

Syllabus

ACE 231: Food and Agribusiness Management Spring 2018

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Teaching

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Suggested

Prerequisites: None

Time &

Location: 3:30 to 4:50pm, Tuesdays & Thursdays; 103 Mumford

Credit: This is a 3 credit hour course.

Course

Materials: **Textbook:** Understanding Management,
by Richard L. Daft and Dorothy Marcic
It is recommended that you attend several class meetings before you decide whether to purchase/rent the text book. In the past, some students have indicated on ICES evaluations that they felt they did not need the text if they attended class regularly. The text is available in campus bookstores and online. The new version in the bookstores is Edition 10e, but a used copy or Edition 8 or 9 is just fine. Three copies of the textbook are on Reserve in the ACES Library. You will not need access to any of the online resources that come with a new copy of the textbook.

Reef Polling: We will use Reef Polling by i>clicker, which is a less expensive alternative to the regular i>clickers. If you already have an i>clicker you can use it. If not, you will need to download the Reef Polling app to your phone, tablet, or computer; and you'll need to purchase a subscription which is \$14.99 for six months. Some In Class Assignments may be given using Reef Polling/i>clickers.

Our TAs will be administering the use of Reef Polling/i>clickers. ***If you have Reef Polling issues, please contact them directly.***

Content: This course has two main objectives. First, this course is an introduction to management. We will look at how we can make our organizations better through superior leadership, better structural design, understanding the business environment, and making good strategic decisions. Second, we will build understanding of the current issues that affect managers, management teams, organizations, and consumers. Additionally, this course will give students an opportunity to understand and develop the appropriate skills in communication required to successfully manage.

Format: This is a lecture-discussion course. Discussion is encouraged; please feel free to ask questions about the topic we are discussing. If you have a question about something, it is very likely some of your classmates have the same question. You are encouraged to ask questions before, during, and after class as well as by email.

Course Conduct:

Most class periods will be organized as lectures along with discussion and in class activities. You are expected to be up-to-date with material, so you can follow the lecture and actively participate in discussion. Therefore, if you miss a class, the best practice will be to immediately get notes from a classmate and review those notes immediately.

We will look at a number of short video clips during this course. You are responsible for content from these clips on the tests.

You are expected to attend all meetings of this class. If you have a conflict with travel, interviews, and activities in other courses, or if you have an emergency that takes you away from campus, please inform me in advance that you will miss class. You will be responsible for the material that you miss; therefore, it is important that you make arrangements with a classmate to obtain copies of any handout materials/class notes.

You may not miss an examination for any reason but medical or family emergency. An official excuse must be obtained from the Dean of Students Office. If you have questions about what constitutes an acceptable excuse, you may check the **Handbook of Policies and Regulations Applying to All Students**.

Online: <http://admin.illinois.edu/policy/code/>

PPTs: The power points that we'll use in class will be available on Compass before class. These have blanks in them. Print the power point, bring it to class, and you'll get the answers for the blanks in class; or bring your laptop and fill them in that way.

Office

Hours: I will have office hours in 429 Mumford from 9:00 to 10:00 am on Mondays. Also, I can meet you by appointment and you can often catch me before or after class as well.

Our TAs will have office hours also. Place and time will be announced on Compass soon.

Compass: There is a Compass website for this course. If you are properly enrolled, you should have access within 24 hours of your enrollment. Please verify that you can access the ACE 231 Compass site; contact our TAs if you cannot.
It is your responsibility to check Compass regularly. However, Compass is not a substitute for coming to class; important announcements and information will be provided in class.

Assignments and Assessments:

Your grade will depend on your performance on three hourly exams, In Class Assignments, and the "Date With a Manager" project.

Tentative

Test Dates:	Thursday Feb 15	First Hourly Exam
	Tuesday March 13	Second Hourly Exam
	Tuesday May 1	Third Exam

Please be aware that the dates of the first two hourly exams are tentative and may be changed as we get closer to the dates.

In Class

Assignments:

During the semester we will have fourteen **unannounced** In Class Assignments (some may use Reef Polling/i>clickers). The best twelve scores will be used; the lowest two will be discarded. **If you miss an In Class Assignment, it is not possible to make it up later.**

Date With a

Manager: The "Date With a Manager" project will require you to interview a business person who has daily management responsibilities

including the supervision of other employees. You will write a report about your experience and what you learned. Complete information about the assignment will be provided next week.

You will conduct this interview later in the semester so that you will be able to use material you've learned in class to craft pertinent questions. Our TAs will administer and grade the DWM project; they will provide a grading rubric and template so that you will know the requirements for a successful interview and report.

Grading: Your grade will be determined by the following:

First Hourly Exam:	21%
Second Hourly Exam:	21%
Third Hourly Exam:	21%
In Class Assignments	21%
<u>Date With a Manager</u>	<u>16%</u>
Total:	100%

A weighted average point score for the course will be calculated, rounded to a whole number using Excel, and a letter grade will be assigned using the scale listed below.

IMPORTANT:

Your grade for each graded activity will appear on Compass as a percentage, not as "points".

Grading Scale:

Unless I announce otherwise, the grading scale will be:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
		F	below 60				

IMPORTANT: Check your grades on Compass regularly. We'll have fourteen unannounced In Class Assignments during the semester. If you think your grade was not recorded correctly, you have one week to appeal.

Attendance: Although I will not take attendance at each class meeting, **attendance at each and every class session is not only highly recommended, it is expected. IF YOU DO NOT PLAN OR EXPECT TO ATTEND CLASS REGULARLY, DO NOT TAKE THIS COURSE.**

If you miss an In Class Assignment, it is not possible to make it up later.

Arriving

On Time: Punctuality is an important business skill that will serve you well in the workplace. Please plan to arrive in time to be seated and ready to begin at 3:30pm.

Extra

Credit: There are no extra credit opportunities for this course. Grades are assigned based on the numeric criteria described above.

Miscellaneous

Items: Please observe common courtesies. This is a relatively large class. If you have something to discuss with a classmate, please do so before or after class. Please turn off cell phones, etc.

NOTE: **All important announcements, including changes in test dates, will be made in class and *you are responsible for all information presented in class.* If you are unable to attend a class, you are responsible for securing this information from a classmate.**

HEADPHONES: The use of headphones/earbuds in this class is not allowed unless you have an accommodation from DRES.

Academic Integrity:

The University of Illinois at Urbana-Champaign *Student Code* should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: <http://studentcode.illinois.edu/> .

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy: <http://studentcode.illinois.edu/>. Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

Students with Disabilities:

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the as soon as possible. To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should contact Disability Resources and Educational Services (DRES) and see the instructor as soon as possible. If you need accommodations for any sort of disability, please speak to me after class, or make an appointment to see me, or see me during my office hours. DRES provides students with academic accommodations, access, and support services. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TDD), or e-mail a message to disability@uiuc.edu. <http://www.disability.illinois.edu/>.

Please watch this video from the University of Illinois Police Department:

<http://police.illinois.edu/emergency-preparedness/run-hide-fight/>

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <http://registrar.illinois.edu/ferpa> for more information on FERPA.

Improving your skillsets

Writer's Workshop / Undergrad Library 217-333-8796

<http://www.cws.illinois.edu/workshop>

<http://disability.illinois.edu/strategies>

<http://www.counselingcenter.illinois.edu/self-help-brochures/>

Also, most college offices and academic deans provide academic skills support and assistance for academically related and personal problems. Links to the appropriate college contact can be found by going to this website and selecting your college or school:

<http://illinois.edu/colleges/colleges.html>

Overwhelmed, stressed or have anxiety?

If you are experiencing symptoms of anxiety or depression or are feeling overwhelmed, stressed, or in crisis, you can seek help through the following campus resources: Counseling Center 206 Fred H. Turner Student Services Building; 7:50 a.m.-5:00 p.m., Monday through Friday, Phone: 333-3704

PLEASE TAKE THE TIME TO READ THE FOLLOWING, WHICH IS PROVIDED BY THE CHANCELLOR'S OFFICE:

General Emergency Response Recommendations

These recommendations are provided by the Office of Campus Emergency Planning. There are two basic methods to respond in emergencies that may affect persons on campus, and more specifically, individual buildings: Building Evacuation (**GET OUT**) and Shelter-In-Place (**STAY IN**).

ONLY FOLLOW THESE ACTIONS IF SAFE TO DO SO. When in doubt, follow your instincts - you are your best advocate!

Building Evacuation (GET OUT) — Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **BEFORE** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
- Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

Shelter-in-Place (STAY IN) — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

- Severe Weather
 - If you are outside, proceed to the nearest protective building.

- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
- Security Threat
 - If you cannot safely evacuate, find a secure area within your building to stay and await further information.
 - Assist those who need help, but carefully consider whether you may put yourself at risk.
 - Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/blinds).
 - If unable to lock the door, secure it by any means possible.
 - Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).
- Without jeopardizing your safety, try to obtain additional clarifying information by all possible means, including the Illini-Alert Emergency Text Notification System.

Run > Hide > Fight

Emergencies can happen anywhere and at any time. It is important that we take a minute to prepare for a situation in which our safety or even our lives could depend on our ability to react quickly. When we're faced with almost any kind of emergency – like severe weather or if someone is trying to hurt you – we have three options: Run, hide or fight.



Run

Leaving the area quickly is the best option if it is safe to do so.

- ▶ Take time now to learn the different ways to leave your building.
- ▶ Leave personal items behind.
- ▶ Assist those who need help, but consider whether doing so puts yourself at risk.
- ▶ Alert authorities of the emergency when it is safe to do so.



Hide

When you can't or don't want to run, take shelter indoors.

- ▶ Take time now to learn different ways to seek shelter in your building.
- ▶ If severe weather is imminent, go to the nearest indoor storm refuge area.
- ▶ If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area if possible, silence your phone, don't make any noise and don't come out until you receive an Illini-Alert indicating it is safe to do so.



Fight

As a last resort, you may need to fight to increase your chances of survival.

- ▶ Think about what kind of common items are in your area which you can use to defend yourself.
- ▶ Team up with others to fight if the situation allows.
- ▶ Mentally prepare yourself – you may be in a fight for your life.

Please be aware of people with disabilities who may need additional assistance in emergency situations.

Other resources

- ▶ police.illinois.edu/safe for more information on how to prepare for emergencies, including how to run, hide or fight and building floor plans that can show you safe areas.
- ▶ emergency.illinois.edu to sign up for Illini-Alert text messages.
- ▶ **Follow the University of Illinois Police Department** on Twitter and Facebook to get regular updates about campus safety.