

BUS 418 – ADVANCED MANAGEMENT SEMINAR

SYLLABUS

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And by appointment

COURSE DELIVERY:

Print-Based Correspondence Course

CREDIT HOURS:

Three Semester Hours

PREREQUISITES:

Undergraduate level [BUS 361](#) Minimum Grade of C- or T
Undergraduate level BUS 362 Minimum Grade of C- or T

COURSE MATERIALS:

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

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: 1096** to order books from Bookstore site.

CATALOG 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.

BUS 418 – ADVANCED MANAGEMENT SEMINAR

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.

COURSE REQUIREMENTS:

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
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 show your understanding of what you have read. The schedule of reading assignments is listed within each module.

- **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. If you have access to a library, select an article that deals with some management issues. If you cannot obtain an article from a library, you may also find an article online. If you do not have access to either of these resources then please contact me and I will work with you on these assignments. The article should be very current (from either this month or last month). Refer to the text chapter titles and heading if

BUS 418 – ADVANCED MANAGEMENT SEMINAR

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.
 - * **COVER SHEET** with your name, class name as well as the article name, publication date and source.
 - * **SUMMARY AND OPINION PAGE**
 - * **Article as an attachment or URL that will connect me to the article.**

BUS 418 – ADVANCED MANAGEMENT SEMINAR

Please refer below for Article Review rubric.

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 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.
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.

- **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 **subject of your biography** is yours to choose with only one restriction: The paper must be focused on the management issues the subject of your biography deals with and this must be stated explicitly in the paper. Unrelated papers receive an F. This paper should be double spaced, 12 point type; APA format.

- 1) 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 of the person in your biography.
- 2) It must be written in the THIRD PERSON. (No “you” or “we” or “I” references except in direct quotations.)
- 3) Submit in the following order:
 - a) Cover sheet with title, date, your name and class.
 - b) 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.
 - c) Make sure to use APA format.
- 4) Remember a SUMMARY contains no new information. This is not a CONCLUSION but a summary of the main points of your paper.

BUS 418 – ADVANCED MANAGEMENT SEMINAR

- 5) Review the paper rubric for grading criteria.
- 6) I will forward a sample paper after module 1 for you to use as a guide.

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 sentence is generally smooth.	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.
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

BUS 418 – ADVANCED MANAGEMENT SEMINAR

- Performance Appraisal
- Personal Information
- Summary

Course Grading Scale is as follows:

Assignment	Points Possible
Module Assignments (16 x 25)	400
Article Reviews (2 x 100)	200
Management Biography	350
Total	950

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

ADA STATEMENT:

Students who need special accommodation to complete this class should contact the instructor and the Office of Student Affairs, 719.587.7221 as soon as possible.