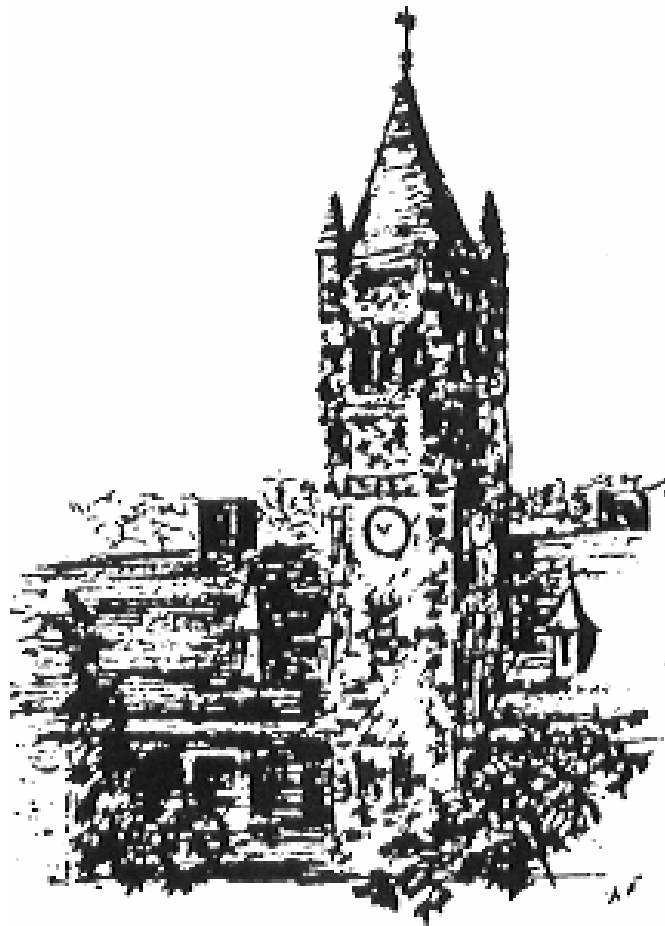


Managing Your Major



**Gettysburg College
Department of Management**

2007 - 2008

PREFACE

This handbook will provide majors and potential majors in the Department of Management with suggested guidelines in planning their curriculum. Because the information is general in nature we strongly encourage students to meet with their academic advisors regarding individual interests and career goals.

Although all information in this handbook was accurate at the time of publication, minor changes in the curriculum may be made at any time. Students should check with the Department of Management to be sure they have the most current information.

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Department of Management

OVERVIEW

The department provides a distinctive curriculum designed to engender understanding of the role of management in a variety of organizational settings: public, private, local, national and international. In order to develop the breadth of understanding appropriate for a liberal arts education, the curriculum incorporates the historical and social contexts within which managerial decisions are made and brings into clear focus the moral and ethical dimensions of such decisions. Students are encouraged and equipped to become informed decision-makers who employ carefully considered values and the aesthetic and intuitive components of leadership as well as the relevant analytic and technical skills. Most important, the curriculum and the manner in which it is taught foster the qualities of critical, creative thinking; the entrepreneurial disposition to be intellectually bold, independent, and innovative; the zest for lifelong learning; and the values so important to vital and socially responsible management in our public and private enterprises. We prepare students for their lives and their careers, not just their first jobs.

Communication Conventions - Department of Management

The ability to communicate effectively in management comprises a range of interrelated critical skills. As a minimum, a student graduating with a major in management should:

- Know, and be able to use effectively, the professional vocabulary associated with the functions and disciplines within management.
- Possess the writing, verbal, analytic and presentation skills necessary to evaluate, recommend, justify and present positions and suggested courses of action in a range of management situations.
- Demonstrate a sufficient level of competence in the major components of appropriate software (word processing, spreadsheet, and presentation graphics) to support the writing, verbal, and presentation skills cited above.
- Be able to locate, organize, analyze and evaluate both qualitative and quantitative management-related data from electronic and archival sources, and to present this information in a manner that supports effective decision-making. This includes the ability to conduct statistical analyses using software packages or other techniques, and to evaluate analyses conducted by others.
- Have a working knowledge of the established writing conventions of the field of management, through demonstrated proficiency in one or more of the style guides prevalent in the discipline.

These elements of effective management communication are addressed progressively throughout the major curriculum. *The foundation-level courses* expose the student to the professional vocabulary relevant to the subject matter of each course, and also develop the other (e.g., presentation, software) capabilities. Data analytic skills are a specific objective of the Quantitative Reasoning course. Proficiency in one or more aspects of communication is an important component of the evaluation criteria for each course.

The intermediate-level courses further develop the competencies acquired in the foundation-level courses by applying them to more advanced subject matter. Assigned projects and work are expected to be more professional and persuasive, and to draw on a greater depth of data skills.

The capstone course emphasizes the student's ability to develop and articulate a supportable position on a range of issues critical to the field of management. The course stresses the ability to apply appropriate communication conventions and skills to address a variety of issues. In doing so, the capstone experience both reinforces and builds on the capabilities developed in the foundation and intermediate-level courses.

REQUIREMENTS FOR THE MAJOR

The Management major will require the completion of twelve (12) courses, including one prerequisite course in combined micro- and macro-economics, four foundation courses, three required intermediate/advanced-level courses, an integrative 'capstone' course, and three electives that must include an ethics course. Contemporary management comprises multiple academic disciplines, and an effective management curriculum balances the need for adequate breadth across these disciplines with advanced depth in some area of personal choice and interest. However, breadth and depth are not enough in today's complex global environment. Courses specifically designed to develop the capacity to integrate the two in a meaningful way are an essential component of the curriculum, and are the specific focus of the 'capstone' level requirement.

REQUIRED COURSES

Prerequisite Course

Economics 101 Micro- & macro-economics

Foundation Courses

- Management 111 Organizations and Society
- Management 155 Accounting for Management Decisions
- ❖ Management 235 Quantitative Thinking in Management
- * Management 270 Organizational Behavior

Intermediate/Advanced Breadth and Depth Courses.

- * Management 321 Process Management
- * Management 341 Decision Support Systems
- Management 365 Human Resource Management

Capstone-Level Course (see description beginning on page 6)

Management 400 Policy and Strategy

- ❖ Students must earn a C or better in MGT 235 in order to be a management major; students may not repeat MGT 235 for the major.
- * Subject to approval of the department chair, these courses may be taken abroad.

POTENTIAL ELECTIVES

In addition to the specific required courses on the previous page, students must take three electives. Examples of courses that may satisfy the requirement are:

Management Electives:

Mgt 267 Finance
 Mgt 361 Marketing
 Mgt 381 Small Business Management
 Mgt 385 International Management
 Mgt 419 Personnel Selection
 Mgt 439 Leadership

Ethics Electives

Mgt 405 Organizational Ethics
 Mgt 406 Business, Ethics and Civic Life
 Mgt 407 Ethics and the Playing Fields of Competition

Courses from other departments fulfilling the management elective requirement:

Anth 223 Indigenous Peoples, the Environment and the Global Economy	Pol 347 Global Conflict Management
Anth 228 Cross-cultural Perspectives on Gender and Sex Roles	Pol 363 Politics of Developing Areas
Econ 250 Economic Development	Pol 412 Women and the Political Economy of Development
Econ 251 International Economics	Pol 415 Contemporary Democracies
Econ 267 Finance	Psych 214 Social Psychology
Econ 301 Labor Economics	Psych 221 Basic Dynamics of Personality
Econ 303 Money and Financial Intermediaries	Psych 321 Assessment of Personality, Psychopathology and Intelligence
Econ 305 Public Finance	WS 226 Feminism in Global Perspective

Courses from other departments fulfilling the ethics elective requirement:

AFS 267 Race, Gender, and the Law	Hist 349 The United States Since 1945
AFS 331 Africana Intellectual History	IDS 223 Literature of Anger and Hope
Anth 300 History of Anthropological Theory	Phil 222 Philosophical Perspectives on Justice
Anth 302 Human Rights through an Anthropological Lens	Phil 224 Philosophy and Human Rights
Anth 323 Field Methods in Cultural Anthropology	Phil 230 Ethical Theory
Econ 341 Environmental Economics	Phil 243 American Philosophy
Econ 342 Industrial Organization and Public Policy	Phil 338 Philosophy of Law
ES 333 Environmental Policy	Pol 303 Topics in International Politics
Hist 248 Poverty and Welfare in American History	Soc 267 Society and Politics in Latin American
Hist 334 Law and Society in U.S. History	Soc 313 Theories of Politics and Society
Hist 346 Slavery, Rebellion, and Emancipation	WS 230 Women and Development
Hist 348 Early Twentieth-Century America	

Others upon approval of the chair.

Capstone Experience- Department of Management

The capstone experience for the Management major is the required course MGT 400 Policy and Strategy. The course must be taken in the senior year, after completion of all foundation and intermediate-level major requirements.

Mgt 400 provides a sense of closure to the Management major by advancing the knowledge acquired in the students' prior management courses, as well as from all other course work at the college. Students have learned much from the various disciplines; here they combine all of these perspectives into a body of knowledge with which to face the myriad of problems and opportunities that an organization may encounter. Students utilize the prescriptions of each discipline to develop decisions, tactical courses of action, and strategic plans while considering the claims of the various stakeholders of the organization. They plunge into the world of uncertainties faced by decision makers at the helm of all organizations and learn types of analyses utilized by strategic decision makers. The work encourages the students to be creative - to look beyond textbooks and standard procedures in order to create their own knowledge with which to pilot their organizations.

Communication Conventions. Strategic managers must have the confidence and courage to stand up for their decisions, and must possess the written, verbal and presentation skills necessary to convince organizational stakeholders to change courses of action when necessary for the growth or even survival of the organization. Strategic plans, business plans, briefings and formal presentations are the communication conventions of this field. This course helps students improve these skills by requiring several versions of each to be completed in the context of experiential exercises. In addition to individual written and oral presentations, teams prepare a final draft of a strategic plan, and make a formal and professional presentation of that plan. Students reflect in writing on the issues covered in the course as well as their experiences.

Summary. Students in this capstone course often find themselves embarked on an expedition to synthesize new knowledge from what they have already learned, to learn new perspectives from combining these with the relevance of a particular situation, to learn to respect all of the stakeholders they and their organizations may encounter, and ultimately, to realize that no one has all of the answers all of the time.

DECLARING A MANAGEMENT MAJOR

Students should be ready to declare a major by the beginning of their sophomore year, or at the latest by the beginning of the junior year. To help in the selection of a major, students are encouraged to talk to their advisor, professors, and of course, parents.

The following steps must be taken to declare the Management major:

1. Obtain a Declaration of Major form from the Office of the Registrar.
2. Complete the Requirements Checksheet contained in this handbook, listing the courses you have taken, the terms you took them and the grades you received.
3. Take the Checksheet and the Declaration of Major form to the Chair of the Department of Management, who will review your Checksheet with you and assign you to an advisor.

**MAJORING IN MANAGEMENT
SUGGESTED COURSE SCHEDULES**

Below are suggested course schedules for students majoring in management. The earlier a student decides to major in management, the more flexibility in scheduling the student will have.

**FOR STUDENTS CHOOSING MANAGEMENT IN THEIR FIRST YEAR
AND SPENDING ALL FOUR YEARS AT GETTYSBURG COLLEGE**

First Year Students

Fall

Econ 101 (Micro/macro economics)

Spring

MGT 111 (Organizations and Society)
MGT 155 (Accounting for Management Decisions)

Sophomores

Fall

❖ MGT 235 (Quantitative Thinking in Management)

Spring

MGT 270 (Organizational Behavior)

Juniors

Fall

MGT 321 (Process Management)
MGT 365 (Human Resources Management)

Spring

MGT 341 (Decision Support Systems)
Management Elective

Seniors

Fall

Ethics Elective
Management Elective

Spring

MGT 400 (Policy and Strategy)

❖ Students must earn a C or better in MGT 235 in order to be a management major; students may not repeat MGT 235 for the major.

**MAJORING IN MANAGEMENT
SUGGESTED COURSE SCHEDULES**

FOR STUDENTS CHOOSING MANAGEMENT IN THEIR FIRST YEAR
AND PLANNING TO SPEND A SEMESTER ABROAD

First Year Students

Fall

Econ 101 (Micro/macro economics)

Spring

MGT 111 (Organizations and Society)
MGT 155 (Accounting for Management Decisions)

Sophomores

Fall

❖ MGT 235 (Quantitative Thinking in Management)
MGT 270 (Organizational Behavior)

Spring

MGT 321 (Process Management)
MGT 365 (Human Resources Management)

Juniors

Fall

Study abroad

Spring

MGT 341 (Decision Support Systems)
Management Elective

Seniors

Fall

MGT 400 (Policy and Strategy)
Ethics Elective

Spring

Management Elective

❖ Students must earn a **C** or better in MGT 235 in order to be a management major; students may not repeat MGT 235 for the major.

**MAJORING IN MANAGEMENT
SUGGESTED COURSE SCHEDULES**

FOR STUDENTS CHOOSING MANAGEMENT LATE

Although delaying the major decision so long is not recommended, below is a schedule for students beginning the management major as late as the second semester of their sophomore year.

Sophomores

Spring

Econ 101 (Micro/macro economics)

Juniors

Fall

MGT 111 (Organizations and Society)
MGT 155 (Accounting for Management Decisions)
❖ MGT 235 (Quantitative Thinking in Management)
MGT 270 (Organizational Behavior)

Spring

MGT 321 (Process Management)
MGT 341 (Decision Support Systems)
MGT 365 (Human Resources Management)

Seniors

Fall

Management Elective
Management Elective

Spring

MGT 400 (Policy and Strategy)
Ethics Elective

❖ Students must earn a **C** or better in MGT 235 in order to be a management major; students may not repeat MGT 235 for the major.

MANAGEMENT MAJOR CHECK SHEET

- _____ ECON 101 Micro/Macro Economics
- _____ MGT 111 Organizations and Society
- _____ MGT 155 Accounting for Management Decisions
- _____ MGT 235 Quantitative Thinking in Management❖
- _____ MGT 270 Organizational Behavior
- _____ MGT 321 Process Management
- _____ MGT 341 Decision Support Systems
- _____ MGT 365 Human Resource Management
- _____ MGT 400 Policy and Strategy
- _____ Management Elective
- _____ Management Elective
- _____ Ethics Elective

❖ Students must earn a C or better in MGT 235 in order to be a management major; students may not repeat MGT 235 for the major.

REQUIREMENTS FOR THE DEGREE

GENERAL GRADUATION REQUIREMENTS

For a complete list of the general graduation requirements, see the 2006-2007 Gettysburg College Course Catalogue.

First-Year Writing (1 course introducing the essentials of college-level writing)

(courses taken)

The Arts (1 course in visual arts, music, creative writing, women's studies or IDS)

(courses taken)

Humanities (1 course in history, philosophy, literature, women's studies or IDS)

(courses taken)

Social Sciences (1 course in African American studies, anthropology, economics, political science, psychology or sociology)

(courses taken)

Natural Sciences (2 courses in astronomy, biology, chemistry, environmental science or physics; 1 course must have a lab component)

(courses taken)

Course Cluster (2 courses thematically linked, or 2 interdisciplinary courses)

(courses taken)

Quantitative, Inductive and Deductive Reasoning (1 course)

(courses taken)

Foreign Language (through the equivalent of 202)

(courses taken)

Cultural Diversity (2 courses, including one Non-Western and one Domestic or Conceptual Diversity)

(courses taken)

Science, Technology and Society (1 course)

(courses taken)

Name

PLANNING YOUR MAJOR

First Year Student

Fall

Spring

_____	_____
_____	_____
_____	_____
_____	_____

Sophomore Year

Fall

Spring

_____	_____
_____	_____
_____	_____
_____	_____

Junior Year

Fall

Spring

_____	_____
_____	_____
_____	_____
_____	_____

Senior Year

Fall

Spring

_____	_____
_____	_____
_____	_____
_____	_____

Department of Management Internship Policy

The Department of Management encourages students to undertake an internship for the valuable experience it can bring. The Department does not, however, grant academic credit for merely completing an internship.

A student interested in academic credit *related* to the internship must complete, under supervision of departmental faculty, an individualized study course comprising a project that integrates the internship with past course work and further research. The student should expect this research project to require the entire semester to complete. Only full-credit (no half- or quarter-credit) individualized studies are permitted. Because of the intense time commitment on the part of the sponsoring faculty member, few of these internship-related individualized studies are available in any given year. Responsibility for completing all the necessary steps lies with the student.

1. Before the internship experience

- a. Discuss the internship and potential individualized study with a faculty advisor.
- b. Prepare a written proposal for the individualized study. The proposal must include, but is not limited to, a succinct statement and one-page description of the topic to be researched together with a brief, three- to five-page literature review that will demonstrate the published background material supporting the relevance of your research proposal. The student must have a faculty member approve of the proposal and agree *in advance* to sponsor his or her individualized study.
- c. Complete the Center for Career Development's Learning Contract; the sponsoring faculty member's signature must be included. Individual faculty members may require an additional contract.

No individualized study related to a summer internship will be approved if these steps are not completed before the student begins the internship.

2. After the internship experience

- a. Meet with the faculty sponsor regularly to: finalize plans for the research project, track and review progress on the project and revise the paper in accordance with faculty recommendations.
- b. Complete the research project, writing a major (generally about 30-50 pages) research paper.

HONORS AND AWARDS

The following honors and awards recognize outstanding scholarship and achievement among management majors, and are awarded at the Honors Day Program either in the fall or in the spring.

BANNER CARRIER

The Department of Management designates a graduating senior management major the honor of carrying the department banner in the commencement procession at spring graduation ceremonies.

DEPARTMENTAL HONORS

To qualify for departmental honors in management, a student must 1) satisfactorily complete the management capstone course during the senior year with a grade of B-plus or better; 2) be recommended by his or her advisor; and 3) have earned a 3.5 departmental grade point average.

DWIGHT D. EISENHOWER SOCIETY/R. M. HOFFMAN FAMILY MEMORIAL PRIZE IN MANAGEMENT

Created by the R. M. Hoffman Family Memorial Trust through the Dwight D. Eisenhower Society in memory of Gettysburg business man R. M. Hoffman. Awarded to an outstanding senior in the management department.

JAMES BOYD HARTZELL MEMORIAL AWARD

Established by James Hamilton Hartzell '24 and his wife, Lucretia Irvine Boyd Hartzell, to be awarded to a junior student majoring in management for outstanding scholarship and promise in this field.

JOHN A. HAUSER MERITORIOUS PRIZE IN BUSINESS

Created by the family of John A. Hauser, to be awarded to an outstanding management major who has achieved excellence in both academic studies and campus leadership, while demonstrating good character and concern for high moral standards.

JOHN EDGAR BAUBLITZ PI LAMBDA SIGMA AWARD

Created by John Eberhardt Baublitz in honor of his father, John Edgar Baublitz '29, who was the first president of the Gamma Chapter of Pi Lambda Sigma. Awarded to a senior major in management.