

## **MGT220 Course Syllabus**

**Spring 2026**

### **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.
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 motivation, leadership, teamwork, 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**

<b>Instructor</b>	Dr. Yongmei Bally
<b>Office Hours:</b>	Tuesday 2:30pm-3:30pm (SFHB410), and by appointment
<b>Phone:</b>	630.877.6196 (cell)
<b>Email</b>	<a href="mailto:yliu2@ilstu.edu">yliu2@ilstu.edu</a>

## **Course information**

### **Course Number & Title**

MGT 220 (Section 3) – Business Organization And Management

### **Course Duration and Format**

1/13/2026 - 4/30/2026; Hybrid

**Time and Location** 3:35pm - 4:45pm, SFHB366

### **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. Please ensure to purchase the book via the McGraw Hill tab in the Canvas course to receive discounted price. )

### **Course Schedule**

The tentative course schedule can be found in Modules or [this link](#).

## **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 3 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](https://canvas.illinoisstate.edu) and log in through Central Login. If you need assistance using Canvas, please click [here](#) for student resources. For technical assistance, Submit a

Help Ticket or contact the [Technology Support Center \(TSC\)](#) at (309) 438-4357, by email at [SupportCenter@IllinoisState.edu](mailto:SupportCenter@IllinoisState.edu), or by Live Chat at [Help.IllinoisState.edu](https://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 linkLinks to an external site..](#)

### **Technology Use and Electronic Communication**

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:

	Possible points	Percentage
Application-based activities (10*100)	1000	24%
Self-portrait video	500	12%
Participation	1000	24%
Peer evaluation	200	5%
Exams	1500	36%
Total possible points	4200	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](#). 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](#) for sanctions and will receive any grade modifications that the instructor sees fit.**

## **Course Assignments - Item-by-Item Instructions**

### **Application-based Activities (1000 points)**

You are assigned 10 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.

### **Self-portrait video (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 five self-assessments. These assessments are designed to provide insight into your personality traits, team role preferences, and key leadership 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.

### **Participation (1000 points)**

Active and consistent participation is essential to your learning and success in this course. Your participation grade is based on both **pre-class preparation** and **in-class engagement**. The following components make up your participation score:

Active and consistent participation is essential to your learning and success in this course. Your participation grade is based on both pre-class preparation and in-class engagement. The following components make up your participation score:

1. Chapter Quizzes - Complete all assigned chapter quizzes by the posted deadlines. Quizzes are designed to help you prepare for class discussions and apply key concepts. Late quizzes may receive reduced or no credit unless prior arrangements have been made.
2. Assigned videos. You are expected to watch all assigned videos, if any, before class on Tuesday each week. Completion may be verified through short written responses, online checks, or in-class discussions.
4. In-Class Activities and Assignments. Regular attendance and active participation in class activities are required. This includes group case analyses, experiential exercises, and other interactive assignments. Missing class means missing participation opportunities that cannot always be made up.
5. Quality of Participation. Participation is evaluated not only on completion but also on quality: Being prepared and contributing meaningfully to class discussions; Asking thoughtful questions; Collaborating respectfully and responsibly with peers; Staying engaged (e.g., not using devices for non-class purposes).

Overall, to earn full participation credit, you must:

- Complete all preparatory tasks on time,
- Engage actively and respectfully in class, and
- Demonstrate consistent effort in understanding and applying course concepts.

Participation is an ongoing process—your steady involvement throughout the semester is key to success.

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.

### **Peer Evaluation (200 points)**

This is a large class, and much learning and interaction 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.

At the end of the semester, you will complete a peer evaluation to assess the contribution of each member of the group. This is to encourage you to be a team player and pull your weight! **Peer evaluations are due on the last day of class. Failure to submit this evaluation by the due date will result in a grade of 0 for your own peer evaluation score.**

### **Exams (1500 points)**

There will be three in-person, paper-and-pencil exams, each containing 50 multiple-choice questions. The exams are closed-book and closed-note. A study guide will be provided for each exam.

### **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](#)[Open this document with ReadSpeaker docReader Links to an external sit](#). 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) to complete assigned work, so long as the use of generative AI tools is properly disclosed when required.

### **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](#) to make an appointment.

### **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](http://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](http://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.