

MGT 3304 Mgt. Theory & Leadership Practice

Spring 09: Friday's 2:30 pm to 5:15 pm

INSTRUCTOR: Dr. Christopher P. Neck
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OFFICE HOURS: Fridays 2:00 –2:30; 5:15-6:15 and by appointment

It's so easy to be cynical. It's much harder, it takes a philosophical point of view, to be optimistic. You have to work at it every day.

-Yo-Yo Ma-

Find a job you love, and you will never have to work another day in your life.

-Confucius-

Graduate Assistant:

Frank Wu

Office: 2103 Pamplin
Email: jwu05@vt.edu*
Phone: 231-2156

- email is the best way to reach Frank

Office Hours:

Wed: 10-12; 1-5pm
Thurs: 10-2pm

The graduate assistant is available to help you. Please take advantage of his extensive office hours and expertise. Frank attends our class and takes comprehensive notes. Therefore, use Frank's services to ask questions about lecture notes, exam preparation, etc. However he will not give you copies of his notes. We are not a note-taking service. **My policy is that if you miss a class (FOR WHATEVER REASON), I will not reward this by offering you a free set of notes. Therefore, you must get the notes from someone in class. The GA however, will be happy to answer any questions you have about these notes, and/or the notes you personally take in class.** If you feel for some reason that he is unable to help you, don't hesitate to come and see me. Please note: in this class there is no such thing as a university approved absence. All absences from this class are treated the same in terms of our "note" policy and our exam policies.

OVERVIEW OF GA's Job description:

As noted, our graduate assistant has a plethora of office hours every week. The reason for this is twofold.

1. To provide students with the opportunity to go over previous exams to see where they erred.
2. To provide students with a resource for grade maximization. The GA's are available as a FREE tutor to assist any students who have questions about the class and book material. They can also provide assistance on how to study for exams. If you have any questions that you need answered in regards to studying for MGT 3304, you need to visit me or the GA's during our office hours.

REQUIRED TEXT:

1. Bateman, T. & Snell, S. (2009). Management (MGMT), McGraw-Hill/Irwin.
2. Yowell, S. (2006). The Hippie Guide to Climbing the Corporate Ladder. Thomas Nelson Publishers.
3. Johnson, C. (2008). You Call The Shots! Simon & Schuster/Free Press.

OPTIONAL TEXT:

1. Neck, C. P. (2007). Medicine for the Mind: Healing Words to Help You Soar, 2nd Edition; McGraw-Hill.

COURSE DESCRIPTION:

This course is an introduction of a broad range of concepts, theories, and practices important for a basic understanding of the field of management with a special emphasis on leadership. The primary goal: to increase the students' understanding of and ability to apply contemporary

management knowledge in both work and personal situations; and to empower students with the ability to achieve their ultimate potential.

LEARNING METHODS:

Lecture
 Reading Assignments
 Class Discussion
 Exercises & Cases
 Films

EVALUATION AND GRADING:

Exam 1	25%
Exam 2 (Midterm)	25%
Exam 3	25%
Out of Class Assignments	25%

Exams will cover material from all learning methods. Everything discussed in class is “fair game” for the exam; and everything in your assigned readings is "fair-game" for the exam (regardless of whether we discuss it in class).

*******STUDENTS MUST BRING A PICTURE ID IN ORDER TO TAKE THE EXAMS.**

***STUDENTS MUST TAKE THE FINAL EXAM DURING THE TIME SPECIFIED IN OUR SYLLABUS 5/1; regular class time)**

WHAT HAPPENS IF YOU MISS AN EXAM?

A makeup exam can be taken if you are unable to attend an exam on the scheduled date. Whatever your reason for missing an exam, all makeup exams will occur on the same date, **Wednesday, May 13th; 10:05 to 12:05,..** Thus, if you fail to take one of the first three exams, you must show up at this specified time to take the required makeup exam. You **DO NOT** need

to notify the professor if you will be taking the make-up exam. This (**May 13th**) time and date is the only chance to take a makeup exam. If a student misses an exam but fails to take the makeup on the specified date and time, s/he receives a zero for that exam. You are allowed to take only **ONE** makeup exam. In other words, you can only miss **ONE** regularly scheduled exam. Please realize that there is a risk in taking a make-up exam because under NO circumstances will there be a "make-up" of a make-up exam. The risk is that on **May 13th** your car may break down, you could become ill, a family emergency might occur, etc. If you fail to take the exam on **May 13th** at the appropriate time, you will receive a zero for this exam. There will be **NO** exceptions to this rule. So, please remember this when you are deciding whether to opt for the make-up exam for a particular test.

Additionally, make-up exam scores will not be posted until after the final exam.

And, "grading curves" that might occur for regular exams will not apply to make-ups since make-up exams are different exams. For example, if there is a curve of 3 points on exam 1 for the class as a whole, students who take the make-up exam for exam 1 do not automatically get these 3 bonus points since the make-up exam will be a different exam.

One more time, No makeup will be given for the final exam.

Finally, if a student sits for an exam at the regular time, the student can not take a make-up and substitute the make-up score for a regular exam score.

Students can review their exams in the graduate assistant's office during their regular office hours. Students must show proper identification to review exams. Exams cannot be taken out of the graduate assistant's office.

Examination Question Appeals: If a student has a complaint about the "correct" answer of an exam question and/or a complaint about the "fairness" of an exam question, this complaint must be first voiced to the professor in writing. I will consider any and all complaints and will follow-up with the complaint as quickly as possible.

Please make sure your telephone number and/or email address is written on the complaint. Any student who attempts to voice a complaint about an exam question without first stating it in writing will be told to first put the complaint in writing. Before making an appeal about a specific question, please consider the general fairness and difficulty of the exam as a whole. Remember that not all questions will have a single obvious correct answer.

Please note that this does not mean you can't meet with the graduate assistant to seek the "correct" answers and corresponding reasons for the correct answer. This applies only to complaints and and/or appeals to Dr. Neck.

The answers on the scantron answer sheet are the ONLY answers that will be considered for a test question. Hence, it does not matter what a student writes on the hard copy of the actual test. **THUS, PLEASE MAKE SURE TO CONFIRM THAT YOUR ANSWERS ON YOUR SCANTRON SHEET ARE CORRECT AND CORRESPOND TO WHAT YOU WRITE ON**

YOUR HARD COPY OF YOUR TEST. UNDER NO CONDITIONS WILL A STUDENT'S HARD COPY TEST BE CONSIDERED FOR GRADING MATTERS.

The following grade distribution will be followed in determining final grades:

Final Grade	Minimum % Required
A	92
A-	90
B+	88
B	82
B-	80
C+	78
C	72
C-	70
D+	68
D	62
D-	60

HONOR SYSTEM:

The honor code will be strictly enforced in this course. All aspects of your course work are covered by the honor system. Any suspected violations of the honor code will be promptly reported to the honor system. Honesty in your academic work will develop into professional integrity. The faculty and students of Virginia Tech will not tolerate any form of academic dishonesty.

Warning: It is a violation of both the honor code and copyright laws for any student to take notes in this class with the intent of selling and/or providing them to either other students or to a commercial vendor (e.g., "Tech Notes" or any of the World Wide Web note selling sites). This is unfair to the professor, to other students, and to the University, and it will be prosecuted vigorously.

Additionally, the use of "koofers" (old exams) and/or "commercial notes" (e.g., Internet based note selling sites) is prohibited in this class. Using purchased notes is also considered a violation of the honor code. To quote the Honor System Constitution: "Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof." Since the professor prohibits the use of koofers, commercial notes, and/or any other unauthorized items by the student, it is unauthorized and thus an honor code violation. Consequently, this will be prosecuted vigorously.

CLASS PARTICIPATION AND ATTENDANCE:

Is strongly encouraged in this course. If you miss class, you will surely suffer on exams because we shall have in-class exercises, visuals, etc. that are not covered in the book. My biggest pet

peeve is people who miss class. I shall give 120% toward making our class a stimulating learning experience; please meet me half way by attending class, participating, arriving on time, and not leaving early.

TEAM APPROACH:

I consider our class a team environment. Therefore, we all have to contribute our part to make this a valuable learning experience for all involved. My responsibility is to present material in a clear and exciting manner - to make management “come to life.” Your job is to attend class regularly and read the textbook assignments prior to each class meeting.

The text is a basic, introductory textbook, which should not be difficult to read. While key concepts from the book will be covered in class, the lectures will go beyond the textbook and cover important issues related to management. Thus, our class will not be a step-by-step rehashing of the book material. However, in order to comprehend the lectures, you must read the textbook. I will repeat, generally I shall not repeat word-for-word the material in the textbook, which you can read much more efficiently. If you have any problems with the textbook or lecture material, please see my graduate assistant(s) and/or me.

Thanks to the following organizations for supporting our efforts in Mgt 3304:

TCBY Frozen Yogurt
JanSport
 NVR Ryan Homes
 COMPTON FITNESS

<u>Date</u>	<u>Topic</u>	<u>MGMT Chapters</u>	<u>HG Chapters</u>
	<i>The Terrain</i>		
1/23	No class. Review Syllabus		
1/30	Overview of Class The Management Process	1, 2	
2/6	Environment		1-5

Culture

2/13	Entrepreneurship	5	
	Cameron Johnson Star of Reality Show, National Bestselling Author and Speaker		Have YCTS book read by this day!!!
2/20	Exam 1		
	<i>Planning</i>		
2/27	Ethics	3	
	Social Responsibility		
	Decision Making		
3/06	No Class---Outside of class assignment		
3/13	SPRING BREAK, NO CLASS		
3/20	Planning	4,	6-10
	Mission (Cont)/Purpose		

DateTopicMGMTHG

Leading

3/27	Communication Teamwork Diversity/Strategic Mgt	11, 12	
4/3	Exam 2		
4/10	Mental Self-Leadership Self-Leadership Motivation	10	
4/17	Leadership More on Leadership	9	

Organizing/Controlling

4/24	Human Resource Management Change & Innovation / Power/Politics/ Controlling Taking Flight	7, 11, 14	11-end
5/1	Exam 3		

Education does not exist to
provide you with a job.
Education is here to
nourish your soul.

Ruth Simmons, Ph.D.,
President, Brown University

BIOGRAPHICAL SKETCH - CHRISTOPHER P. NECK

Dr. Christopher P. Neck completed his Ph.D. in Management at Arizona State University. He is currently an Associate Professor of Management at Virginia Polytechnic Institute and State University (popularly known as Virginia Tech). He received his M.B.A. from Louisiana State University. Neck is author of the books Fit To Lead: The Proven 8-week Solution for Shaping Up Your Body, Your Mind, and Your Career (2004, St. Martin's Press), Mastering Self-Leadership: Empowering Yourself for Personal Excellence, 4th edition, (2007, Prentice-Hall), The Wisdom of Solomon at Work (2001, Berrett-Koehler), , For Team Members Only: Making Your Workplace Team Productive and Hassle-Free (1997, Amacom Books), and Medicine for the Mind: Healing Words to Help You Soar, 2nd Edition (McGraw-Hill, 2007).

Dr. Neck's research specialties include employee/executive fitness, self-leadership, leadership, group decision-making processes, and self-managing teams. He has over eighty publications in the form of books, chapters, and articles in various journals. Some of the outlets in which Neck's work has appeared include Organizational Behavior and Human Decision Processes, The Journal of Organizational Behavior, The Academy of Management Executive, Journal of Applied Behavioral Science, The Journal of Managerial Psychology, Executive Excellence, Human Relations, Human Resource Development Quarterly, Journal of Leadership Studies, Educational Leadership, and The Commercial Law Journal.

Due to Neck's expertise in management, he has been cited in numerous national publications including The Washington Post, The Wall Street Journal, The Los Angeles Times, The Houston Chronicle, and the Chicago Tribune. Additionally, each semester Neck teaches a management practices course to a single class of anywhere from 500 to 1000 students at Virginia Tech. Dr. Neck was the recipient of the "2007 Business Week Favorite Professor Award." He is featured on www.businessweek.com as one of the approximately twenty professors from across the world receiving this award.

He has received numerous teaching awards at Virginia Tech, including the 2002 Wine Award for Teaching Excellence. Also, Neck is the nine time winner (1996, 1998, 2000, 2002, 2004, 2005, 2006, 2007, 2008) of the "Students' Choice Teacher of The Year Award" (voted by the students for the best teacher of the year within the entire university). Also, some of the organizations who have participated in Neck's management development training include GE/Toshiba, Busch Gardens, Clark Construction, the United States Army, Crestar, American Family Insurance, Sales and Marketing Executives International, America West Airlines, American Electric Power, W. L. Gore & Associates, Dillard's Department Stores, and Prudential Life Insurance. Neck is also an avid runner. He has completed 12 marathons, including the Boston Marathon, New York City Marathon, and the San Diego Marathon. In fact, his personal record for a single long distance run---is a 32.6 mile run.

TO: Students in Christopher Neck's Spring, 2009
Mgt. 3304 Class

FROM: Dr. Christopher P. Neck

DATE: 1/30/09

RE: THE MANAGEMENT 3304 GUARANTEE

I can't guarantee that you will like this class.

I can't guarantee that you will like me.

I can't guarantee that you will like the policies and procedures that are outlined in the syllabus that are necessary for the efficiency and effectiveness of this large class.

I can't guarantee that you will like the tests that I give.

I can guarantee that I will give you my best shot.

I can guarantee that I will attempt to use my talents and skills to a maximum level in order to make this class a fun and learning experience for you. In the end in May, some of you will hate this class, some of you will love it, some of you will be in the middle. Whichever category you fit into at the end of the semester, you can be assured that as your professor of MGT 3304, I will have cared, tried, and done the best that I could.