

Signature Assignment Paper Draft Outline

Length: 3 double-spaced pages (excluding title and references pages)
Due: 12 Feb 2023 by Sunday Midnight PST

Paper Guidelines

The purpose of this paper is for students to analyze and apply management theories presented in this class to a specific management role within an organization. Students will analyze and apply the management principles, theories, and practices presented in this course to a company and a manager-level job description. Students will need to choose a company that they are or can become familiar with through thorough research to understand the details about the culture and structure of the organization. Furthermore, students will use and reference a current job description from this same organization to analyze and apply management theories, principles, and functions.

Description:

For this draft assignment, you are to prepare a 3 page outline of your final Signature Assignment. A well-constructed draft paper will reference at least **2 academic sources, including at least 1 academic article**, and adhere to APA standards.

Your outline should contain the following sections:

Pre-Work:

Prior to completing the assignment, research and locate an organization and find a current manager-level job posting (job description) to analyze for this assignment.

Introduction

- Introduction
 - This assignment should include a clear “Purpose Statement.”
 - The introduction explains what the paper is about – the main points of analysis:
 - Business Overview
 - Application of Management theories
 - Analysis
 - The introduction should give a quick overview of the three to five points of analysis that relate directly to the remainder of the paper.

Business Overview/Summary

- Overview of your study plan:
 - Identify and describe the organization and the job description that you chose?
 - How and why did you select the organization and the job description?
- Provide the following:
 - History of the organization (timeline and growth rate, number of employees, etc.)
 - Company type
 - Industry type (use this tool to discover more about the organizations’ industry)
 - Vision and Mission
 - Where the management job description fits/is located within the organization
 - Title and description of the job description
 - Diversity, Equity, and Inclusion statement or equivalent

Integrated Learning & Application (complete at least one full paragraph on one of the following tasks with support from a minimum of one academic source):

- Provide examples of functions of management from the job description.
- Connect one major management theory with the functions of the job description.

Writing & APA

- All the words spelled correctly
- Proper grammar used
- Follows APA Guidelines
- Uses minimum two scholarly references for this signature draft

Part 2 Continuation for Final Signature Assignment

Length: 2 double-spaced pages (excluding title and references pages)

Due: 23 Feb 2023 by Thursday Midnight PST

Integrated Learning & Application (continuation)

- Describe ways in which the job description aligns with the organizational mission, vision, and values.
- What managerial responsibilities support the organizations' commitment to Diversity, Equity, and Inclusion (DEI) goals.
- How will this position directly support the organization's strategy toward a DEI initiative? What are the ethical responsibilities of the manager?

Recommendations

- Discuss three (3) most important management skills a top candidate for this position at this organization should possess.
- Identify at least one challenge that a new hire will encounter upon starting this job.
- Provide recommendations for improving (i.e what's missing, or misaligned) this managerial job description based on the mission, vision, and values of the organization?

Conclusion

- The conclusion of your paper should include a clear and concise recap of the Integrated Learning and Application section. The conclusion cannot bring in any new ideas!
- Does the conclusion connect with your introduction?
- Does the conclusion highlight the important connections between managerial theories and your recommendations?

Format & Writing Mechanics

- Ask yourself the following questions when editing your paper:
 - Is the paper interesting?
 - Are all of the words spelled correctly?
 - Are the correct words used?
 - Is the paper well organized and cohesive?
 - Is proper grammar used?
 - Does the paper follow APA Guidelines?
- Title page
- Headings (highly recommended)
- In-Text Citations
- Reference Page (At least 5 references in total)

Your final paper should be structured as follows:

- Title page (not included in the page count)
- Introduction: Within your introduction, you should address the fundamentals and theories of management and how this relates to the company and a vacant management position (job description).
- Body: Address all of the questions and items listed in Step 2. As you answer the questions, apply critical thinking skills and reference the job description and your research on the organization, while incorporating at least four (5) scholarly sources (such as readings from the course).
 - Business Overview/Summary
 - Integrated Learning & Application
 - Recommendations
- Conclusion: Synthesize information to draw valid conclusions supported by findings in the readings for all questions.
- References (not included in the page count).

List of Resources Needed

Course book: Principles of Management, 10e by Laura Galloway (2022)

ISBN: 9781307686821

Job Posting Sites:

- Indeed.com
- Burning Glass
- Linked In
- Salary.com
- O*NET OnLine