



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

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Office Hours: Tuesdays 9:30am – 12:00pm and by Appointment (or send me an email anytime!)

REQUIRED TEXT:

Pearson Custom Business Resources-Management 501- Operations & Organizations-Texas A&M University-Commerce. Copyright 2014. This is a custom book combining chapters from “Organizational Behavior (15th Edition)” by Robbins & Judge and “Operations Management, Sustainability and Supply Chain Management (11th Edition)” by Heizer & Render. ISBN 10: 1-269-27802-9; ISBN 13: 978-1-269-27802-7.

COURSE OVERVIEW AND OBJECTIVES:

This course entails the study of the major design and operating activities of the goods-producing and services organizations, including product and process design decisions, and basic quality, inventory and operations planning and control. The study also includes the basic managerial functions of planning, organizing, leading, and controlling. Through completion of this course:

- Students will understand the four management functions of planning, organizing, leading, and controlling and discuss activities that are performed by each function.
- Study the concepts and apply personal applications in the major design and operating activities of goods-producing and services organizations.
- Students will understand the process of strategic planning, supply chain management, and leadership systems.
- Students will learn traditional as well as controversial or radical approaches to operations management issues.

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do. All of the handouts and assignments for this course are posted under the “Doc Sharing” tab in eCollege. You should submit your work in a format that is compatible with **Microsoft Office** and post it in the appropriate “Dropboxes” when they are due.

COURSE SCHEDULE:

A course schedule is included on the fifth page of this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the “Doc Sharing” tab. You should read this document, initial it, and submit it to me via its corresponding “Dropbox”.

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to attend the class regularly. More than two absence in the class will be reported to the head of the department for further actions.
- **Assignments (General Comments):**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 501 should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM CST** to submit the work that is listed in the far right, “Work Due” column of the course schedule. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.
 3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don’t turn in work that is only “half-finished”.

- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M- Commerce account**, as I will be using emails to communicate with the class. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

GRADE COMPONENTS:

Component	Type	Point Value
Case Assignments (3 @ 75 Points Each)	Individual	225 points
Final Exam	Individual	100 points
Research Paper	Group	100 points
Course Total		425 points

GRADING SCALE:

A	90 – 100%	383-425 points	D	60-69%	255-297 points
B	80 – 89%	340-382 points	F	Below 60%	Less than 255 points
C	70-79%	298-339 points			

Incomplete - I will not be giving an incomplete in this course (8 weeks)
 Withdrawal - Must be initiated by the student administratively.

CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze four cases that can be found in the Robbins & Heizer texts and/or in custom book. Specific instructions for each case will be posted on eCollege, under the “Doc Sharing” tab. The analyses should be submitted to the “Dropbox” designated for that case. A grading rubric for the case assignments can be found at the end of this syllabus.

FINAL EXAM:

Final exam will test your comprehension of the material presented in the required textbook. The exam will be posted in “Doc Sharing” and corresponding dropboxes. A tentative grading rubric for the exams can be found at the end of this syllabus.

RESEARCH PAPER:

As a group of 3-5 students, you will be required to write a research paper covering the topics of operations management and organizational behavior. Specific instructions for the paper will be posted in eCollege, under the “Doc Sharing” tab. The research paper should be submitted to its corresponding dropbox by one group member.

PARTICIPATION:

Attendance and engagement in your work is critical to successful course completion. I suggest that you log onto the eCollege site for this course **SEVERAL TIMES** a week to make sure that you stay on track, view the feedback regarding your work, and read any additional information and/or material for this course.

I will also be available to facilitate an introductory Class Live session at the beginning of the course. It is not required that you participate in the chat, but it is a great opportunity to communicate with me and your fellow students and to ask questions and gain clarification on any issues you may have. In order to get to the Class Live session: (1) Click the “Live” tab at the top of the eCollege course screen; (2) Click “Class Live” to enter the main discussion room for this course; Then “Join the Class Live Pro” session. This session will be held on August 26th at 8:00 PM in the “Class Live”. I have scheduled Class Live sessions so that if needed I will conduct otherwise, I will not have it. It will depend on the need of the class.

❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE**

CLASS, ETC., E-MAIL ME IN ORDER TO SCHEDULE A TIME WHERE WE CAN HAVE A PHONE CONVERSATION. REMEMBER: I AM ALWAYS HERE TO HELP, YOU JUST HAVE TO ASK!

- ❖ **ON THE COURSE SCHEDULE THAT APPEARS ON THE NEXT PAGE, THE GENERAL ASSIGNMENTS, ALL FOUR CASE ASSIGNMENTS, AND THE FINAL EXAM ARE DUE BY 11:59PM (CST) ON THE DATE APPEARING AT THE BEGINNING OF THAT ROW. ALL OF THE DATES IN THE FIRST COLUMN FALL ON TUESDAYS & THURSDAYS.**

WEEK & DATE (TUESDAY & THURSDAY)	TOPICS: TEXT CHAPTERS	WORK DUE: BY 11:59 PM ON THIS DAY
1. January 19	Read, Initial, and Submit the Honesty Policy R: Chapter 1—Diversity in Organizations	Introductory ClassLive Session @ 8:00-9:00 PM CST (Tuesday)
1. January 21	R: Chapter 2—Attitudes and Job Satisfaction	Honesty Policy Due
2. January 26	R: Chapter 6—Motivation: From Concepts to Applications	Form Groups (see email from catme.org)
2. January 28	R: Chapter 7—Foundations of Group Behavior	Case Assignment 1 Due
3. February 2	R: Chapter 8—Leadership	Research Paper Proposal Due
3. February 4	R: Chapter 9—Power and Politics	
4. February 9	R: Chapter 10—Conflict and Negotiation	Case Assignment 2 Due
4. February 11	H: Chapter 11—Project Management	
5. February 16	H: Chapter 12—Design of Goods and Services	
5. February 18	H: Chapter 13—Managing Quality	Case Assignment 3 Due
6. February 23	H: Chapter 14—Process Strategy	
6. February 25	H: Chapter 15—Supply Chain Management	
7. March 1	H: Chapter 17—JIT, TPS, and Lean Operations	RESEARCH PAPER DUE
7. March 8		FINAL EXAM DUE

- ❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**
- ❖ **R: ROBBINS & JUDGE TEXTBOOK; H: HEIZER & RENDER TEXTBOOK**