



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

COURSE OUTLINE
ADM 1300 SECTION A – FALL 2019
INTRODUCTION TO BUSINESS MANAGEMENT

Professor	Gerard N. Brathwaite-Sturgeon
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Office Hours:	Mondays 17:00 to 18:45 (By appointment). I'm also generally available right before or after class for quick questions/comments.
Class Location:	DMS (Desmarais Hall) Room 1160
Class Hours:	Tuesdays 10:00 – 11:20 and Thursdays 08:30 – 09:50
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 SECTION A

Course Deliverable	Due Date	Weight on Final Grade
Mid-Term Exam (65 minutes)	October 22 nd in class	25%
Individual Project	November 14 th in class at 08:30	20%
Discussion Groups (DGD)	Ongoing	20%
Final Examination	During the Examination period between Dec. 5 th to Dec. 18 th (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; and
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, Teamwork, Human Resources Management, Accounting, and Marketing)

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 class. Students will have an opportunity to develop their *interpersonal and communication skills* through various in class exercises and through in-class case study assessment. 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 final exam.

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

The following two resources are required for this course:

1. The e-text by *Robbins, Coulter, Leach and Kilfoil: Management, Twelfth Canadian Edition. Pearson Canada Inc., 2019.*

There is no physical book at the Campus Bookstore. Instead, students must first purchase the 'MyLab Management' access codes at the Bookstore for \$75, which gives access to the e-text. A printed loose-leaf version of the text is also available for an additional \$20 (including shipping). If students are interested in this print offer, please follow the steps to complete the loose-leaf print offer form. The instructions can be found in the MyLab course under the title Print Offer. **This offer is only available to students who have already purchased the 'e-text' version through MyLab.**

2. The case book from *Delcorde, David H J: The Art of Business and Management Case Analysis, Kendall Hunt, 2019.*

This book is available from the Campus Bookstore.

In addition, students will also use an online University portal to access course notes and material. This material will be available to you through the Virtual Campus system (Bright Space)

'TELFER TALKS' SPEAKER SERIES

The 'Telfer Talks' Speaker Series aims at initiating undergraduate students to the 'connects you to what matters' brand of the Telfer School of Management early in their university career. All first year students are exposed to two guest speakers during the semester. This is an excellent opportunity for students 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 65-minute mid-term examination held during the semester on Tuesday October 22, 2019. The mid-term examination will cover all materials up to and including Thursday October 10, 2019. 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 during the official 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 content of each examination will be based on material covered in the lectures, discussions, and assigned readings. The exam is based on material from the entire semester

INDIVIDUAL PROJECT (20%):

There will be one individual project during the semester. The instructions for both will be posted on the Bright Space portal and will be discussed in class. This project is due at the beginning of class (i.e., at 08:30) on Thursday November 14, 2019. If the project is not submitted 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 submitted.

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. These discussion groups start the week of September 16th.

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. Students will be invited to provide feedback to team members on their behavior as it relates to five teamwork competencies and on the overall team dynamics and functioning of the team. Comments should be constructive, specific, balanced, polite, and respectful. Once all students have provided feedback, the professor will release the evaluations providing access to the results in an individual as well as overall team functioning report. While all the feedback students provide to team members will be anonymous, the professor will be able to view all individual responses.

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.

MEDICAL CERTIFICATES

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. For a missed Mid-term or Final Exam, medical certificates must be submitted along with deferred exam application and a medical certificate form to the Student Services Centre (DMS 1100) of the Telfer School of Management. For other missed deliverables, the original medical certificates can be submitted directly to the Professor.

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 students do have recourse if they feel that any paper handed back has not been marked appropriately for the submitted.

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

1.) Indicate in writing specifically the concern(s). This does not mean that simply saying "I think I deserve more marks." Students must clearly indicate where the marker made a mistake in his/her marking of the paper. In this regard, students must refer to the class notes, excerpt in the textbook, etc., supporting the claim.

2.) After completing #1 above, students must submit the paper with comments back to the Professor within one week of the paper being handed back in class. If students did not pick up the paper when it was handed back, they 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.

ADDITIONAL COURSE POLICIES

1. **Late Policy** – There is no grace period, regardless of reason. The late penalty is 25% of the assignment mark for each day or part thereof.
2. **Attendance is mandatory** – A student with more than five (5) recorded absences may be prevented from sitting the final examination.
3. **Communication** – Students must regularly and carefully monitor their uOttawa e-mail accounts (not your personal email accounts such as yahoo, gmail or hotmail) as the uOttawa email account is the conduit through which the professor will communicate matters that concern the entire class. The professor will only respond to email messages from registered students using their uOttawa email account.

Note also that the professor will not discuss grading matters by email in order to ensure the confidentiality of information.

4. **Use of Recording/Video Devices** – The recording of lectures and/or the videotaping of lectures is strictly prohibited.

ADM 1300 – COURSE SCHEDULE AND DELIVERABLES

CLASS DATES	TOPICS	REQUIRED READINGS and DELIVERABLES
Sept. 05	Introduction to Course	
Sept. 10, 12	Introduction to Management and Organizations Management History	Ch-1 Module 1
Sept. 17, 19	Managing in a Global Environment	Ch-4
Sept. 24, 26	Managing Entrepreneurially and Options for Organizing a Business	Ch-5 and Lecture Slides
Oct. 01, 03	Decision Making	Ch-8
Oct. 08, 10	Foundations of Planning ***Telfer Talks Speaker Series***	Ch-9
Oct. 13, 19	STUDY WEEK – CLASSES CANCELLED	
Oct. 22, 24	Managing Strategically ***MID-TERM EXAM ON OCT. 22***	Ch-10
Oct. 29, 31	Designing Organizational Structure Managers and Communication	Ch-11 Ch-12
Nov. 05, 07	Managing Human Resources	Ch-13
Nov. 12, 14	Leadership Managing Groups and Teams ***INDIVIDUAL PROJECT DUE AT 08:30 ON NOV. 14***	Ch-14 Ch-16
Nov. 19, 21	Managerial Control	Ch-17
Nov. 26, 28	Managerial Control ***Telfer Talks Speaker Series***	Ch-17
Dec. 03	***Catch Up and Review for Final Exam***	

ACADEMIC FRAUD

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.”¹

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>

¹ “Academic regulation 14 – Academic Fraud and other information,” *University of Ottawa*, August 2016. <http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>.

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 their office on the third floor of the Desmarais Building, Room 3172
- By filling out the [online registration form](#)
- By calling 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.

PERSONAL ETHICS STATEMENT ON ASSIGNMENTS

Individual Assignment:

By signing this Statement, I am attesting to the fact that I have reviewed my work 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. [Academic Fraud Webpage](#)

Signature

Date

Last Name (print), First Name (print)

Student Number

PERSONAL ETHICS STATEMENT ON ASSIGNMENTS

Group Assignment:

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. [Academic Fraud Webpage](#)

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

Signature

Date

Last Name (print), First Name (print)

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