MGT 4950—Seminar in Management  
Three Semester Hours

PREREQUISITES:
University Requisite: Junior or Senior

Other: Management or communication studies major or significant organizational work experience. Previous coursework in management and/or workplace communications is recommended.

COURSE OVERVIEW:
Selected topics of current interest in leadership, management, organizational behavior and related areas. Students may repeat MGT 4950 with different topics.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


NUMBER OF LESSONS:
The course has eight lessons. These lessons include:
• Lesson 1: Human Relations: The Key to Personal Growth and Career Success
• Lesson 2: Career Success Begins with Knowing Yourself
• Lesson 3: Emotional Intelligence: Understanding Others
• Lesson 4: Technology and People at Work; Productivity and Quality Improvement; Job Redesign and Job Enrichment
• Lesson 5: Fundamentals of Leadership
• Lesson 6: Communicating for Effectiveness; Managing Conflict and Change
TYPES OF WRITING ASSIGNMENTS:

Because the performance in this course is intended to prepare you for success in the workplace, the following criteria will apply when grading your work:

**A:** Manager would be very impressed and remember the work for a promotion review.

**B:** Manager would be satisfied with the job, but not impressed.

**C:** Manager would be disappointed and ask you to revise or rewrite your work before allowing those outside the department to see the project.

**D:** Manager would be troubled by the poor quality of work, would note this in your next performance review, and would start looking for someone to replace you.

When completing written assignments, a grade of "C" would be considered average work and consist of a contribution that simply related a personal opinion to the assigned topic. A "B" assignment would include your personal thoughts and a weak reference to the text or previously completed course activities to support your personal thoughts. An "A" contribution would combine strong personal analysis with textbook and/or course reading materials and activities.

An "A" answer would show depth of understanding by synthesizing the material and would include citations with references that support your opinion. You are encouraged to obtain and use other relevant books and articles in addition to those used with this course if these are available to you. This outstanding "A" contribution would seek to advance the discussion and demonstrate learning.

Occasionally, I use “S,” satisfactory, or “R” on the lesson assignments. The grade of “R” indicates that the work is to be redone. “R” work (or, officially, “I” for incomplete) should be redone and resubmitted. Errors in spelling, punctuation, grammar, and wording will affect the grade received on a project.

Follow APA citation guidelines and a professional business format for preparing business documents. Refer to the appendices in this course guide for further information to help you complete assignments.

**Note:** If you use a computer, always use Times New Roman font with a 12-point font size and appropriate margins. Professional work always utilizes headings that reflect a well-developed outline. It is critical that you proofread all work.
GRADING CRITERIA:

This course has no proctored examinations. There are a total of eight lessons, including two midterm written assignments (in Lessons 3 and 6) and a final paper (Lesson 8).