



VOTRE LIEN AVEC CE QUI COMPTE — CONNECTS YOU TO WHAT MATTERS

**COURSE OUTLINE
INTRODUCTION TO BUSINESS MANAGEMENT
ADM1300 D
Fall 2016**

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| Professor | Matt Archibald, MBA |
| Office: | Desmarais Building, room 1111B |
| Telephone: | 613-562-5800 ext. 4661 |
| E-Mail: | marchibald@telfer.uottawa.ca |
| Office Hours: | Mondays 16:30 – 18:30. <i>For other appointment availability, please send me an e-mail.</i> |
| Class Location: | Desmarais Building, room 1160 |
| Class Hours: | Mondays 8:30 – 10:00am and Thursdays 10:00 – 11:30am |
| Prerequisite(s) | None |
| Program of study | Choose between the three choices below: |
| | BCom mandatory course X |
| | Mandatory course of option _____ or specialization _____ |
| | Optional course of option _____ or specialization _____ |

GRADING OF STUDENTS IN ADM 1300

| Course Deliverable | Due Date | Weight on Final Grade |
|----------------------------|----------------------------------------------------------------------------------------------------|------------------------------|
| Mid-Term Exam (75 minutes) | October 20 th | 25% |
| Individual Project | November 24 th | 15% |
| Discussion Groups (DGD) | Ongoing | 20% |
| Final Examination | During the Examination period between Dec. 9 th to Dec. 22 nd (location TBD) | 35% |

COURSE DESCRIPTION

This course has the following objectives:

- 1.) To provide the future manager with basic knowledge of the methods by which an organization can function effectively;
- 2.) To understand the manager's role and main functions;
- 3.) To learn how the managerial functions can be applied in the management of an organization.

Students will be introduced to the philosophy of modern management organized as four parts:

1. Theoretical Constructs
2. Entrepreneurship and Forms of Business Ownership
3. Functions of the Manager (Planning, Organizing, Leading and Controlling)
4. Selected Managerial Challenges (Strategy, Organizational Change, and Teams, Teamwork and Collaboration)

COURSE CONTRIBUTION TO PROGRAM LEARNING GOALS

LG1 Understand, Apply and Integrate Core Management Disciplines
LG3 Demonstrate Leadership, Interpersonal and Communication Skills
LG5 Unlock the Value of Globalization

The content and pedagogical approach to this course, while introductory, affords students the early opportunity to begin *understanding, applying and integrating core management disciplines* such as planning, organizing, leading and controlling. This learning goal is evaluated through formal examinations as well as through case studies discussed in the Discussion Groups (DGD). The DGD also requires formal presentation of case studies working in smaller teams of 6 students. The DGD facilitates and measures the development of leadership, interpersonal and communication skills. The value of globalization in the management context is an important component of this course and is interspersed throughout the lecture treatment of various management disciplines. Unlocking the value of globalization is formally evaluated through a specific component of the individual project as well as through a component of a case study on the final examination.

PEDAGOGY

This course will use a combination of formal lectures, discussions, and case studies. The lectures given are intended to highlight the main points of the assigned readings and to *further complement* these points with issues and ideas raised in other pertinent material. The discussions held in the lectures will help to clarify and expand on the themes of the course.

In order to participate meaningfully in discussions and to optimize learning, students

must come to each lecture well prepared. Therefore, it is expected that students will complete any required readings, exercises, and case studies prior to the lecture in which the material is scheduled to be covered.

REQUIRED TEXTBOOK/MATERIALS

Required Text Book:

Schermerhorn and Wright: Management, Third Canadian Edition (with Wiley plus). John Wiley and Sons, 2014. Available from the university bookstore. The purchase of this book is required.

Copies may be purchased at the University Bookstore. An e-book is also available through Wiley Publishing's website at www.wiley.com. Additional readings may be assigned by the Professor during the semester.

In addition, students will also use an online University portal to access course notes and material. It is entitled *Blackboard Learn*. Access to this site will be discussed in class at the beginning of the semester.

C.E.O IN RESIDENCE SPEAKER SERIES

The C.E.O. in Residence program aims at initiating undergraduate students to the Linked with Leadership brand of the Telfer School of Management early in their university career. This year, we will be exposing all first year students to two guest speakers in their first semester of university. This is an excellent opportunity for you to gain an understanding of what it takes to be successful in the business industry.

COURSE REQUIREMENTS

MID-TERM EXAMINATION (25%):

There will be a 75 minute mid-term examination held during the semester on October 20th, 2016 from 10:00am to 11:15am. The mid-term examination will cover all materials up to and including October 17th. Other details regarding the examination will be announced in class.

Please note that **there is no deferred mid-term examination offered.** A student who does not write the mid-term examination will have the weight of the mid-term examination transferred to the weight of the final examination. **This means that the final examination grade will count for 60% of the final course grade.** It should also be noted that transferring the weight of the mid-term to the weight of the final exam is at the discretion of the professor and is not automatic – **the only acceptable reason is medical** and requires the appropriate documentation (see below for additional details).

FINAL EXAMINATION (35%):

There will be a three (3) hour Final Examination held at the completion of the course in the assigned Examination Period. This examination will be cumulative – in other words, it will be based on the entire semester and will cover all course material, at the discretion of the professor. The date of this Examination will be announced in the month of October, but will be held in the Examination period between December 9th and December 22nd.

The content of each Examination will be based on material covered in the lectures, discussions, and assigned readings.

INDIVIDUAL PROJECT (20%):

There will be one individual project during the semester. The instructions will be posted on the Blackboard Learn portal and will be discussed in class. This project is due at the beginning of class on November 24rd, 2016. If the project is not handed at the beginning of class on the day it is due, an automatic deduction penalty of 25% of the project mark will be applied. Each subsequent day thereafter will incur an additional 25% penalty if not handed in.

Note that this assignment will require secondary research and a formal written report.

DISCUSSION GROUPS (DGDs) (20%):

Each week, students MUST attend a 1 hour and 20 minute Discussion Group (DGD) led by a Teaching Assistant. These DGDs will consist of a smaller number of students where focus will be on the review and application of the lecture material. Attendance is mandatory.

Participation in the DGD is essential and students will be required to complete a peer evaluation at the end of the semester which will constitute 5% of the 20% weight allotted to the DGD. You will be invited to provide feedback to your team members on their behavior as it relates to five teamwork competencies and on the overall team dynamics and functioning of your team. These assessments are research based and feedback is a robust predictor of behavior change and performance; accordingly these tools are meant to support you and your team's development and success. Comments you provide should be constructive, specific, balanced, polite, and respectful. Once all students have provided feedback, your professor will release the evaluations providing you access to the results in an individual as well as overall team functioning report. You are encouraged to review this information carefully and reflect on how to incorporate it to better perform. While all the feedback you provide to your team members will be anonymous (i.e. your name will not be linked to your feedback), your professor will be

able to view all individual responses. A student's final grade in the course will only be released once he or she provides peer feedback.

As indicated, attendance in the Discussion Groups is COMPULSORY for ADM 1300 students; students missing two or more Discussion Group sessions will receive 0/20 marks, resulting in the failure of the Discussion Group. There are no exceptions, except due to medical absences substantiated by a medical certificate presented to the course Professor.

PLEASE NOTE

Students are expected to write (or submit) all course deliverables as scheduled according to this Course Outline. Medical absences (with the appropriate medical certificate) are the only acceptable reasons for failure to hand-in or complete a requirement of this course at the specified time. THERE WILL BE NO EXCEPTIONS.

COMMUNICATION

Students are asked to regularly and carefully monitor their 'uottawa' e-mail accounts (not your personal e-mail accounts such as yahoo or hotmail) as this is the medium through which the Professor will communicate matters of concern to the entire class.

REMARKING

From time to time, students have legitimate concerns about marks they have received on a particular deliverable. It is important to understand that you do have recourse if you feel that any paper handed back to you has not been marked appropriately for the work you have submitted.

If you ever feel this way during this course, you must embark upon the following procedure within one week of the paper being handed back in class:

- 1.) Indicate in writing specifically what your concern(s) is (are). This does not mean that you simply say "I think I deserve more marks." You must clearly indicate where the marker made a mistake in his/her marking of the paper. In this regard, you must refer to the class notes, excerpt in the textbook, etc., supporting your claim.
- 2.) After completing #1 above, you must submit the paper with your comments back to the Professor within one week of the paper being handed back in class. If you did not pick up the paper when it was handed back, you still have only one week from the original hand-back date to request a remark.

3.) If a paper is not resubmitted following the above guidelines, the Professor will regard the mark as originally assigned to be final. NO MARKS will be changed at a later date.

It is important to note that the Professors reserve the right to remark the entire paper in question.

ADM1300 D – COURSE SCHEDULE AND DELIVERABLES

| CLASS DATE | SUBJECTS | REQUIRED READINGS and DELIVERABLES |
|-----------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Sept. 8 | Introduction to Course | Ch-1 |
| Sept. 12, 15 | Management and the Evolution of Management Theory (Past to Present) | Ch-2 |
| Sept. 19, 22 | Global Dimensions of Management | Ch-3, |
| Sept. 26, 29 | Entrepreneurship and Options for Organizing a Business Organizational Planning Processes and Techniques | Ch-5, Ch-6 |
| Oct. 3, 6 | Organizational Structure and Design Leadership and Communication ***C.E.O in Residence Speaker Series*** | Ch-8 Ch-11 |
| Oct. 13 | Accounting and Financial Management | Lecture Slides |
| Oct. 17, 20 | Accounting and Financial Management Control Processes ***MID-TERM EXAMINATION ON OCTOBER 20*** | Lecture Slides Ch-16 |
| Oct. 24 - 29 | NO CLASS – STUDY WEEK | |
| Oct. 31, Nov. 3 | Strategy and Strategic Management | Ch-7 |
| Nov. 7, 10 | Organizational Change ***C.E.O in Residence Speaker Series*** | Ch-9 |

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| Nov. 14, 17 | Teams, Teamwork, and Collaboration | Ch-15 |
| Nov. 21, 24 | Human Resources Management ***INDIVIDUAL PROJECT DUE AT 10:00AM ON NOV. 24*** Marketing | Ch-10 Lecture slides |
| Nov. 28, Dec. 1 | Ethics | Ch-4 |
| Dec. 5 | ***Review for Final Examination*** | |

STATEMENT OF ACADEMIC INTEGRITY

Personal Ethics Statement Concerning Telfer School Assignments

The Telfer School of Management asks that students sign and submit with their deliverables the Personal Ethics Agreement form. Two versions of this form exist: one for individual assignments, and one for group submissions. **Assignments will not be accepted or marked if this form is not submitted and signed by all authors of the work.** We hope that by making this personal commitment, all students will understand the importance the School places on maintaining the highest standards of academic integrity.

Group Ethics Statement for Group Assignments:

By signing this Statement, I am attesting to the fact that I have reviewed not only my own work, but the work of my colleagues, in its entirety.

I attest to the fact that my own work in this project meets all of the rules of quotation and referencing in use at the Telfer School of Management at the University of Ottawa, as well as adheres to the fraud policies as outlined in the Academic Regulations in the University's Undergraduate Studies Calendar

To the best of my knowledge, I also believe that each of my group colleagues has also met the rules of quotation and referencing aforementioned in this Statement.

I understand that if my group assignment is submitted without a signed copy of this Personal Ethics Statement from each group member, it will be interpreted by the Telfer School that the missing student(s) signature is confirmation of non-participation of the aforementioned student(s) in the required work.

Signature

Date

Last Name (print), First Name (print)

Student Number

Signature

Date

Last Name (print), First Name (print)

Student Number

Personal Ethics Statement for an Individual Assignment:

By signing this Statement, I am attesting to the fact that I have reviewed the entirety of my attached work and that I have applied all the appropriate rules of quotation and referencing in use at the Telfer School of Management at the University of Ottawa, as well as adhered to the fraud policies outlined in the Academic Regulations in the University's Undergraduate Studies Calendar.

Signature

Date

Last Name (print), First Name (print)

Student Number

ACADEMIC FRAUD

University of Ottawa, Academic Regulation 14 defines academic fraud as “*any act by a student that may result in a distorted academic evaluation for that student or another student. Academic fraud includes but is not limited to activities such as:*

- a) *Plagiarism or cheating in any way;*
- b) *Submitting work not partially or fully the student's own, excluding properly cited quotations and references. Such work includes assignments, essays, tests, exams, research reports and theses, regardless of whether the work is written, oral or another form;*
- c) *Presenting research data that are forged, falsified or fabricated;*
- d) *Attributing a statement of fact or reference to a fabricated source;*
- e) *Submitting the same work or a large part of the same piece of work in more than one course, or a thesis or any other piece of work submitted elsewhere without the prior approval of the appropriate professors or academic units;*
- f) *Falsifying or misrepresenting an academic evaluation, using a forged or altered supporting document or facilitating the use of such a document;*
- g) *Taking any action aimed at falsifying an academic evaluation.”* (University of Ottawa Academic Integrity, 2016)

The Telfer School of Management does not tolerate academic fraud. Please familiarize yourself with the guidance provided at: <http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>

Access Service for students who need adaptive measures

Students who have a disability or functional limitation and who need adaptive measures (changes to the physical setting, arrangements for exams, learning strategies, etc.) to progress or participate fully in university life should contact Access Service right away:

- By visiting the Access Services office on the third floor of the Desmarais Building, Room 3172
- By filling out the [online registration form](#)
- By calling Access Services at 613-562-5976

Access Service designs services and implements measures to break down barriers to learning for students with physical or mental health problems, visual impairments or blindness, hearing impairments or deafness, permanent or temporary disabilities, or learning disabilities.