

Department of Business Administration
Bus 242R Principles of Management
Fall Trimester, 2008
Rochester, MN

SYLLABUS

Class Meeting: Tuesdays, 5:45-9:15 PM Room: TBD

Instructor: Garrison Lloyd, MBA, PMP

Garrison has served in a wide range of disciplines including project management, integrated supply chain, procurement, aerial port operations, civil engineering, quality assurance, and clinical trials research with over 20 years of management experience with the U.S Air Force, Mayo Clinic, and IBM, He has his MBA from the University of St. Thomas, a Bachelor in Psychology from California State University, along with certifications as a Six Sigma Black Belt, Lean Enterprise Manager, and Project Management Professional (PMP).

Contact: You may contact me by phone either at home (please call before 9 PM) or office phone or by e-mail. Home phone: 507- 529-1970, Office Phone: 507-253-0136, Internet: garrison18@charter.net, or garrison@us.ibm.com

Textbooks: [Management](#), Richard L. Daft, **8th ed.** [ISBN-13: 9780324537703 (978-0-324-53770-3); ISBN-10: 0324537700 (0-324-53770-0)]
[Alpha Project Managers](#), Andy Crowe (ISBN: 978-0-0-9729673-3-8)
[The Servant as Leader](#), Robert K. Greenleaf (ISBN: 999373926X)

Please Note: The class will be using the 5th edition of Management by Richard Daft and not the current edition 6. New copies of the 5th edition are available on-line for less than \$30.

Course Description: Bus 242, Principles of Management, is an introductory course designed to provide you with an overview of management theory and practice. You will gain an insight into best practice examples of top management performance. The class will also provide an important foundation for students who plan to move forward into careers as business managers.

Course Goals: **This course will provide you:**

- With an overview of the theory and practice of management.
- With a fundamental understanding of leadership and its dynamics, as well as an opportunity to identify and discuss your own leadership style.
- With a forum to present, discuss, and define best practice examples of management performance as identified through student experiences.
- A foundation to start building a personal management toolkit.

Teaching Methods: The course will be a combination of lecture, best practice review, personal examples and discussion. Students will participate in small group discussions of best practice and personal examples. For examinations, students will be responsible for material from lectures, class discussion, and the textbook. A Management Best Practice Interview paper (6-8 pages) will also be assigned. This is described on a separate attachment to the syllabus. Its goal is to help you relate the management principles and best practices discussed in the class to real world management practice.

Course Assignments:

A list of assignments and the content of the course is attached.

Evaluation Criteria and Grading Policy:

Grades will be determined by your performance on the following course requirements:

25 points	Mid-term exam
25 points	Final exam
25 points	Management Best Practice Interview Paper
25 points	<u>Assignments and class participation</u>
Total points possible 100 points	

Assignments and Class Participation: You will be assigned during 5 of the 8 class meetings (excluding the first class, the mid-term and final classes) to choose, review, write, and discuss your thoughts on one of the 10 criteria qualifications that define an Alpha Project Manager to be used in class and small group discussions.

Course grades will be distributed as follows:

A	100- 92 points
A-	91 - 88 points
B	87 - 82 points
B-	81 - 78 points
C	77 - 72 points
C-	71 - 68 points
D	67 - 62 points
D-	61 - 58 points
F	< 58 points

Class Organization: Attendance: Attendance at all classes is critical, particularly given the fact there are only 8 classes in the session. Students will lose 10% off their final grade for each unexcused absence. If a situation occurs which would require an excused absence, please contact me in advance of the class to discuss and consider the excusal. If the case of an emergency, please leave a voice message at my home or work phone number explaining the situation prior to class.

Make-up tests: Under special circumstances, I will allow students to make-up an exam. Make-up exams are to be scheduled at the most available and convenient time for myself and the student.

Assignments: Late assignments will reduce your final grade 5% for each day the assignment is late.

Academic Honesty: Students are expected to abide by the Academic Honesty Policy contained in the Student Guide. Naturally, I expect your work to be your own. You will be asked to sign your affirmation that your work is in compliance with Augsburg's honesty policy. A violation of the Academic Honesty Policy will result in a 0.0 for the course.

Disability: C.L.A.S.S. Students: I am happy to make reasonable accommodations that you need. Please let me know you are a C.L.A.S.S. student at the beginning of the semester.

Course Changes: I reserve the right to modify the course requirements, assignments, grading procedure, and policies as circumstances dictate.

Department of Business Administration Bus 242R Principles of Management Fall Trimester, 2005 Rochester ASSIGNMENTS AND EXAM DATES Topics Chapter/Case Assignments* Class Organization, Course Overview

Session 1 Lesson plan in development

Session 2 Lesson plan in development

Session 3
Lesson plan in development

Session 4 Mid-term Examination Teamwork exercise

Session 5
Lesson plan in development

Session 6
Lesson plan in development

Session 7
Lesson plan in development

Session 8
Final , Management Best Practice Interview/Summary paper due

Management Best Practice Interview/Summary Paper Due at last class

Identify an experienced manager who you respect for their work and management skill. Schedule an interview of approximately 60 minutes. Prepare a detailed discussion guide prior to your meeting, and include the following questions, in addition to other questions and discussions you feel are relevant.

1. What are your current responsibilities and role(s)?
2. How did you get into management?
3. What are the most significant challenges you face as a manager?
4. What strategies and resources do you find most useful in addressing these challenges?
5. How do you define success as a manager?
6. What are the most important competencies needed by managers?
7. What is one of the most important personal experiences or lessons that guide you as a manager?
8. Please define 1 or 2 best practice examples you regularly employ in your work and the value it brings to your organization.
9. What is the most important piece of advice you would provide to a new manager?

Write a 6-8 page paper that summarize your findings from the interview. Commit at least one page of the paper to summarize your personal reflections on the most important factors a manager must address to be successful. Please include the name, title, telephone number of the manager as well as the discussion guide you used during your interview. (See me if the individual you wish to interview is concerned about providing his/her name.) You do not have to include a transcript of the interview itself.