PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

TEAM PRACTICUM
MGT 2180

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Revised: Spring 2010

Note: This course is not designed for transfer credit.

Catalog Course Description:

A management simulation which is a culmination of the student's academic studies that gives experience in applying theories and skills from various business disciplines to self-managed team problem solving through the use of readings, case studies, simulations, role plays, and guest speakers.

Entry Level Standards:

It is expected that the student will have completed most of the required management courses and that the course will be taken in the calendar year in which the student will graduate.

Prerequisites:

MGT 2030 and MGT2050 and department approval

Textbook(s) and Other Course Materials:


The One Minute Manager Meets the Monkey, Blanchard, Oncken and Burrows, William Morrow, 1989. (This book is on Library Reserve and must be read in its entirety by the sixth class meeting.


I. Week/Unit/Topic Basis:

Because this course is designed as a management simulation it is necessary to present management students with tasks, exercises, simulations and other activities similar to those they can expect to encounter in the workplace. And, because the workplace very often leaves managers with no time to anticipate and little time for decision making and planning, this course is designed to treat students the same way. Consequently, they are given assignments no more than a week in advance and on frequent occasions their assignments are made on the spot. The scheduling of assignments may change as the semester progresses due to events in the social and economic environment and, more often, due to events in class; that is, results of specific exercises or conclusions drawn in case discussions may make it appropriate to
move up some activity planned for the future or to create new assignments not originally planned.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation</td>
</tr>
<tr>
<td>2-15</td>
<td>Student teams will assume responsibility for managing the class, leading discussions of case studies, doing role plays and simulations, managing projects (individual &amp; team), arranging for plant tours and guest speakers, conducting seminars, engaging in experiential exercises, conducting team development analyses, and experiencing performance appraisals.</td>
</tr>
</tbody>
</table>

II. Course Objectives*:

A. Demonstrate a practical understanding of the management of people and self-managed teams. I,II,VI,V,VIII

B. Demonstrate an ability to analyze information in order to identify problems. I,III,VII

C. Demonstrate an ability to establish objectives. I,III,V

D. Demonstrate an ability to plan an activity to achieve an objective. I,II,III,IV

E. Demonstrate an ability to organize a team for effective performance. I,II,IV,V,VI,VIII

F. Demonstrate an ability to work with others to achieve a stated objective. I,II,III,IV,V,VIII

G. Demonstrate an ability to control a set of planned activities to achieve an objective. I,II,III,IV,V,VI,VIII

*Roman numerals after course objectives reference goals of the Management program.

III. Instructional Processes*:

Students will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc. *(Social/Behavioral Sciences Outcome, Transitional Strategy)*

2. Carry out course assignments such as discussions, case studies, leadership roles, experiential exercises; oral presentations; research, etc. that help to develop a respect for diversity. *(Communication, Social/Behavioral Sciences Outcome, Technological Literacy Outcome; Transitional Strategy, Active Learning Strategy)*

3. Take part in course assignments such as discussions, case studies, leadership roles, experiential exercises; oral presentations; research, etc. that help to develop teamwork, leadership, and followership skills. *(Communication, Social/Behavioral Sciences Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy)*

4. Perform course assignments such as discussions, case studies, leadership roles, experiential exercises; oral presentations; research, etc. that help to develop critical thinking, problem solving, goal setting, and planning skills. *(Communication, Social/Behavioral Sciences Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy)*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening
general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Communicate effectively, either orally or in writing, publicly or privately. A,E,F,G
2. Apply various management theories in self-managed teams. A,E,F,G
3. Effectively lead a problem discussion, such as might occur in a team or committee meeting. A,D
4. Work with others in organizing to solve problems. A,E,F
5. Assemble necessary information for use in identifying problems. B
6. Break down a problem into its component parts in order to organize resources to reach a solution. B
7. Analyze information in order to establish objectives in problem solving. B,C
8. Easily and routinely use the business press to obtain background and specific information for decision making.
9. Review a set of problems or objectives and establish priorities for action. B,C
10. Make coherent, responsible assignments to members of the team. D,E,F
11. Work with others to identify and develop specific activities that will lead to objective achievement. A,F
12. Manage the team's activities so that the objective is attained. F,G
13. Effectively appraise the performance of team members and peers. A,F,G
14. Conduct her/himself in a professional manner when interacting in business relationships. A,C.

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures

Students are evaluated on the basis of performance in class.

<table>
<thead>
<tr>
<th>Bases for Course Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Presentation</td>
<td>13%</td>
</tr>
<tr>
<td>Discussion Leader</td>
<td>13%</td>
</tr>
<tr>
<td>Discussion Participation</td>
<td>23%</td>
</tr>
<tr>
<td>Class Manager</td>
<td>5%</td>
</tr>
<tr>
<td>Dress Code</td>
<td>5%</td>
</tr>
<tr>
<td>Career Project</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>9%</td>
</tr>
<tr>
<td>Team</td>
<td>22%</td>
</tr>
</tbody>
</table>
Notice: Participatory Activities account for 71% of your Grade.

B. Laboratory Expectations:

A number of projects will be assigned and handouts provided.

C. Field Work:

Guest speakers and plant tours to be announced.

D. Other Evaluation Methods:

There are no exams. Students will receive written Performance Appraisals at mid-term and at the end of the semester. As in any business, there will be no letter or numerical grades. The only grade given will be the final course grade awarded at the time of the final appraisal.

Students will be evaluated on how well they handle management responsibilities as assigned, participate in class activities and perform other duties and responsibilities as assigned.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Participation</th>
<th>Performance Appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 - 100</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>89 - 91</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>82 - 88</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>79 - 81</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>72 - 78</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>65 - 71</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

VI. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. (*Pellissippi State Online Catalog*)

B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-
6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:

**Computer Usage Guidelines:**
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. *(Pellissippi State Online Catalog)*