurately in the paper	APA format is used with minor errors.	There are frequent errors in the APA format.	Format of the document is not recognizable as APA.

Biography Paper Rubric (Format) part 1 (175 points of paper)

Performance Element	Distinguished 25 points	Proficient 20 points	Acceptable 18 points	Unacceptable 0-17 points
Purpose and Focus	The writer's central purpose or argument is readily apparent to the reader.	The writing has a clear purpose or argument, but may sometimes digress from it.	The central purpose or argument is not consistently clear throughout the paper.	The purpose or argument is generally unclear.
Content	Balanced presentation of relevant and legitimate information that clearly supports a central purpose or argument and shows a thoughtful, in-depth analysis of a significant topic. Reader gains important insights.	Information provides reasonable support for central purpose or argument and displays evidence of a basic analysis of a significant topic. Reader gains some insights.	Information supports a central purpose or argument at times. Analysis is basic or general. Reader gains few insights.	Central purpose or argument is not clearly identified. Analysis is vague or not evident. Reader is confused or may be misinformed.
Organization	The ideas are arranged logically to support the topic. They flow smoothly from to another and are clearly linked to each other. The reader can follow the line of reasoning.	The ideas are arranged logically to support the topic. They are usually clearly linked to each other. For the most part the reader can follow the line of reasoning.	In general, the writing is arranged logically, although occasionally ideas fail to make sense together. The reader is fairly clear about what the writer intends.	The writing is not logically organized. Frequently, ideas fail to make sense together. The reader cannot identify a line of reasoning and loses interest.
Sentence Structure	Sentences are well-phrased and varied in length and structure. They flow smoothly from one to another	Sentences are well-phrased and there is some variety in length and structure. The flow from sentence to	Some sentences are awkwardly constructed so that the reader is occasionally distracted.	Errors in sentence structure are frequent enough to be a major distraction to the reader.

BUS 418 – Advanced Management Seminar

		sentence is generally smooth.		
Grammar, Spelling, and Formatting	The writing is free or almost free of errors.	There are occasional errors, but they don't represent a major distraction or obscure meaning.	The writing has many errors, and the reader is distracted by them.	There are so many errors that meaning is obscured. The reader is confused and stops reading.
Feel	The writing is compelling. It hooks the reader and sustains interest throughout.	The writing is generally engaging, but has some dry spots. In general, it is focused and keeps the reader's attention.	The writing is dull and un-engaging. Though the paper has some interesting parts, the reader finds it difficult to maintain interest.	The writing has little personality. The reader quickly loses interest and stops reading.
Length	Paper is the number of pages specified in the assignment.			Paper has more or fewer pages than specified in the assignment.

**Biography Paper Rubric (Content) part 2 (175 points of paper)
25 points value for each bullet**

- Executive Summary
- Introduction
- Resume
- Job Description
- Performance Appraisal
- Personal Information

- **Issues unique to this course:**
 - This is an online course. Online courses look different from a regular face-to-face classroom, but rest assured you are covering the same exact materials as a traditional course. Please be open to the prospect that wonderful things do happen online.
 - A note about writing: when using the discussion board you will be writing as if you were talking to your classmates. I will not be taking off for grammatical or spelling errors unless they are so intrusive the rest of us cannot understand your message. On the other hand, when assignments are given such as “papers” or “reviews”, I do expect correct use of the English language, college level writing, and APA-style format.

BUS 418 – Advanced Management Seminar

- The course is formatted in modules, which include lectures, assignments, and so forth. In a module, we will cover specific topic(s) and related materials. Your assignments and discussions will be directly related to that module.
- We will use the calendar to post assignment due dates as we go along
- The discussion board will be our most used medium. On the discussion board we will have discussions, answer questions, clarify assignments, and generally keep in touch. Expect to access the discussion board a minimum of three times a week, every other day at least.
- Use e-mail when you want to send something to another person in class but not to the entire class. Remember, everyone can read your message on the discussion board, but not on private e-mail. Additionally, please contact me for issues related to the class using the mail function.
- I will use the assignment drop box for assignment submission. This does not apply to class discussions, which are posted in the module and discussed on the discussion board.
- You can keep track of points earned on assignments and quizzes by checking the grade book.
- It is up to you to manage your time. If you would like a weekend off, you simply have to complete the assignments prior to the due date.
- Confidentiality is expected. I will be discussing situations I have been in and expect you will keep that information to yourselves. You too may be sharing issues from work and have the right to expect that confidentiality will be respected.
- Academic integrity is assumed. Academic integrity means that as a student you will not cheat, plagiarize, or provide false information. Choosing not to live up to this expectation will result in substantial penalty, including the possibility of failing the course and/or being dismissed from the Program.
- It is each student's responsibility to purchase or have access to the most recent edition of the APA Publication Manual and learn to write papers in APA style. Each module includes a quiz (located under the Assessment Tab) and a discussion topic (under the Discussions Tab). Module 4, 6, and 8 contain an assignment (under the Assignments Tab).
- It generally takes me a week to 10 days to get all papers graded, posted, and returned. I am generally online Monday through Friday for at least a couple of hours. I will try to answer all e-mails and phone messages within 24 hours.

I hope I have clarified most things in the syllabus, but if not, please contact me for clarification. We will have a discussion board topic labeled “general questions”. If you have a question that applies to the entire class, please ask there so I only have to respond once. I look forward to working with you all and meeting you online.