***FUNDAMENTALS OF MANAGEMENT*, 10TH EDITION**

by Stephen Robbins, Mary Coulter, & David DeCenzo

**INSTRUCTOR MANUAL**

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**Preface**

As instructors, we know that teaching tomorrow’s managers can be a daunting task. With all of the information available from authors, publishers, the Internet, and our own studies, it can be difficult to sort through everything to deliver a good product to our students.

As a teacher, I start each semester with a sense of excitement and dread because even as the semester starts, I find myself behind. In this respect, a new text edition brings the positive aspect of finding new and interesting material to bring into the classroom and the negatives of going through and re-writing syllabi and preparing new lectures. To help, we have provided instructors with a clear and concise manual for teaching with the tenth edition of *Fundamentals of Management*, by Stephen Robbins, Mary Coulter, and David DeCenzo.

**Tenth Edition Enhancements**

In this edition, we have created a new series of videos to complement and enhance the chapter openers, focusing on debunking management myths. When it comes to managing employees, much of what passes for common sense is just wrong. The chapter openers grab students’ attention by introducing a myth and then showing how the myth is false. Class discussions can then continue to debunk this myth – think of all the great debates you can have!

This edition also highlights sustainability in business. Look for the sustainability icon throughout the text highlighting sections that illustrate the importance of this topic. You and your students may be surprised just how persuasive sustainability is in business today.

Finally, with this Tenth Edition, comes complete integration of Pearson’s MyManagementLab. **Watch it** recommends a video clip complementing chapter materials that can be watched in or out of the classroom. **Try it** provides a mini simulation reinforcing chapter concepts and students’ comprehension of the concepts. **Talk about It** offers broad critical-thinking questions to challenge students to assimilate chapter material. **Write It: Assigned graded writing questions that** offer a series of short essay questions for students to complete and submit to the professor. Lastly, **Personal Inventory Assessment (PIA)** promotes self-reflection and student engagement through a series of online exercises. Professors can track student progress on these assignments and use the provided graphic results as a basis for classroom discussion.

**Instructor’s Manual Outline**

The following outlines the organization of the Instructor’s Manual for each chapter.

* Learning OutcomesPrimary learning outcomes for each chapter that provide focus and direction for the material ahead.
* Management Myth

A summary of the opening vignette is provided along with teaching tips on how to incorporate these examples into the class lecture.

* Chapter OutlineThe chapter outline covers the key topics to provide an overview of the chapter material.
* Teaching Tips

Break-out boxes (e.g. Technology and the Manager’s Job, A Question of Ethics) are dispersed throughout the chapter to illustrate how technology, history, and ethics play a role in managers’ lives today. Teaching tips are provided for these boxes in this manual to help instructors create discussions around these topics.

* Discussion Questions – Suggested AnswersSuggested answers to the end-of-chapter questions are provided to assist with conveying relevant information.
* Management Skill Builder

Chapter self-assessments, skills exercises, hands-on manager’s inbox exercises, and case applications are gathered in a section at the back of the book. This manual provides teaching tips on how to use these as assignments or classroom activities/discussion in addition to suggested answers to the case applications discussion questions.

* Case Applications

Three cases have been provided for each chapter, where students have the opportunity to demonstrate their understanding and to apply concepts from the chapter. Each case is followed by a series of discussion questions and the sample answers for these questions have been provided.

**Learning Catalytics**

**Learning Catalytics™** is a student engagement, assessment, and classroom intelligence system that allows students to use their smartphone, tablet, or laptop to respond to questions in class. With Learning Catalytics you can:

* + Assess students in real-time, using open-ended tasks to probe student understanding.
  + Understand immediately where students are and adjust your lecture accordingly.
  + Improve your students’ critical-thinking skills.
  + Access rich analytics to understand student performance.
  + Add your own questions to make Learning Catalytics fit your course exactly.
  + Manage student interactions with intelligent grouping and timing.

**Sample Course Syllabus**

**Robbins, Coulter, and DeCenzo’s Fundamentals of Management 10e with MyManagementLab**

All Assignments should be completed before class.

Suggested Distribution:

Exams 50%

Quizzes 20%

Writing Space (Essays) 20%

Simulations 5%

Participation 5%

*Discussion Questions could be added for online classes.*

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| --- | --- | --- | --- |
| **Week** |  | **Reading Assignment** | **MyLab Assignment** |
| 1 |  | Chapter 1: Managers and Management  &  Chapter 2: The Management Environment | Critical Thinking Quizzes for Chapters 1 and 2 |
| 2 |  | Chapter 3: Integrative Managerial Issue | Critical Thinking Quiz |
| 3 |  | Chapter 4: Foundations of Decision Making | Critical Thinking Quiz |
| 4 |  | Chapter 5: Foundations of Planning | Critical Thinking Quiz  Writing Space: MGMT 8 Strategic Decision Making |
| 5 |  | Chapter 6: Organizational Structure and Design | Critical Thinking Quiz |
| 6 |  | Chapter 7: Managing Human Resources | Critical Thinking Quiz |
| 7 |  | Chapter 8: Managing Change and Innovation | Critical Thinking Quiz  Simulation: Change |
| 8 | **Mid-Term Exam** |  |  |
| 9 |  | Chapter 9: Foundations of Individual Behavior | Critical Thinking Quiz |
| 10 |  | Chapter 10: Understanding Groups and Managing Work Teams | Critical Thinking Quiz |
| 11 |  | Chapter 11: Motivating and Rewarding Employees | Critical Thinking Quiz  Writing Space: MGMT 14 Theories of Motivation |
| 12 |  | Chapter 12: Leadership and Trust | Critical Thinking Quiz  Simulation: Leadership and/or Leadership Imperative |
| 13 |  | Chapter 13: Managing Communication and Information | Critical Thinking Quiz |
| 14 |  | Chapter 14: Foundations of Control | Critical Thinking Quiz |
| 15 |  | Chapter 15: Operations Management | Critical Thinking Quiz |
| 16 | **Final Exam** |  |  |

**Other Materials Available with Fundamentals of Management, 10th Edition**

At the Instructor Resource Center (IRC), [www.pearsonhighered.com/irc](http://www.pearsonhighered.com/irc), instructors can access a variety of print, digital, and PowerPoint presentations available with this text in downloadable format. The process to register for this resource center is simple and gives you immediate access to new titles and new editions. As a registered faculty member, you can download resource files and receive immediate access to and instructions for installing course management content on your campus server. In case you ever need assistance, our dedicated technical support team is ready to help with the media supplements that accompany this text. Visit <http://247.pearsoned.com> for answers to frequently asked questions and toll-free user support phone numbers.

The following supplements are available for download to adopting instructors:

* Instructor’s Manual
* Test Bank
* TestGen ® Computerized Test Bank (test-generating program)
* PowerPoint Presentations

**Test Bank**

Each chapter of the text has an extensive test bank of multiple-choice, true/false, and short answer questions to test understanding. The Test Item File is specifically for the 10th edition with page references, learning objective references, AACSB references where appropriate, and difficulty level for each question. The Test Bank is in MS Word so that instructors can easily incorporate select questions into their own tests.

**TestGen ® Computerized Test Bank (test-generating program)**

The test bank is also available in TestGen, a test-generating program that allows instructors to efficiently add, edit, or delete questions from the test bank; analyze test results; and organize a database of exams and student results. Our TestGens are converted for use in BlackBoard, WebCT, Angel, D2L, and Moodle. All the aforementioned conversions are available on the IRC.

**PowerPoint Presentations**

Instructor PowerPoint presentations are available for each chapter and module in the text.

* Instructor PowerPoints: This presentation includes basic outlines and key points from each chapter. It includes figures and photos from the text, and is a good option for instructors looking for a set of slides that summarize the topics and examples in the book.

**Video Library**

Video segments that illustrate the most pertinent topics in management today and highlight relevant issues that demonstrate how people lead, manage, and work effectively. Videos illustrating the most important subject topics are available in MyManagementLab.

**AACSB Learning standards Tags in the Test Item File**

Questions that test skills relevant to AACSB standards are noted with the appropriate tag, which may help identify potential applications of these skills for students.

**MyManagementLab**: ([www.mymanagementlab.com](http://www.mymanagementlab.com))

Is an easy-to-use online tool that personalizes course content and provides robust assessment and reporting to measure individual and class performance. All of the resources you need for course success are in one place – flexible and easily adapted for your course experience. Students can purchase access to MyManagementLab with a Pearson eText or without a Pearson eText by visiting [www.mymanagementlab.com](http://www.mymanagementlab.com). They can also purchase an access card packaged with the text from [www.mypearsonstore.com](http://www.mypearsonstore.com) at a reduced price.