Week 1: August 22-28

PARTICIPATION & DISCUSSION ASSIGNMENT:
POST BY 23:55 August 29
Write a biography and post on the discussion board telling the rest of the class and the professor about you. For some, this is your first on-line class and it will be a way of introduction. For others we may know each other very well by now but humor me for the benefit of those new. Please include your years in the profession, your career plans, number of previous Internet classes, your status in school (junior, senior), your home state, and present place of residence, family, hobbies, and/or anything else you wish all of us to know. Share with us your expected graduation semester as well. (I will post a biography to satisfy your curiosity).

FIRST READING: Management Skills, Chapters 1-2 with chapter notes.

Week 2: August 29-Sept. 4

READINGS: Management Skills, Chapters 3-4 with chapter notes.

PARTICIPATION & DISCUSSION ASSIGNMENT:
POST BY MIDNIGHT 9/4
No Longer One of the Gang

Week 3: Sept. 5-11:

EXAM #1: (Chapters 1-4)
Complete By: Midnight 9/11
Grades Will Be Posted By Midnight, 9/19.

READINGS: Management Skills, Chapters 5-6 with chapter notes.

Week 4: Sept. 12-18:

READINGS: Management Skills, Chapters 7-8 with chapter notes.

PARTICIPATION & DISCUSSION ASSIGNMENT:
Post By: Midnight 9/18
Yours Mine & Hours

Week 5: September 19-25

Exam #2 (Chapters 5-8)
Complete By: Midnight 9/25
Grades Will Be Posted By Midnight, 10/03/10.
READINGS: Management Skills, Chapters 9-10 with chapter notes.

Week 6: September 26-October 2:

READINGS: Management Skills, Chapters 11-12 with chapter notes.
PARTICIPATION & DISCUSSION ASSIGNMENT:
Post By: Midnight 10/2
One Boss Too Many
Phase 1: Self-Generated Case Study due to professor (e-mail as an attachment by midnight 10/03).
**Week 7: October 3-9:**

**EXAM#3: (Chapters 9-12)**
Complete by: midnight 10/10
Grades will be posted by midnight, 10/16.
READINGS: Management Skills, Chapters 13-14 with chapter notes.

**Week 8: October 10-16:**

READINGS: Management Skills, Chapters 15-16 with chapter notes.
PARTICIPATION & DISCUSSION ASSIGNMENT:
Post By: Midnight 10/16
Motivate the Unmovable

**Week 9: October 17-23:**

EXAM #4: (Chapters 13-16)
Complete by: Midnight 10/23
Grades will be posted by Midnight, 11/1.
READINGS: Management Skills, Chapters 17-18 with chapter notes.

**Week 11: Oct 31-Nov. 6**

READINGS: Management Skills, Chapters 19-20 with chapter notes.
PARTICIPATION & DISCUSSION ASSIGNMENT:
Post By: Midnight 11/6
Matter of Insubordination

**Week 12: November 7-13**

EXAM #5: (Chapters 17-20)
Complete by: Midnight 11/13
Grades will be posted by Midnight 11/20
READINGS: Management Skills, Chapters 21-22 with chapter notes.
**Phase 2: Self-Generated Case Study Due, e-mail to professor as attachment by midnight 11/14.**

**Week 13: November 14-20**

READINGS: Management Skills, Chapters 23-24 with chapter notes.
PARTICIPATION & DISCUSSION ASSIGNMENT:
Post By: Midnight 11/20
Did he have it coming?

**Week 14: November 21-27—Happy Thanksgiving!!!!**

Enjoy Thanksgiving you have plenty of time to take this last exam.

EXAM #6: (Chapters 21-24) Complete by: Midnight 12/4
Grades will be posted by Midnight, 12/9

**Week 15: Nov. 28-12/4**
PARTICIPATION & DISCUSSION:
Post on discussion board what you found most interesting about this course and improvements you would suggest.
More importantly please evaluate all MSU courses on the online evaluation icon that should appear when you log in to Webct during the final week or two of classes. Thank you in advance!