



SCHOOL OF BUSINESS
MOUNT ST. JOSEPH UNIVERSITY

**PREASSIGNMENT
MGT 610-S5 – S2-21
PSY 610-S5**

Mount St. Joseph University School of Business

Course Number: MGT 610-S5: People in Organizations

Level: Graduate, Required for M.S.O.L. Students

Credit Hours: 3 Credit Hours

Course Meets: Saturdays 1/16, 2/6, 2/27, 3/20, 4/17
8:30am-12pm
Zoom

Instructor Name: Nancy E. Waldeck, PhD

Course Meets: **Zoom sessions, Saturdays, 8:30am-12noon, 1/16, 2/6, 2/27, 3/20, 4/17**
The Zoom link is under development and will be sent directly to you shortly. It will also be available on Blackboard for the course.

Office Location: Regular office hours will not be held this semester.

Office Hours: Virtual office hours are available as requested, M-W-F 2-4pm
Phone meetings will be available as requested. Email me first.

E-mail address: Please contact me through my email: nancy.waldeck@msj.edu
Every effort will be made to reply to email within 24 hours on weekdays and 48 hours on weekends.

COURSE DESCRIPTION

This course explores individual, group and organizational processes to increase understanding of self and others in organizations. Emphasizes awareness, self-development, and self-management in the context of organizational issues such as conflict resolution, negotiations, team performance, and leadership opportunities.

COURSE LEARNING OUTCOMES (CLOs)

1. Comprehend the importance of self-leadership, personal skills, interpersonal skills, and group skills for effective leadership.
2. Apply self-assessment, self-reward, self-talk, mental imagery, groupthink and other relevant concepts to change one's behavior at work.



3. Develop greater self-awareness through assessment of your own leadership skills.
4. Utilize conflict management and supportive communication principles to develop strategies to manage conflicts and resolve interpersonal confrontations.
5. Identify the advantages and limitations of teams and how to develop effective teams.
6. Analyze and synthesize insights developed in this course to function more efficiently in positions of leadership.

PROGRAM LEARNING OUTCOMES ASSESSED IN THIS COURSE

Performance Indicator 1.2 (PI 1.2) of Learning Outcome 61 (LO 1) for the Master of Science in Organizational Leadership degree will be assessed in this course via a case analysis presentation.

Learning Outcome 1: Leadership: Graduates will apply leadership theories, concepts, and practices to lead others effectively in a socially responsible manner across a variety of situations to include teams, groups, organizations, and virtual environments.

Performance Indicator 1.2: Students will apply leadership practices to influence teams, groups, organizations, and virtual environments in an effective and socially responsible way.

REQUIRED COURSE MATERIALS

Whetten, D. A., & Cameron, K. S. (2020). Developing Management Skills (10th ed.). Upper Saddle River, NJ: Prentice Hall.

ISBN13:9780135229842

Additional materials (i.e., readings, exercises) will be available through Blackboard under Weekly folders.

MyManagementLab Access:

- You will access course materials and your e-text through Pearson MyLab.
- Students will need to complete an online registration to access this material.
- You can start the registration process here:

<https://www.pearsonmylabandmastering.com/northamerica/mymanagementlab/students/get-registered/index.html>

Course ID: waldeck87903

Note: Please let me know if you have any problems getting into MyLab.



COURSE STRUCTURE

This course is designed to help you gain self-awareness and improve your leadership and management skills. The course provides the opportunity to practice the skills that you are reading about in course texts and supplemental material. This seminar is designed to be interactive. Zoom sessions will be used for discussions and activities related to text material.

LEARNING STRATEGIES

Type	% of Course
Zoom sessions	25%
• Class discussions, attendance, activities	25%
• Outside work (preassignment, group assignment)	50%

Course Format

- We will have five weekly Zoom classes on Saturdays from 8:30am-12noon (**1/16, 2/6, 2/27, 3/20, 4/17**). These sessions will be devoted to discussions and applications of text material. Students should come prepared to contribute in class.
- Blackboard will be “home base” for the course. Weekly Folders on Blackboard for our course will contain materials for the week including introduction to material, readings, videos and materials. Students should check these folders weekly to be prepared for class. Because there are no formal tests, the emphasis of grading will be on attendance, participation and assignments.
- Assignments will be submitted through Blackboard
- The MSJ Help-Desk can be of assistance if you have Blackboard or Zoom issues (**244-HELP**)

PERFORMANCE EVALUATION

Graduate Grading Scale

Description	Letter Grade	GPA Scale	Range
Excellent	A	4.0	90% - 100%
Very Good	B	3.0	80% - < 90%
Good	C	2.0	70% - < 80%
Fail	F	0	< 70%

GRADING

The grade a student receives in class will be determined as follows:

Assignment	Percent of grade	Points
Pre-assignment (parts 1 and 2)	20%	20
Class Participation	20%	20
Circle of Influence assignment	5%	5
Group Assignment (10 written/20 presentation)	30%	30



Skills Assessment (PAMS) and Plan	25%	25
Total	100%	100 points

. The points for each grading assignment are provided above.

PRE-ASSIGNMENT (20%)

1. The pre-assignment has two parts (see below).
2. Parts 1 and 2 should be typed in 11- or 12-point font and in a Word document. Check grammar and spelling. Bullets should not be used.
3. Please your completed submit Parts 1 and 2 through Blackboard for this course by **January 15 at 7pm**. You can also send the assignment to me at nancy.waldeck@msj.edu
4. Please bring a copy of your pre-assignments to the Zoom session. We will use it as the basis of our first discussion.

Part I

The purpose of the exercise is to analyze your management skills and those of others that are effective or ineffective. If you are not managing right now, consider a past work or volunteer experience.

Instructions:

1. See the exercise "What does it take to be an Effective Manager" (pages 19-20)
2. Answer the 6 questions in relationship to yourself. **The questions are also typed below.**
3. Please ignore the interview instructions. This is not an interview assignment.
4. Give some thought to the questions and type up answers on a Word document. 11- or 12-font. Avoid using bullets "bullets. Questions are made to be answered in a paragraph or so.
5. We will use your answers as a basis for our first Zoom session.

The questions:

1. Please describe a typical day at work. What do you do all day?
2. What are the most critical problems you face as a manager?
3. What are the most critical skills needed to be a successful manager in your line of work?
4. What are the major reasons managers fail in positions like yours?
5. What are the outstanding skills or abilities of other effective managers you have known?



6. If you had to train someone to replace you in your current job, what key abilities would you focus on?

Part II.

The purpose of this simple exercise is to help you assess your values and future goals. Please write down the answer to this question. "What would you like others to say about you at the end of your life?" Consider both personal and professional aspects of your life. Think beyond the life that you are living now and consider future goals. This should be about 100 words. Do not "bullet" to provide fuller explanation.

Part III.

Read the Introduction and Chapters 1 and 2 for Zoom class.

COURSE SCHEDULE

Week	Topic	Assignments
January 16	Introduction to Course Review pre-assignments Discuss points of Chapters 1 and 2 Senge assignment explained	<i>Materials to prepare</i> <ul style="list-style-type: none">• Submit pre-assignments to Blackboard by January 15 at 7pm. Bring copy of pre-assignments to Zoom session.• Read chapters 1 and 2
February 6	Communication and power	<i>Materials to prepare</i> <ul style="list-style-type: none">• Read text chapters, 4 and 5• Complete Senge Circle of Influence and submit on Blackboard by February 5 at 7pm. Bring copy to Zoom session 2/6.
February 27	Motivating and resolving conflict Application: Group negotiation Group: RED	<i>Materials to prepare</i> <ul style="list-style-type: none">• Group Red should be ready to present their findings.• Read chapters 6 and 7
March 20	Group: BLUE	<i>Materials to prepare</i>



		<ul style="list-style-type: none">• Group Blue should be ready to present their findings• Read chapters 8 and 9
April 17	Group: GREEN	<p>Materials to prepare</p> <ul style="list-style-type: none">• Group Green should be ready to present their findings• Read chapters 3 and 10• Groups must submit their reports on Blackboard by the start of class.• Submit Skills Assessment (PAM) Project on Blackboard by start of session. Bring a copy of your project for the Zoom session.