



**Instructor: Tom Waskiewicz**

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**413-586-9660**

Office Hours: Virtual 4:00-6:00, M-F

### ***Introduction to Business***

***This course is about management, which can be defined as the art of getting things done through people in organizations. As we will see, management can be an enormously creative endeavor. Managers are not bureaucrats. They do more than just keep the trains running on time. Managers also give organizations a sense of purpose and direction. They can transform organizations; they can create new ways of producing and distributing goods and services; and they can change how the world works through their actions. Throughout the semester, we will discuss great managers, learn how one becomes a manager, the nature of managerial work, the roles managers adopt to get things done through people, and the different competencies that are required to become a good manager.***

#### **Required Text**

Foundations of Business; Pride/Hughes/Kapoor. ISBN 13: 978-0-618-95193-2. Web pages and hardcopy handouts will be referenced throughout the term, contents of which you also will be responsible for.

**Note:** Students must have a valid working email address on file with the instructor.

#### **Assessment & Grading Scale**

**Quizzes:** Weekly quizzes will be given, covering material from the immediately previous and current class sessions. Format is objective, comprising multiple choice, true/false, matching, and short answer questions. Quizzes account for 40% of your final course grade.

**Mid-term and Final Exam :** One mid-term and one final exam will be given during the term and are scheduled for midway and during final's week. The exams are cumulative, and will be structured like the quizzes, with the addition of essay questions requiring thoughtful application of our studies to a real-world problem. Each exam is 10% of your final grade. If necessary, you must arrange to take a make-up before the mid-term and final class session.

**"Attendance" Policy:** You are expected to read the chapters and other assigned materials and complete the assignments that will be covered in class that week. There may be times when it is impossible to complete assignments due to illness or an emergency. Please let me know if/when this happens. Late assignments will be accepted up to one week after the due date with a 10% reduction in grade/assignment. Assignments will be posted on the Tuesday of each week and should be completed by the following Monday.

**Discussion/Participation:** Through discussions and written responses to questions, you are strongly encouraged to learn to think through your own and others' experiences and insights within the context of our discussions. In short, you are encouraged to demonstrate your internalization of our material for application in the real world. In this

context, you are not being evaluated for reaching "right" conclusions, but for demonstrating your facility in forming arguments for any conclusions put, given the material we will cover in class.

To give direct incentive to so engage, roughly 8-10% of your mark for the course will be comprised of my assessment of your "classroom participation" during the term. The point is not to create undue angst, but to determine your active engagement with the material in the context of the class.

Caveat: This syllabus is composed in good faith, with a schedule of readings, quizzes, homework and discussions which will guide us throughout the term. Still, the instructor reserves the right to make adjustments to this schedule as deemed necessary for the overall enterprise of the class. Any changes will be communicated as far in advance as feasible, and you are responsible for knowing if and when any changes have been made.

Make-Ups: Make-Ups will be arranged only on good evidence of unavoidable absence (e.g. a specific doctor's note for illness or employer-arranged out-of-town business trip).

Grading

Final	10%
Mid-term	10%
Quizzes	40%
Assignments	20%
Discussion	<u>20%</u>
Total	100%