

Course Syllabus

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Course Description

This course provides an introduction to the principles and practices of management within modern organizations. Students will explore the core functions of management—planning, organizing, leading, and controlling—while gaining foundational knowledge of organizational behavior, decision-making, leadership, and teamwork. The course also introduces students to basic concepts in ethics, diversity, global business, human resources, communication, and organizational structure. Through readings, case studies, group discussions, and practical applications, students will begin to develop essential management skills and apply them in real-world contexts.

Learning Outcomes

By the end of the course you should be able to:

1. Describe the basic functions of management (planning, organizing, leading, and controlling) and explain how managers use these functions in organizations.
2. Recognize how individual values, emotions, attitudes, and cultural backgrounds influence behavior in the workplace.
3. Identify ethical issues and the importance of diversity in organizations and discuss strategies for creating inclusive and responsible work environments.
4. Explain how global and environmental factors affect businesses and demonstrate awareness of how companies respond to changes in their external environment.
-  5. Understand basic organizational structures and the role of human resource functions such as hiring, training, and performance evaluation.
6. Explain key concepts of leadership, teamwork, and communication, and apply them in basic organizational or group scenarios.
7. Use self-assessment tools to identify and reflect on personal strengths, and apply these insights to create a personalized development plan to enhance management and interpersonal effectiveness.

Instructor Information

Instructor

Dr. Yongmei Bally

Office Hours: Tuesday 11:30am-12:30pm (SFHB410), or by appointment

Phone: 630.877.6196 (cell)

Email [yliu2@ilstu.edu \(mailto:yliu2@ilstu.edu\)](mailto:yliu2@ilstu.edu)

Course information

Course Number & Title

MGT 220 (Section 5) – Business Organization And Management

Course Duration and Format

8/19/2025 - 12/4/2025; Hybrid

Time and Location 2:00pm - 3:15pm, SFHB357

Required e-Textbook

Jones, G. R. (2021). *Essentials of contemporary management* (10th ed.). McGraw Hill. ISBN: 9781266206566 (Note: This purchase includes your access to McGraw Hill Connect)

Course Schedule

The tentative course schedule can be found in Modules or [this link](https://illinoisstateuniversity-my.sharepoint.com/:x/r/personal/yliu2_ilstu_edu/Documents/3%20MGT220/Fall%202025/MGT220.Course%20d=wa318575cee0749e19ad3eec43d5a7497&csf=1&web=1&e=MqGTV6)  (https://illinoisstateuniversity-my.sharepoint.com/:x/r/personal/yliu2_ilstu_edu/Documents/3%20MGT220/Fall%202025/MGT220.Course%20d=wa318575cee0749e19ad3eec43d5a7497&csf=1&web=1&e=MqGTV6).

Participation Expectations and Course Workload

In general, class meetings are divided into two parts: (A) lecture and (B) discussion (including case analyses)/activity. Class lectures are centered around key concepts and theories related to the chapter material. Class discussions and activities will be based on the main chapter content and assigned readings. Lectures will not cover all of the material presented in the textbook. Thus, you must read the assigned material prior to the class meeting to participate fully in discussions and activities.

When reviewing chapter content and assigned readings, take this time to prepare questions, comments, and/or concerns for the class discussion. Successful class discussions are characterized by a high level of dialogue between the professor and students. Lack of preparation will inhibit one's ability to synthesize difficult material and produce a one-sided conversation.

For each hour of in-person class time, you should plan to spend at least 2 to 4 hours reading, reflecting, and completing assignments.

Canvas Access

All students are required to gain access and visit the Canvas course website. This site will provide you with all course documents, including the syllabus, course schedule, assignments, course announcements, and grade information. Visiting this site regularly will be vital to your success in the course. To access Canvas, go to canvas.illinoisstate.edu and log in through Central Login. If you need assistance using Canvas, please click [here \(https://help.illinoisstate.edu/technology/support-topics/canvas/canvas-student-resources\)](https://help.illinoisstate.edu/technology/support-topics/canvas/canvas-student-resources) for student resources. For technical assistance, Submit a Help Ticket or contact the [Technology Support Center \(TSC\) \(https://ithelp.illinoisstate.edu/\)](https://ithelp.illinoisstate.edu/) at (309) 438-4357, by email at SupportCenter@IllinoisState.edu, or by Live Chat at Help.IllinoisState.edu.

Integrated within the Canvas course is the McGraw Hill Connect digital learning system, through which you access the ebook, quizzes, and other assigned learning activities. For technical support for Connect, please click on [this link \(https://www.mheducation.com/highered/contact/connect-support.html\)](https://www.mheducation.com/highered/contact/connect-support.html).

Technology Use and Electronic Communication

You will need to have access to a laptop and the internet to effectively participate in the course. Please make sure that you have an up-to-date browser.

Unless otherwise notified, all work must be submitted through Canvas. Submission of assignments via my ilstu email will not be graded unless otherwise instructed. Technological failures of any sort will not be considered legitimate reasons for late assignments. So, make sure you follow through the submission process to ensure that your work is indeed submitted.

Turnaround/Feedback

During the week (M-F), if you have a concern and send me a message, you can expect a response within 24 hours. Assignments will be returned within a week after the due date.

Grading Structure and Policies

Your performance is evaluated as follows:

 Items	Possible points	Percentage	Note
Quizzes (13*100)	1100	25%	Three lowest are dropped
Application-based activities (11*100)	1000	25%	One lowest is dropped
Self-assessments (6*25) and self-portrait video	500	8%	
Attendance and Participation	1000	25%	
Peer evaluation	200	5%	
Final exam	500	13%	
Total possible points	4300	100%	

Grade:	Percentage:
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Grades. Your grades are posted in Canvas **Grades**. Please check your grades regularly to make certain that all grade information is accurate. If you have questions or concerns about a grade, please contact me **within 7 calendar days** after the grade is released.

Late Assignment. Unless otherwise noted, an assignment turned in later than the due date will be reduced by a **letter grade** for each calendar day it is late.

Grievance procedure. If you have a challenge to a specific graded assignment, you must use the established *Grievance Procedure*. The Grievance Procedure requires you to present your case to me in writing with the following information: (a) Student name, (b) Question or item number, (c) Your answer to the question, (d) The basis to support your answer, such as text pages, with a clear rationale. I will review any grievances and will make a judgment about whether additional points will be awarded for the item in question. **Any challenge to a particular grade has to be presented to me within 7 days after the grade is posted in the Grades, after which the grade will be final.**

Academic dishonesty. You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the **[Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/)** (<https://deanofstudents.illinoisstate.edu/conflict/conduct/code/>). All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism. **All violations will be reported to the [Office of Student Conduct and Conflict Resolution](https://deanofstudents.illinoisstate.edu/conflict/)** (<https://deanofstudents.illinoisstate.edu/conflict/>) for sanctions and will receive any grade modifications that the instructor sees fit.

Course Assignments - Item-by-Item Instructions

Quizzes (1100 points)

You are required to take 13 chapter quizzes via Connect, each of which contains 10 multiple-choice questions. Your two lowest quiz scores will be dropped.

Application-based Activities (1000 points)

You are assigned 12 application-based activities via Connect. These activities are designed to ensure you can skillfully apply course concepts in more realistic settings. Each activity will typically take 10 to 15 minutes to complete. Your lowest score on these assignments will be dropped.

Self-assessments and self-portrait (500 points)

Self-knowledge is a critical foundation for effective career development. It enables individuals to make informed, aligned, and strategic decisions about their professional paths by understanding their strengths, values, preferences, and areas for growth. In this assignment, you will explore your personal and professional identity through a series of six self-assessments. These assessments are designed to provide insight into your personality traits, leadership style, communication tendencies, team roles, and key competencies.

Using the insights gained from these self-assessments, you will create a 3-minute self-introduction video—an “elevator pitch” that presents you as a strong candidate to a potential employer. This video should communicate your self-awareness, personal strengths, and professional potential, while also demonstrating your ability to connect course concepts to your own development. More detailed instructions will be available in Canvas Assignments.

Attendance and Participation (1000 points)

Your participation is critical not only for your personal learning, but also for the learning of your classmates. Much of the value of the class comes from prepared, thoughtful, and informed dialog between you and your classmates.

You will be evaluated on attendance, contributions to the collective learning process in class, and your timely completion of non-graded homework assignments. **There will be no make-up for missed participation opportunities.**

As stated in the Undergraduate Catalog, you are responsible for attending class and completing all academic work. Make arrangements with me *in advance* if you will be missing class due to participation in a Sanctioned University Activity, fulfillment of a religious obligation, exercise of a bereavement leave, or another university-recognized excused absence.

Guidance on in-class participation can be found [here](https://drive.google.com/file/d/15Dridn0uo4KvIBAp29oNXjjJPM4kmWXL/view?usp=sharing) (<https://drive.google.com/file/d/15Dridn0uo4KvIBAp29oNXjjJPM4kmWXL/view?usp=sharing>). In general, quality comments have one or more of the following qualities:

- Reflect solid understanding of issues being discussed
- Add new insights to the readings
- Offer a unique and relevant perspective on the issues
- Help moving the discussion and analysis forward
- Extend rather than repeat others' comments
- Demonstrate reflective thinking.

Each student will be assigned to a learning group. You and your group members will then complete case analyses as a group throughout the semester, and complete a group case presentation at the end of the semester. **A group member may be fired at any time during the course** based on a written, collective agreement of all other group members. A fired member will have to find a new group to join or complete any remaining group work alone.

<https://drive.google.com/file/d/1BVp7Q2D6ZXeXXFKkx0CtARTy46s8cJDi/view?usp=sharing>

Peer Evaluation (200 points)

This is a large class, and much learning and interactions with the materials in class will occur in small groups. You are assigned to a small group throughout the semester. Consider your small group a small learning community and an accountability group. Encourage each other to participate, learn and grow together.

Weekly, you will be rating the contributions each **participating** team member made to that week's group activities via a Google form. This is to encourage you to be a team player and pull your weight! **Peer evaluations are due each Tuesday. Failure to submit this evaluation by the due date will result in a grade of 0 for your own peer evaluation score for that week.** These evaluations are for in-class participation only, and absences automatically lead to a score of zero.

Final Exam (500 points)

The final exam is comprehensive and will contain 50 multiple-choice questions.

Expectations of Class Members

I expect all students to show **respect and consideration** for the instructor and other students. The ability to show respect and consideration is essential to creating an effective learning environment. Furthermore, it **prepares you for appropriate behaviors in the workplace**. If you do not behave professionally in the classroom, your grade will be negatively impacted.

If you have trouble understanding the reading or completing the homework, ask questions. I expect class members to participate as equal partners in the learning experience. As a partner, I welcome your feedback and suggestions about how to improve the learning environment.

All class members are expected to:

- Show respect and consideration for other students and the instructor,
- Contribute to the learning of other class members,
- Ask questions when you do not understand material, assignments, or anything else.

Code of Student Conduct

Only attach your name to academic exercises that are the results of your own thought, effort, and study. To that end, all of the following are in violation of the code:

- Using (or even possessing) any means of assistance to complete course activities without instructor authorization. This includes the reproduction or dissemination of course, assignment, and test materials. Examples include but are not limited to posting faculty Power Point slides, using Quizlet, and any other form of cheating in quizzes and examinations. For any case of willfully giving or receiving such information, both parties will be held responsible.
- This includes all ideas and intellectual property used, for which proper credit is not given, as determined by the instructor. Reproducing verbatim, regardless of credit given, is always prohibited.
- Submitting a paper of your own which has already been submitted for another university class, without instructor approval.

More details about what is permissible can be found by accessing [ISU Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/Code%20of%20Student%20Conduct%202016) (<https://deanofstudents.illinoisstate.edu/conflict/conduct/code/Code%20of%20Student%20Conduct%202016>) (<https://docreader.readspeaker.com/docreader/?>

[cid=14039&lang=en_us&url=https%3A%2F%2Fdeanofstudents.illinoisstate.edu%2Fconflict%2Fconduct%2F](https://docreader.readspeaker.com/docreader/?cid=14039&lang=en_us&url=https%3A%2F%2Fdeanofstudents.illinoisstate.edu%2Fconflict%2Fconduct%2F)

. Students are responsible for adhering to the code of conduct, and ignorance about the Code is not an acceptable excuse for violating it. **All violations will be reported to the Office of Student Conflict Resolution for sanctions and will receive any grade modifications that the instructor sees fit.**

Generative AI use

In this course, students can use generative AI tools (such as ChatGPT or Adobe Firefly) to complete assigned work, so long as the use of generative AI tools is properly disclosed.

Retention of Student Work

The instructor reserves the right to retain for pedagogical reasons either the original, or a copy, of any student's test, written assignment, paper, or other submissions by the student/student groups for this class. Students' names will be deleted from any retained items unless arranged otherwise.

Writing assistance

Written communication is a critical skill for your future career success. Good writing skills allow you to communicate with clarity and ease, which is becoming increasingly important in today's frequently virtual work environment. Quality of writing is graded as a part of all written assignments. If you find yourself needing improvement in writing, the Julia N. Visor Academic Center on campus offers such assistance. The center offers one-on-one writing assistance for any course by appointment in the Visor Center. Students can call 438-7100 or visit [their website \(https://universitycollege.illinoisstate.edu/help/tutoring/\)](https://universitycollege.illinoisstate.edu/help/tutoring/) to make an appointment. They also have drop-in writing assistance available on Zoom on Mondays 6pm-8pm, Tuesdays and Wednesdays 4-8 PM. These 30 minute first-come first-served sessions began August 24th and will run through November 20th.

Accommodation for Students with Disabilities

Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell

Hall, (309) 438-5853 (voice), (309) 319-7682 (Sorensen) or visit the website at StudentAccess.IllinoisState.edu.

The primary responsibility for disclosing disabilities and for requesting adjustments to the learning environment rests with the student. If you require or think you might require disability accommodations for this course, please contact me as soon as possible. I will work with you and Student Access and Accommodation Services on an appropriate accommodation, but I cannot do so until you have formally requested an accommodation through Student Access and Accommodation Services. All communication with me regarding disability accommodations will be kept strictly confidential.

Mental Health Resources

Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

Syllabus Changes

Dates and assignments documented in this syllabus are subject to change at the discretion of the instructor. Every effort will be made to provide any changes to the class in writing. Verbal notification at a class meeting, however, will constitute sufficient notice.

