

# **MGT 300 Organization & Management Leadership**

**Spring 2010: Thursdays from 4:40 pm to 7:30 pm in MURD 201**

**INSTRUCTOR:** Dr. Christopher P. Neck  
**OFFICE:** BA 323B  
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**BLOG:** www.chrisneck.com  
**OFFICE HOURS:** by appointment

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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-

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### **OFFICE HOURS with MGT 300 GRADUATE ASSISTANTS in BA 323B:**

#### **Graduate Assistants:**

Zach De Gregorio: (Zachary.Degregorio@asu.edu)  
 Amit Gupta: (Amit.Gupta.8@asu.edu)  
 Vishant Jain: (Vishant.Jain@asu.edu)  
 Shawn Kumar: (Shawn.Kumar@asu.edu)

Office: BA 323B  
 Office Hours:

#### From Jan. 21 to Feb. 28<sup>th</sup>:

Monday: 12:30 to 2:30 pm (Vishant)  
 Tuesday: 3:00 to 7:00 pm (Shawn)  
 Wednesday: 1:00 to 5:00 pm (Amit)  
 Thursday: 2:00 to 4:00 pm (Zach)  
 Friday: 10:00 to 12:00 pm (Zach); 2:00 to 4:00 pm (Vishant)

#### From March 1 to end of semester:

Monday: 1:00 to 3:00 pm (Amit)  
 Tuesday: 1:00 to 3:00 pm (Amit); 3 to 7 pm (Shawn)  
 Thursday: 2:00 to 4:00 pm (Zach)  
 Friday: 10:00 to 12:00 pm (Zach); 1:00 pm to 5:00 pm (Vishant)

NOTE: Email is the best way to reach Graduate Assistants

The graduate assistants are available to help you. Please take advantage of their extensive office hours and expertise. They attend our class and take comprehensive notes. Therefore, use their services to ask questions about lecture notes, exam preparation, etc. However they will not give you copies of their 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 GAs 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 they are 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 Graduate Assistants' Job description:**

As noted, our graduate assistants have 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 300, you need to visit me or the GAs during our office hours.

### **REQUIRED TEXTS:**

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.
4. Neck, C. & Manz, C. C., Mitchell, T. & Thompson, E. C. (2004). Fit to Lead: The Proven 8-Week Solution for Shaping Up Your Body, Your Mind, and Your Career. St. Martins Press. (FTL)

### **OPTIONAL TEXT:**

1. Neck, C. P. (2010). Medicine for the Mind: Healing Words to Help You Soar, 3rd 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                   | 30% |
| Exam 2 (Midterm)         | 30% |
| Exam 3                   | 30% |
| Out of Class Assignments | 10% |

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 AN ASU ID IN ORDER TO TAKE THE EXAMS.**

### **WHAT HAPPENS IF YOU MISS AN EXAM?**

A makeup exam can be taken if you are unable to attend Exam 1 or Exam 2 on the scheduled date. Whatever your reason for missing an exam, all makeup exams will occur on the same date, **Thursday April 29th immediately after our class that night in our Murdoch classroom.** Thus, if you fail to take one of the first two 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.

THE MAKE UP EXAM WILL BE A MAKE UP EXAM OF THE EXAM THAT YOU MISSED. IN OTHER WORDS, IF YOU MISSED EXAM ONE, YOUR MAKE UP EXAM WILL COVER ONLY THE MATERIAL THAT WAS COVERED IN EXAM ONE.

This **official make up** 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 **April 29th** your car may break down, you could become ill, a family emergency might occur, etc. If you fail to take the exam **during this official make up exam period**, 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. **THERE WILL BE NO MAKE UP EXAMS FOR THE FINAL EXAM (EXAM 3).**

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.

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 on the complaint as quickly as possible. **The written appeal is limited to ONE PAGE, SINGLE SPACED, 12 point font. Longer appeals will NOT be accepted.**

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/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:

| <b>Final Grade</b> | <b>Minimum % Required</b> |
|--------------------|---------------------------|
| A+                 | 97                        |
| A                  | 92                        |
| A-                 | 90                        |
| B+                 | 88                        |
| B                  | 82                        |
| B-                 | 80                        |
| C+                 | 78                        |
| C                  | 70                        |
| D                  | 68                        |

**NOTE: YOUR FINAL AVERAGE FOR THE CLASS WILL NOT BE ROUNDED UP OR DOWN. FOR EXAMPLE, IF YOUR FINAL AVERAGE IS AN 84.9; THIS WILL NOT BE ROUNDED UP TO AN 85 PERCENT.**

**HONOR SYSTEM:**

Academic dishonesty will not be tolerated in any form. Cases of academic dishonesty will be pursued to the fullest extent allowed by W. P. Carey School of Business and University regulations.

**CLASS PARTICIPATION AND ATTENDANCE:**

Participation 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 each 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 texts for the class are of a basic, introductory nature. They should not be difficult to read. While key concepts from the books will be covered in class, the lectures will go beyond the textbooks 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 textbooks. I will repeat, generally I shall not repeat word-for-word the material in the textbooks, which you can read much more efficiently. If you have any problems with the textbooks or lecture material, please see my graduate assistant(s) and/or me.

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Thanks to the following organizations for supporting our efforts in Mgt 300:

Primary Sponsor:

**JANSPORT**



Secondary Sponsor:

**Cheetah Bar:**



| <u>Date</u> | <u>Topic</u>  | <u>MGMT Chapters</u> | <u>FTL Chapters</u> |
|-------------|---|----------------------|---------------------|
|             | <i>The Terrain</i>  |                      |                     |
| 1/21        | Review Syllabus<br>Overview of Class<br>The Management Process  | 1                    |                     |
| 1/28        | Environment   | 2                    | 1                   |
|             | Culture   |                      |                     |
| 2/4         | Mental Self-Leadership<br><br>Self-Leadership<br><br>Motivation | 10                   | 2, 5                |
| 2/11        | <b>Exam 1</b>   |                      |                     |
|             | <i>Planning</i>   |                      |                     |
| 2/18        | Communication<br>Teamwork<br>Networking                         | 11, 12               | 3,                  |
|             | Diversity/Strategic Mgt   | 4, 8                 |                     |
| 2/25        | Planning  | 4,                   | 4                   |
|             | Mission (Cont)/Purpose  |                      |                     |

| <u>Date</u> | <u>Topic</u>  | <u>MGMT</u> | <u>FTL Chapters</u>                   |
|-------------|---|-------------|---------------------------------------|
|             | <i>Leading</i>  |             |                                       |
| 3/04        | Ethics  | 3           |                                       |
|             | Social Responsibility   |             |                                       |
|             | Decision Making   | 4           | Read Hippie Guide book!               |
| 3/11        | <b>Exam 2</b>   |             |                                       |
| 3/18        | Spring Break  |             |                                       |
| 3/25        | Entrepreneurship  | 5           | 6, 7                                  |
|             | Cameron Johnson<br>Star of Reality Show, National Bestselling<br>Author and Speaker |             | Have YCTS book read<br>by this day!!! |
| 4/01        | Out of Class Assignment<br>No Class   |             |                                       |
| 4/08        | Leadership  | 9           | 8                                     |
| 4/15        | Beyond Leadership<br>Human Resource Management                                      |             |                                       |
| 4/22        | <b>TBA</b>  |             |                                       |

| <u>Date</u> | <u>Topic</u>  | <u>MGMT</u> | <u>FTL</u> |
|-------------|---|-------------|------------|
|             | <i>Organizing/Controlling</i>   |             |            |
| 4/29        | Change & Innovation /<br>Power/Politics/ Controlling<br>Taking Flight<br>MAKE UP EXAM (Immediately following tonight's class) | 7. 11. 14   |            |
| 5/6         | <b>Exam 3 (FINAL EXAM); 4:40-6:30</b>   |             |            |

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 is currently an Associate Professor of Management at Arizona State University, where he holds the title “University Master Teacher.” From 1994 to 2009, he was part of the Pamplin College of Business faculty at Virginia Tech. He received his Ph.D. in Management from Arizona State University and 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, 5<sup>th</sup> edition* (2010, 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, 2<sup>nd</sup> 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 an introductory management course to a single class of anywhere from 500 to 1,000 students.

Dr. Neck was the recipient of the 2007 Business Week Favorite Professor Award.” He is featured on [www.businessweek.com](http://www.businessweek.com) as one of the approximately twenty professors from across the world receiving this award.

He received numerous teaching awards during his tenure at Virginia Tech, including the 2002 Wine Award for Teaching Excellence. Also, Neck was the ten-time winner (1996, 1998, 2000, 2002, 2004, 2005, 2006, 2007, 2008, and 2009) 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, 2010  
MGT 300 Class

**FROM:** Dr. Christopher P. Neck

**DATE:** 1/21/10

**RE: THE MANAGEMENT 300 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. At the end of the semester 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 300, I will have cared, tried, and done my best.