

Management Skills Practicum

22 BA 152-020-001 & -002 • Spring 2009
M-W, 4:00-4:50pm (-001) • T-T, 9:00-9:50am (-002)
107 Lindner Hall

Instructor: Sharon McFarland, PhD
417 Lindner Hall
sharon.mcfarland@uc.edu
513-556-7166

Office hours: Wednesdays, 9:00 am-12:00 noon or by appointment

Text: Karen Collins: *Exploring Business*, Prentice Hall, 2008, ISBN: 9780-13-236732-5
Additional materials may be provided via the Blackboard website

Objective:

Management Skills Practicum (MSP 151 and 152) is designed to *develop your business mindset and foundational skills*. In this second half (152), we will examine the management of a business on three interconnected levels:

- **Organizations and their environments** – the role of (1) the economy, (2) ethics and social responsibility, (3) globalization, (4) entrepreneurship and (5) technology.
- **Business functions and specializations** – roles within organizations such as accounting, finance, marketing, human resources and operations management.
- **Professional and personal capabilities** – including teamwork, communication, time management, career planning, social networking, and problem solving.

Learning Outcomes:

Through the study of these three areas, you will provide you with:

- a solid **knowledge base** in the fundamentals of business practice
- understanding of **how business functions** in actual practice
- a strong **foundation for academic and career success**

Further discussion:

Setting aside for the moment the terms, principles, and concepts covered in this class, as noted above, in a more general sense, the learning outcome sought here is the development of a *business mindset*. The focus is not to learn everything there is to know about the business world – but to recognize and understand the context in which businesses of every kind operate.

I want to emphasize at the outset my belief that each and every one of you can meet and exceed all expectations set for this course. Your TAs and I are committed to doing everything possible to assure your success. You have the capacity to master this course material: the only unknown in this equation is your own outlook and approach. A positive, focused attitude will take you far – not only in this class, and not only in the College of Business – but in life.

Grading:

- Quizzes (6: Chapters 4/5, 6,7,9,10,11) 60%
- Business analysis/ Final project 20%
- Team work (instructor, peer evaluated) 10%
- Professionalism and Participation 10%

(see below)

Professionalism and Participation Criteria

Because it is such a critical component of business career success, the development of a professional persona is a core value for this class. Therefore, it is both a course goal (p. 1) as well as a weighted factor in your course grade (p. 2).

The details below reflect some key signifiers of a professional persona. Observing simple rules is the first order of professionalization – of recognizing the *career-building* difference between informal behavior and public behavior.

- Attendance is required: you have entered into a contract to be here at this time
- Arrive on time
- You may not leave class early – class is only 50 minutes!
- Excessive tardiness and/or early departure will be treated as absence
- No talking when another person is speaking
- No cell phones, laptops, i-pods, no exceptions
- Participation means contributing to the learning environment however you can – through discussion, exercises, team meetings, working with TAs, etc. This is a collaborative effort – always feel free to discuss concerns with me so that *your* learning needs are addressed.

Scale

- 97-100% A+ ▪ 96-93% A ▪ 92-90% A-
- 89-87% B+ ▪ 86-83% B ▪ 82-80% B-

- 79-77% C+
- 76-73% C
- 72-70% C-
- 69-67% D+
- 66-63% D
- 62-60% D-
- 59%/less F

Course policies:

Grading Issues

- **Make-up quizzes will not be given**, except for illness confirmed by a physician
- Late submissions cannot earn a grade higher than B.

Staying in touch through Blackboard

The Blackboard course site will include the syllabus, assignments, course documents, instructions, clarifications, and announcements. Your grades will be found there as well. *It is important that you check the site as well as your BOL email regularly.*

Academic Integrity

The College of Business community takes a serious and uncompromising view of its ethical values as detailed in the Student Code of Conduct (www.uc.edu/ucinfo/conduct.html). Any report of academic misconduct will result in a college-level review, without exception. While circumstances may require you to miss some class work, you should have no more than two absences. Excessive tardiness or early departures will be treated as absences. If you do miss class, it is your responsibility to find out from your classmates what material was covered and what additional assignments were made.

Syllabus changes

The instructor reserves the right to change the syllabus and schedule as doing so becomes necessary over the quarter. Changes will be announced as far in advance as possible. It is your responsibility to check Blackboard and email for updates and the most current information.

Common sense is not so common.
- Voltaire