

Dr. Mary E. Howes

ADDENDUM - SPRING/SUMMER 1990 - REQUIREMENTS

ALL SECTIONS

Requirements:

| | |
|--|-----|
| Exercises and Cases (graded on "Evaluations" and/or participation) | 30% |
| 5 Exercises (including Building Observational Skills) | |
| 4 Discussion Cases | |
| 2 Written Cases (including Slade Company) | 20% |
| 1 Individual Analysis | 20% |
| 1 Analysis of a Group (or Group Project) | 30% |

Options:

1. Regular Block 2 Section - TR 7:30-10:20 p.m.
 - Tuesdays - Exercises and Cases
 - Thursdays - Group Project
2. Independent Study Students
 - (a) Weekly Meetings - Tuesdays 7:30-10:20 p.m.
 - May 1 to June 19: Exercises and Cases
 - June 26 to August 10: Group Project
 - (b) Monthly Meetings
 - Orientation Friday May 11, 6:30 p.m. or Sat May 12, 9:30 a.m.
 - Saturdays June 2, 30, July 28 9:30 a.m. to 1:30 p.m.
 - (c) Work Independently
 - Orientation as above, attend Saturdays when feasible, work on your own.

Please determine which option you will take and let me know.

GSU ARCHIVES

MGMT 401
§ 90

BEFORE USING THE INDEX, PLEASE TAKE A RED PEN AND NUMBER THE PAGES OF THE STUDY GUIDE STARTING AT "1" ON THE TITLE PAGE, "2" ON THE "STUDENT INFORMATION FORM," "3" ON THE "TABLE OF CONTENTS," ETC.

Note: Page 93 should be placed AFTER page 95 so paper clip it to page 92 to avoid looking at it!

Note: The exercise on page 112 refers to the "following page" which is misplaced and is located on page 59!

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Course Requirements

This correspondence course is the equivalent of the regular classroom sections of Management 401. In these sections, students would be spending time in the classroom, completing homework assignments and reading, for example. You may expect to spend approximately the same amount of time on the course as would a student in a regular section, but you will spend your time differently.

Ideally, students will work through all exercises and at least two cases in each unit. The sequence is outlined in the table of contents, although cases may be done later than the unit in which the instructions appear. All students MUST complete a MINIMUM number of cases, exercises and other assignments in this course. These are listed below:

Exercises: (see Study Guide)

- Building Observational Skills
- 5 or 6 optional exercises

Cases: (see Study Guide and Text)

- Slade Company
- Devon School
- Four optional cases

The Slade Company and one other must be formal written cases; the other 4 may be either written cases or reports of analysis/discussion

Individual Analysis (see page 22)

Term Paper (see page 23) - An Analysis of a Group of which You are a Member)

Notes:

1. You need to do at least 2 activities in each Unit (i.e., spread the cases and exercises across the units. The Individual Analysis counts as a Unit III Assignment).
2. A mid-term may be substituted for selected assignments under certain conditions. Consult the instructor on this.
3. Students may use issues at work in place of any case or exercise. Consult the instructor first.
4. You must complete Group or Individual Case/Exercise Evaluations to show that you have completed all requirements (see pages 47 through 50).

5. You are encouraged to meet in groups to do exercises or cases. Read the instructions to see what individual work is needed before you meet. If you do meet as groups, use Group Evaluations. For any written work submitted as a group you must do a "peer grading" request for the work (see page 51).

If you can meet as a regular group, it will be easier for you to study and learn the group concepts and the meetings will provide data for your term paper (an analysis of the group).

The only assignments which may NOT be done as groups, are the Individual Analysis and the Term Paper.

6. If you attend the orientation and the workshops, you will automatically complete the minimum number of exercises EXCEPT Building Observational Skills and three cases (non-written).

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NOTE: SEE ADDENDUM WHICH MODIFIES THAT LISTED HERE!

Course Grading

This course requires both quantity and quality. In general, the higher the grade you wish to earn, the more and the better the work you will need to do.

| Grade | Requirements | Examples |
|-------|---|---|
| A | 7 Exercises; 6 Cases; Individual Analysis; Term Paper; Exam PLUS Evidence of Additional Learning/Effort Evidence of Excellent Quality Work | Attendance at all workshops and/or participation in a regular group and/or individual thought and discussion demonstrating an IN DEPTH understanding and exploration of the concepts Written work typed |
| B | 6/7 Exercises; 6 Cases Individual Analysis; Term Paper; Exam PLUS Evidence of Additional Learning/Effort | Attendance at all workshops and/or Participation in regular group and/or individual thought and discussion demonstrating knowledge and exploration of the concepts Written work typed |
| C | 6 Exercises; 6 Cases Individual Analysis; Term Paper; Exam | Attendance at 2 workshops Acceptable written work (presentation and language) |

Students completing the minimum assignments listed above will earn a grade of C or higher. A student NOT completing the minimum requirements will earn a D or an F. Incompletes will ONLY be given by prior arrangement with the instructor. Some of the cases and exercises will be used for evaluation purposes, others are required but not for grading. Assuming you complete the minimum requirements, how do you then earn any given grade?

Formal evaluation will be broken down as follows:

| | |
|---|-------|
| written Cases (2 at 10%) | - 20% |
| Individual Analysis | - 20% |
| Term Paper | - 25% |
| Exam | - 15% |
| Participation | - 20% |
| (includes your attendance at workshops, your reports/ evaluations on the exercises and cases, other evidence of your effort and learning) | |

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Class Sessions and Due Dates

Assignments may be submitted as soon as they are completed. If you wish to "group" your submissions, see dates below:

| <u>Class Sessions</u> | <u>Unit Assignments Due</u> |
|--|---|
| 1. June 2, 1990 (Covers Units I and II) - Exercise: Blue Collar Blues - Exercise: Tower Building - Case: Banana Time | June 9, 1990 |
| 2. June 30, (Covers Units IV and part of V) - Effective Listening Exercise - Strawberry Box Exercise - Case: The Carpenter Case | July 10, 1990 |
| 3. July 28, (Covers Unit VI) - Exercise: the Game of Politics - Jevon School Case - Discussion on Change | August 7, 1990 Final Exam due Apr 16 |

Class sessions will include discussion time and time to raise and discuss students work related issues as well as study related questions.

NOTE: CHANGES MAY BE MADE IN DATES AND/OR ACTIVITIES DEPENDING ON THE STUDENTS.

TENTATIVE SCHEDULE FOR TUESDAYS (Regular Class or Weekly Meetings)

- May 1 Sherlock Holmes and Expectations
- May 3 Building Observational Skills (Tuesday students do this exercise independently)
- May 8 Case: Banana Time and Reports on June 3 Exercise
- May 10 Group Project all Thursdays from this date
- May 15 Blue Collar Blues
- May 22 Tower Building
- May 29 Slade Company
- June 5 Tom and Jane (Carpenter Case) and Effective Listening
- June 12 Strawberry Box and Leadership Exercise
- June 19 Devon School Case (this will be the Final)