



Summer 2018  
Online Section  
4 June – 27 July 2018

**Instructor:** Dr. Rick Simmons

**Office:** Founder's Hall, 318A

**Phone:** 254-501-5842

**Email:** [simmrick@tamuct.edu](mailto:simmrick@tamuct.edu)

**Office Hours:** I will be available through the Canvas Classroom at least 5 days per week. I will answer all questions within 24-36 hours of the posting time.

**Access to the [Canvas classroom](https://tamuct.instructure.com/) is at:** <https://tamuct.instructure.com/>

**Access to the McGraw-Hill ConnectPlus is through the Canvas Classroom**

### ***Emergency Warning System (911 Cellular)***

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

### ***Course General Information***

**Course Overview and description:** A study of the basic managerial functions of planning, organizing, staffing, directing and controlling resources to accomplish organizational resources. The systems concept of management and the role of the manager at each level of the organization are emphasized.

**Course Objective:** The objective of this course is for each student to know, comprehend, apply, analyze, synthesize and evaluate the basic fundamentals of managing organizations. Students will complete specific activities, as identified in the syllabus, related to each of the four functions of management: planning, organizing, leading and controlling, according to the five modules and their associated goals.

### ***Module Goals***

**Module 1:** Foundations of Management (SLO 1.0, 2.0, 3.0, 4.0; Chapters 1-3). Demonstrate understanding of the foundations of management, in particular managing and performing, external and internal environments, and managerial decision making with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

**Module 2:** Planning (SLO 1.0, 2.0, 3.0, 4.0; Chapters 4-7). Demonstrate understanding of planning, in



particular strategic management, ethics and corporate responsibility, international management, entrepreneurship with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

**Module 3:** Organizing (SLO 1.0, 2.0, 3.0, 4.0; Chapters 8-10). Demonstrate understanding of organizing, in particular organization structure, organizational agility, and human resources management with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

**Module 4:** Leading (SLO 1.0, 2.0, 3.0, 4.0; Chapters 12-15). Demonstrate understanding of leading, in particular leadership, motivating for performance, teamwork, and communicating with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

**Module 5:** Controlling (SLO 1.0, 2.0, 3.0, 4.0, Chapters 16). Demonstrate understanding of controlling, in particular managerial control and creating and leading change with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

### ***Student Learning Outcomes (SLOs)***

- 1.0 Develop a working knowledge of fundamental terminology and frameworks in the four functions of management: planning, organizing, leading, and controlling.
- 2.0 Analyze a self-chosen Fortune 500 organization and determine its methods of using each of the four functions of management.
- 3.0 Identify and apply appropriate management techniques for managing contemporary organizations.
- 4.0 Describe the skills, abilities, and tools needed to obtain a job on a management track in an organization of their choice.

Meeting the Course Objective and Student Learning Outcomes. In meeting the course objective and learning outcomes, students must:

- Become familiar with the Canvas classroom
- Thoroughly read and understand this course syllabus.
- Familiarize themselves with the Canvas classroom.
- Thoroughly read and understand the information in each chapter reading.
- Fully participate in all classroom discussions.
- Complete all required work in this course, submitting on time (***the essence of a good manager and leader***).
- Finally, ask questions about information or materials you do not understand (***also the essence of a good manager and leader***).

### ***Required Textbook***

Text: Bateman, T. S., Snell, S. A., & Konopaske, R. (2017). Management: Leading & collaborating in a



competitive world (12<sup>th</sup> Ed.). McGraw-Hill Education, NY, NY (with ConnectPlus access code).

ISBN: 9781259969386. You may obtain the text from [Hanik Bookstore](#) at:

<http://www.bkstr.com/tamuctstore/shop/textbooks-and-course-materials>.

**Please note:** Over the duration of the semester, you will also be required to complete a variety of assignments that will be delivered via ConnectPlus, an innovative online learning system that is integrated with the text and proven to help students achieve greater success. Assignments completed in ConnectPlus will make up a significant portion of your total grade in this course so you should arrange access immediately.

You may also purchase a 1-semester ConnectPlus online access for \$125, which includes an e-text.

**Recommended Text:** American Psychological Association. (2010). *Publication manual of American Psychological Association* (6th Ed.). Washington, D.C.: Author. ISBN-13: 978-1-4338-0561-5.

*It is highly advisable that that you purchase and keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

For information on APA standards and correct citation formats consult the following sources:

<http://www.tamuct.edu/departments/library/citingsources.php>

<http://owl.english.purdue.edu/owl/section/2/10/>

[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/apa.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/apa.html)

<http://research.lesley.edu/content.php?pid=36436&sid=374698>

## ***Course Requirements and Structure***

**Online Course:** This course is completely online and will be conducted in an asynchronous mode. The asynchronous mode does not require the students or the instructor to be online at any specified day or time. Daily work is completed by the student according to the weekly schedule in this syllabus, but at a time that is convenient to the student. This mode does require the instructor to be available (online), at least 5 days a week, to answer questions. Students are responsible for ensuring constant access to the Internet and operability of their personal computers.

**Course Classroom:** The classroom will be in the Canvas Learning Management System (LMS) under this course's name and section number. Please refer all technical problems to the Canvas help desk; contact information is on the Canvas login page.

Login to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password



**Technology Support:** For login problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tam.u.edu](mailto:helpdesk@tam.u.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tam.u.edu): [<http://hdc.tam.u.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

**Canvas Course Navigation:** Please read the “Start Here” letter (in the Canvas classroom) and become familiar with the online classroom environment.

**Canvas Discussions:** Select Discussions from the menu found on the left side of the Canvas class home page or within each module. All discussions and questions will be placed in their respective topics for ease of understanding by all class members and the instructor. All entries are threaded so that you may easily see a question and the respective responses to that question. All class members are invited to fully participate in the discussions, assisting their class members when they are able. This means class members may answer questions if they know the answers. Please note discussions are required as part of your grade and are highly encouraged for better understanding and clarification of the theory. The instructor will always read each question and the respective answers to ensure correctness and accuracy. If the instructor is unable to effectively answer the question in the threaded discussions groups, the instructor may provide a recorded answer.

**Individual Participation:** To ensure successful course completion, participation is expected. Participation is defined as your substantive responses, as defined in each assignment, to both your submission and to other class members’ submissions in the discussion threads in the Canvas classroom.

**Access to ConnectPlus:** Click the first Connect assignment in your Canvas course. You'll be prompted to either login with an existing Connect account username and password, or to create a new account. Then enter your access code, purchase access online or begin a free trial period. Once you've completed your selection, you'll arrive at the start of your first Connect assignment. If you need any Technical Support for Connect, please contact McGraw-Hill Customer Experience at (800) 331-5094 or the chat or email features found on the help button within Connect. Ensure to note your case number when you contact the McGraw-Hill Customer Experience team. FAQs: <http://www.connectstudentsuccess.com/>.

## **Assessments**

**Assignments:** All assignments will be completed according to the course schedule and are due by midnight on the due date. Late assignments will be reduced 20% for each day they are late. Assignments will include LearnSmart activities, in Connect, for each assigned chapter (Chs 1 – 10, 12 – 16), Discussion questions (including responses to other students), and a series of organization analyses. See Appendix A for the listing of organization analyses. Your goal should be to complete each assignment, with a minimum of 80% mastery.



**Writing/Communication Standards:** Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references in accordance with American Psychological Association (APA) standards (most current edition).

**NOTE:** Regardless of the device you are using to complete this course (phone, tablet, computer, etc.), your writing must be grammatically correct, with few to no errors, complete sentences, and, **under no circumstances** reflect a “text message” style of shortened writing.

**Plagiarism:** Plagiarism is the *intentional or unintentional* claiming of the statements or ideas by others, as their own (APA, 2010, p. 15; Owl Purdue Online Writing Lab, 2018, para 1). For Owl see: [Plagiarism](https://owl.english.purdue.edu/owl/resource/589/01/) at <https://owl.english.purdue.edu/owl/resource/589/01/>. Both of these sources (APA and Owl) show you how to avoid plagiarism. Plagiarism is considered a grievous offence in academia and is not tolerated in the TAMUCT, Management and Marketing Department, and will not be tolerated in this course. Plagiarism is an ethical decision someone makes and as undergraduate students, you must decide to learn how to avoid plagiarism and make avoiding plagiarism your standard in writing throughout your academic career and beyond.

If any student is caught plagiarizing within any assignment in this course, that student will receive a zero for that assignment. If any student is caught continuously plagiarizing assignments in this course, I have the option of failing that student. Additionally that student will be reported to Student Affairs for possible university level disciplinary action.

**LearnSmart Activities (SLO 1.0: 150 total points, 15 at 10 points each: Chs 1 – 10, 12 – 16):** Each week you will be responsible for completing a required Learn Smart activity with ConnectPlus that helps measure and improve your understanding of key concepts. The end score is what you make it in terms of effort. You can continue to work at each activity until you earn the full points available. These always must be completed by the due date.

**LearnSmart Quizzes (4 at 75 points each):** You will have four quizzes over the book and supplemental resources provided LearnSmart. The quizzes will be composed of 25 multiple-choice questions that can be accessed with ConnectPlus.

**Management Discussions (SLO 3.0, 4.0: 240 total points, 6 at 40 points each):** Each week, you will complete an activity either practicing or reflecting on some of the necessary tools for good management, as well as participate in a discussion question with your classmates. You will post your initial response to the given question or scenario prior to reading or responding to other students’ responses. All responses will be substantive as written in the assignment description in Canvas.

**Fortune 500 Organization Analysis (SLO 2.0, 3.0, 4.0: 300 total points):** In this course you will be analyzing a



chosen organization. In terms of their strategies, design and structure, control systems, leadership, and other management practices. The pretense for this analysis is that you would potentially apply for a management position within this organization.

- **Organization Analyses (6 at 40 points):** There are 6 company analysis assignments based on the text that challenges you to analyze and apply the concepts learned for an organization that you will choose at the beginning of the course. The organization you select should be a Fortune 500 company or another business that has enough written about it in the press (e.g., *Business Week*, *Fortune*, *Forbes*, *The Wall Street Journal*) and online (**not Wikipedia**) for you to do an in-depth analysis. The questions to be addressed are found in the Appendix. In each analysis, make sure to follow APA guidelines. Each analysis should be approximately 1-2 paragraphs in length. Make sure to cite your sources in answering the questions posted and include the associated references at the end. Each analysis assignment is worth 40 points (10 points are devoted to grammar, citations and references), thus they're worth 240 total points of your final course grade.
- **Deciding On an Organization:** Use the information contained in the Appendix to assist you in your decision of which organization to select. Ensure you are able to obtain the given information, either from the organizational websites or from the Business Source Complete databases in the digital TAMUCT library.
- **Final Organization:** The organization used in the first analysis will be the same organization used throughout the term. After that first assignment has been graded, you **may not** change your organization. Therefore, it is important that you conduct initial research on your chosen company, prior to completing that first assignment.
- **Organization Reflection (60 points):** At the end of the semester you will re-assess whether or not you would still be interested in working for the company you identified.

**Instructor Access:** The instructor will be available during normal office hours, at class time, and online a minimum of 5 days a week and will answer all questions, either in the messages or discussions forums, within 24-36 hours of the question's posting date. Feedback for assignments and exams will be as written in paragraphs 4.7 and 4.8.



### **Grading Criteria**

Grade Computation: Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To pass this course satisfactorily, students must complete each of the graded items listed below. Failure to complete appropriate assignments and exams may result in a failing grade. Refusal to complete homework assignments will result in a failing grade.

Grading Scale:

<b>Grade</b>	<b>Percentage</b>	<b>Point Range</b>
<b>A</b>	<b>90- 100%</b>	<b>878 - 975</b>
<b>B</b>	<b>80-89.99%</b>	<b>780 - 877</b>
<b>C</b>	<b>70-79.99%</b>	<b>683 - 779</b>
<b>D</b>	<b>60-69.99%</b>	<b>585 - 682</b>
<b>F</b>	<b>59.99 % &amp; below</b>	<b>0 - 584</b>

Final grades will be calculated as follows:

<b>Assessment</b>	<b>Points</b>	<b>Percentage</b>
<b>Meet and Greet</b>	<b>10</b>	<b>1%</b>
<b>Course Agreement &amp; Forum Guidelines</b>	<b>5</b>	<b>1%</b>
<b>15 Connect Assignments (10 points each)</b>	<b>150</b>	<b>15%</b>
<b>4 Quizzes (75 points each)</b>	<b>300</b>	<b>31%</b>
<b>6 Weekly Discussions (40 points each)</b>	<b>240</b>	<b>25%</b>
<b>6 Weekly Organization Analyses (30 points each)</b>	<b>210</b>	<b>22%</b>
<b>Organization Reflection</b>	<b>60</b>	<b>6%</b>
<b>TOTAL</b>	<b>975</b>	<b>100%</b>



**Course Schedule**

<b>COURSE OUTLINE AND ASSIGNMENTS</b>				
<b>WK</b>	<b>Module</b>	<b>Class/Activity</b>	<b>Subject</b>	<b>Homework / Quiz / Exam Due Dates</b>
1 4-10 Jun	1 (Foundations)	CH 1, 2	Organization Analyses CH1, 2 Connect Meet and Greet	09 Jun 10 Jun 10 Jun
2 11-17 Jun	1 (Foundations) 2 (Planning)	CH 3 CH 4	Discussion 1  Organization Analyses CH3, 4 Connect	13 Jun (Initial Response) 17 Jun (Responses to others) 17 Jun 17 Jun
3 18-24 Jun	2 (Planning)	CH 5, 6 Quiz 1 (Chs 1-4)	Discussion 2  Organization Analyses CH 5, 6 Connect Quiz 1	20 Jun (Initial Response) 24 Jun (Responses to others) 24 Jun 24 Jun 18-24 Jun
4 25 Jun – 1 July	2 (Planning) 3 (Organizing)	CH 7 CH 8	Discussion 3  Organization Analyses CH 7, 8 Connect	27 Jun (Initial Response) 1 July (Responses to others) 1 July 1 July
5 2-8 July	3 (Organizing)	CH 9, 10 Quiz 2 (Chs 5-8)	Discussion 4  Organization Analyses CH 9, 10 Connect Quiz 2	3 July (Initial Response) 8 July (Responses to others) 8 July 8 July 2-8 July
6 9-15 July	4 (Leading)	CH 12, 13	Discussion 5  Organization Analyses CH 12, 13 Connect	11 July (Initial Response) 15 July (Responses to others) 15 July 15 July
7 16-22 July	4 (Leading)	CH 14, 15 Quiz 3 (Chs 9,10,12)	Discussion 6  Organization Reflection CH 14, 15 Connect Quiz 3	18 July (Initial Response) 22 July (Responses to others) 22 July 22 July 16-22 July
8 24-27 July	5 (Controlling)	CH 16 Quiz 4 (Chs 13-16)	CH 16 Connect Quiz 4	26 July 23-26 July



## ***University Resources, Procedures, and Guidelines***

**Drop Policy:** If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

**Academic Integrity:** Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action. More information can be found at [Academic Integrity](#).

In this course, any evidence of cheating or collusion will result in a grade of zero (0) for each affected assignment or exam and each participating student will be reported to the Office of Student Conduct.

**Academic Accommodations:** At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also



contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

**Tutoring:** Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [imdavis@tamuct.edu](mailto:imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**The University Writing Center:** Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

**University Library:** The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more



comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **Important University Dates:**

#### June 2018

- **Fri, 1st** | Minimester ends
- **Fri, 1st** | Priority Deadline to Submit Graduation Application
- **Fri, 1st** | Tuition and Fee Payment Deadline (10-week, 8-week, 1st 5 week sessions)
- **Mon, 4th** | Class begins (1st 5 week, 10 week and 8 week)
- **Mon, 4th** | ADD/DROP/LATE REGISTRATION BEGINS (10-week, 8-week, & 1st 5-week sessions) (\$25 fee assessed for late registrants)
- **Thu, 7th** | Last day to drop 1st 5-week classes with no record
- **Mon, 11th** | Last day to drop 8-week classes with no record
- **Tue, 12th** | Last day to drop 10-week classes with no record
- **Fri, 22nd** | Last day to drop a 1st 5-week class with a Q or withdraw with a W
- **Fri, 22nd** | Student End of Course Survey Opens ( 1st 5-Week Classes)
- **Fri, 29th** | Deadline for Admissions applications
- **Fri, 29th** | Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
- **Fri, 29th** | Last day to drop a 8-week class with a Q or withdraw with a W

#### July 2018

- **2nd-6th** | Finals Week First 5 week session
- **Mon, 2nd** | Deadline to submit application to Teacher Education Program



- **Wed, 4th** | Independence Day
- **Thu, 5th** | Last day to withdraw from the university (1st 5- weeks session students)
- **Fri, 6th** | 1st 5 week classes end
- **Fri, 6th** | Deadline to Submit Graduation Application for Ceremony Participation
- **Sun, 8th** | Student End of Course Survey Opens (1st 5-Week Classes)
- **Mon, 9th** | 2nd 5 week classes begin
- **Mon, 9th** | Grades due from faculty by 3pm (1st 5 week classes)
- **Mon, 9th** | ADD/DROP/LATE REGISTRATION (2nd 5-week sessions) (\$25 fee assessed for late registrants)
- **Thu, 12th** | Last day to drop 2nd 5-week classes with no record
- **Fri, 13th** | Student End of Course Survey Open ( 8-Week Classes)
- **Fri, 20th** | Last day to drop a 10-week class with a Q or withdraw with a W
- **23rd-27th** | Finals Week - Summer 8 week session
- **Fri, 27th** | Last day to drop a 2nd 5-week class with a Q or withdraw with a W
- **Fri, 27th** | Last day to withdraw from the University (8 weeks session students)
- **Fri, 27th** | 8 week classes end
- **Sun, 29th** | Student End of Course Survey Close (8-Week Classes)
- **Sun, 29th** | Student End of Course Survey Opens (10-Week and 2nd 5-Week Classes)
- **Mon, 30th** | Grades due from faculty by 3pm (8 week classes)

August 2018

- **Wed, 1st** | GRE/GMAT scores due to Office of Graduate Studies
- **6th-10th** | Finals Week - 10 week and Second 5 week sessions
- **Fri, 10th** | Last day to file for Degree Conferral (Registrar's Office) (\$20 Late Application Fee applies)
- **Fri, 10th** | Last day to withdraw from the university (10-week & 2nd 5-week session students)
- **Fri, 10th** | 10 week and 2nd 5 week classes end
- **Fri, 10th** | Last day to apply for \$1000 Tuition Rebate for Summer graduation (5pm)
- **Sat, 11th** | Commencement (TBD)
- **Sun, 12th** | Student End of Course Survey Close (10-Week and 2nd 5-Week Classes)
- **Tue, 14th** | Grades due from faculty by 3pm (10 week & 2nd 5 week classes)
- **Tue, 14th** | Last Day to clear Thesis Office



## Appendix (Organization Analysis Assignment Instructions)

### **Part 1 –Getting to Know Your Company**

When you submit the answers for each analysis, it must be cited and grammatically correct, as well as have proper APA style references at the end. Each chapter's questions should be answered in one or two paragraphs **(no more than a half page)** total and double-spaced.

**Analysis 1) Company Identification** A good, approach to this assignment should probably begin with choosing a company you might like to work for some day that would allow you to fulfill your ultimate career aspirations. After identifying a company give a brief history including: How old is it? What products or services does it sell? Why did you choose it? What are the company's mission, vision, values, and major goals?

**NOTE: After completing the first analysis, you *may not* change organizations.**

**Analysis 2)** Find two examples of a significant strategic error or a significant strategic success that managers at the organization have made over the last decade? What concepts discussed in the text contributed to the failure or success?

**Analysis 3) Ethics and Corporate Social Responsibility** (*This one should approach a page in length*)

1. How would you characterize the ethical climate of your company? What evidence is there to support your conclusion? If there have been any problems, try to determine whether this was due to the isolated actions of rogue managers or to more systemic, organization wide problems.
2. Does the organization undertake investments related to corporate social responsibility or the natural environment and sustainability that go beyond its narrow economic self-interest? If so, what kind of investments has it made?

**Analysis 4)** Who are your organization's major competitors and how is your company performing in comparison? Also, conduct a detailed SWOT analysis for your company. What are your company's core capabilities and what unique challenges does it face in the future? How does your organization manage change? Is there evidence that your organization is a change agent, responsive and/or flexible?

**Analysis 5)** What is your company's main approach for staffing the organization? Do they appear to value diversity? Cite examples, including any legal issues they have had from a labor and/or employment discrimination standpoint.

**Analysis 6)** Who is the CEO? How long has she or he been in this position? What has been the career track of the CEO? Discuss the CEO's leadership style. Would you characterize the CEO as an effective leader? How would you explain his or her success or lack thereof based on text principles? (Cite examples)



**Part 2 – Lessons Learned**

**Reflection Assignment:** You are to re-assess whether you are still interested in working for your chosen company. Expand on Why or Why Not? Also, discuss management lessons learned in doing the company analysis assignment. This reflection assignment should be a minimum full page in length, double-spaced.