MGMT 101: INTRODUCTION TO MANAGEMENT
SPRING 2017

Faculty: Professor Martine Haas
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Tel: 215-746-1973
E-mail: mhaas@wharton.upenn.edu
Office Hours: Tuesdays 3-5pm, or by appointment

Course website: https://canvas.upenn.edu/courses/1345046

Lectures:
001 M 10:30-11:50am (in SHDH 350)
002 M 12:1-2:00pm (in SHDH 350)
003 M 1:30-2:50pm (in SHDH 350)

Head TA: Chris Slater (slaterc@wharton.upenn.edu)
TA Office hours: Vary by TA; available on Canvas (all in SHDH 3101)

For all course enrollment questions, please email: mgmt-course-helpdesk@wharton.upenn.edu

COURSE DESCRIPTION:

We all spend much of our lives in organizations. Most of us are born in organizations, educated in organizations, and work in organizations. Organizations emerge because individuals can’t (or don’t want to) accomplish their goals alone. Management is the art and science of helping individuals achieve their goals together. Managers in an organization determine where their organization is going and how it gets there. More formally, managers formulate strategies and implement those strategies. This course provides a framework for understanding the opportunities and challenges involved in formulating and implementing strategies by taking a “systems” view of organizations, which means that we examine multiple aspects of how managers address their environments, strategy, structure, culture, tasks, people, and outputs, and how managerial decisions made in these various domains interrelate.

The course will help you to understand and analyze how managers can formulate and implement strategies effectively. It will be particularly valuable if you are interested in management consulting, investment analysis, or entrepreneurship – but it will help you to better understand and be a more effective contributor to any organizations you join, whether they are large, established firms or startups.

Please read the entire syllabus before your first recitation, and confirm that you have done this on Canvas under “Assignments.”

COURSE READINGS:

We use a variety of source materials, including classic and contemporary readings, cases, and exercises drawn from books, managerial publications, the popular press, and academic journals. Each week includes required readings for lecture and recitation. I have also included optional readings that showcase the research of Wharton professors in the Management Department on the topic for each week. The required readings for the lectures are available via Canvas (see the Study.Net Materials tab) in a course...
pack called “MGMT101: Introduction to Management – Haas (Spring 2017)” at a price of $70.82. The required readings for Week 1’s lecture are available on Canvas through direct links at no charge. The required readings for the recitations as well as the optional readings are also available at no charge. All materials can be accessed directly from the week-by-week links on the Canvas course home page.

COURSE WEBSITE:

Canvas is the course management platform for MGMT101 (https://canvas.upenn.edu/courses/1345046). Please make sure to familiarize yourself with the course website prior to the first week of class, and ensure that your Canvas settings reflect that you are receiving announcements promptly (see “notifications”). This will help you track course-related information in a timely manner.

It is very important that you check Canvas regularly, since it serves several purposes. There you will find:
• the most current version of important course documents such as the syllabus
• announcements about lectures, recitations, assignments and grades
• the main lecture slides, which will be posted on the course website every week in advance of that week’s lecture. Please note, though, that lecture slides do not provide or convey the same level of detail as discussed in lectures and that some slides will not be posted.

GRADING:

Your overall course grade for MGMT101 will be assigned on an absolute rather than a relative basis – that is, you will not be graded on a curve. Instead, your grade will be assigned based on the total points you accumulate in the course assignments. The following scale will be used:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
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<tr>
<td>A</td>
<td>93-96.9%</td>
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<tr>
<td>A-</td>
<td>90-92.9%</td>
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<tr>
<td>B+</td>
<td>87-89.9%</td>
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<td>B</td>
<td>83-86.9%</td>
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<td>B-</td>
<td>80-82.9%</td>
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<td>C+</td>
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<td>C</td>
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<td>63-66.9%</td>
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<td>F</td>
<td>62.9% or below</td>
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ASSIGNMENTS:

The following components will be used to determine your course grade:
• Midterm Exam (25 %)
• Final Exam (30 %)
• Individual written assignment (15 %)
• Team presentation (15 %)
• Recitation attendance & participation (15 %)

To ensure consistency and fairness in grading, the exams and the individual written assignment are blind-graded. In addition, I take a great deal of care to ensure that the TAs use the same templates for grading all assignments, and that some recitations are not graded more strictly or leniently than others. As a general policy in MGMT101, we do not accept late submissions for any assignment. Further details about the course assignments are provided below, as well as on Canvas under “Assignments.”

Please note that you are required to attend the Monday lecture as well as the recitation for which you are registered each week, and that absences will be penalized. Further details are provided under “Course Policies” below, as well as on Canvas.
1. Exams (55%)

There will be one midterm exam and one final exam. These exams are intended to assess your knowledge of the material and allow you to demonstrate your understanding of the issues addressed in the course. Both exams will consist of multiple choice and short answer questions. The questions may refer to any content covered in the lectures, readings, and recitations. Sample questions will be available on Canvas.

The midterm exam will cover all course materials from Weeks 1-6 inclusive. It will be worth 25% of your overall course grade, and will be held on Wednesday, February 22nd, from 6pm - 7.30pm.

The final exam will cover all course materials from Weeks 8-15 inclusive. It will be worth 30% of your overall course grade, and will be held on Monday, May 1st, from 3pm – 5pm.

The locations of both exams will be announced in class and on Canvas.

2. Individual Written Assignment (15%)

An individual take-home assignment will be assigned in Week 11. This written assignment will give you an opportunity to show that you can think analytically, carefully, and critically about real-life management issues, and apply management theories and concepts to analyze those issues. Details on the format, length, and other expectations will be provided during class. The assignment must be submitted via Canvas by Sunday, April 16 at 11pm.

Note on originality: In line with university policy regarding academic integrity (see below), you are responsible for avoiding plagiarism and citing all sources used in this assignment. Your assignment will be checked for originality using Turnitin. Please let your TA know if you have any questions about this.

3. Team Presentation (15%) – “The Good, the Bad, and the Ugly”

Overview: This team assignment involves preparing and delivering a presentation that identifies a particularly good, bad or ugly action or set of actions taken by an organization or its members in the last year (i.e. between Jan 2016-Jan 2017), and analyzes that action using management theories and concepts. A “good” action is one that has positive implications for employees or stakeholders such as customers, suppliers, or society at large. A “bad” action is one that has negative implications for employees or stakeholders. An “ugly” action is one that is intentional, systematic, and morally reprehensible.

Purpose: This assignment is designed to (a) provide you with an opportunity to apply management theories and concepts to a contemporary issue in a real organizational setting of your choice, (b) give you practice working in a team, and (c) offer you an opportunity to stand up and deliver a formal presentation in front of a group in a safe and supportive classroom environment.

Timeline:

- **Group signup:** You will form a group of 4-5 students within your own recitation section to work on the presentation. The group must sign up on Canvas by Friday, February 3 at 5pm.

- **Progress report:** Your team will prepare and submit a two-part progress report for review by your TA. The first part of the report will consist of a 1-2 page outline of your chosen organization and action, and your initial thoughts on the concepts you will use in your analysis. The second part of the report will consist of a 2-3 page summary that includes (a) two examples of what is working well in your team’s efforts so far (b) two examples of what is not working well (c) one example of how each of the latter issues can be improved. Your team is encouraged to have a constructive conversation...
about these topics in order to provide an honest and example-based description of its work processes (please note that it is not sufficient, and points will not be awarded, to say “everything is going well”!). The report is due on Canvas by Sunday, April 2 at 11pm.

- **TA meeting**: Your team will meet with your TA to discuss the progress report. All team members must attend the meeting. Meetings will be held during weeks 13 or 14.

- **Final slides**: Your team will submit your presentation slides on Canvas by Sunday, April 16 at 11pm.

- **Presentation**: The team presentations will take place in recitations in Week 15. Each team will be allocated 10 minutes, including 8 minutes to present plus 2 minutes for Q&A. All team members are expected to participate in the presentation, as well as its preparation. You may use whatever media you prefer to make your presentation (PowerPoint, overheads, chalkboard, music, skits, etc.), as long as it clearly conveys the point of your project and does not detract from the information.

**Note on originality and submissions via Canvas.** In line with university policy regarding academic integrity (see below), you are responsible for ensuring that your submissions are original and do not reproduce or plagiarize from any other source. Your assignments will be checked for originality using Turnitin. You will need to submit these assignments to two folders on Canvas: (1) grading submission; and (2) originality checking submission. There is a submission guide available under Administrative Items on Canvas. Please let your TA know if you have any questions about this.

**Grading criteria.** To receive a high grade for your work on this project, you must select appropriate management concepts to analyze the organizational action you have chosen, demonstrate your understanding of the theoretical concepts, and show how they apply to the organization’s action. Your presentation should include: (a) a brief overview of the organization, the action, and the context in which it took place, (b) a brief explanation of whether the action was good, bad, ugly, or a combination, (c) an analysis of the action using appropriate and relevant management concepts, (d) some discussion of the effects or consequences of the action for those who are employed by the organization as well as for any other relevant stakeholder groups. An excellent presentation is likely to be one for which the team uses management theories and concepts not just accurately and appropriately, but also creatively and critically. In addition to being evaluated on their content, the team presentations will also be evaluated on their professional quality (e.g., clarity, organization, delivery). Practicing the presentation together in advance will help you to perform well. Your TA and the other students in your section will have an opportunity to ask questions, and the Q&A session will be evaluated as part of the team’s presentation too.

**Collective and individual grade components.** It is important to be a team player in this assignment. Accordingly, your grade on this assignment will have two components. For the collective component, the presentation itself will be graded out of 13 points, and everyone on the team will receive the same grade out of 13. This reflects the reality of teamwork in real life work situations – all team members are usually held equally accountable for the quality of their output, even though some might have worked harder than others. So, it will be up to you as team members to try to manage your work so that everyone contributes effectively, and to sort out any issues that may arise. Still, we recognize that in reality, not everyone always puts in their best effort for a team project. To account for this, there will also be an individual component of the grade, where you can earn up to 2 additional points based on how the other members of your team evaluate you. To assign these points, each team member will be asked to individually submit a confidential team member evaluation form when the presentations are over. In this form, you will independently evaluate your own and your fellow team members’ work on your team assignment. You will be asked to assign 0, 1, or 2 points to each of your team members, according to whether their contributions were low, medium, or high. When determining the individual component of the team presentation grade, we will average the points you received from your team members.
Please note that while we have this mechanism in place to reward strong contributors more than free riders, the TAs and I would rather know if problems are occurring in the team while they are happening, instead of only afterwards, so you should be sure to bring any major concerns about your team to our attention well before your team presentation date.

4. Recitation Attendance and Participation (15%)

The recitations are designed to engage you in learning about management. In your recitations, you will apply the theories and concepts that have been introduced in the Monday lectures to real-world situations, using cases, exercises, and experiential activities. You will also have plenty of opportunities to ask questions about the lectures and readings and review for the exams. You will be expected to do the required reading for the recitation in advance, and come prepared to discuss it.

Attendance. Recitation participation is an important part of your performance in this course, and recitation attendance is therefore required and counts toward your grade. Attendance will be taken each week and will count for 9% of your grade. We expect on-time attendance at all recitations. Missing more than 5 minutes of recitation (either by arriving late or leaving early) counts as missing the entire recitation. I recognize that illness or other conflicts sometimes intervene. You will therefore be permitted two CAR-documented absences from recitations for any reason (see Course Policies for how to document an absence in the Course Absence Reports system). You can receive up to 8 points if you have two CAR-reported absences, but to earn the additional 1 point you must attend every recitation (after the first, which will not be counted). Each additional absence beyond the two allowable ones will result in a 1 point deduction from your recitation participation grade.

Participation. The short job design pre-recitation assignment that you are asked to turn in during Week 10 will count for another 1% of your grade. To earn the remaining 5% of the participation points, you must actively and productively engage in the group discussions and exercises. The quality as well as the quantity of your participation is important. Fewer thoughtful, integrative comments can be as valuable as talking often without saying very much. Valuable comments are those that address the issues under discussion directly, integrate concepts or different perspectives, demonstrate critical thinking, provide relevant examples, or pose insightful questions. At the end of the semester, your TA will qualitatively assess whether your contributions were very strong, above average, average, below average, or very weak to assign you points out of 5.

COURSE POLICIES:

All students are responsible for reading, understanding and following the course policies posted below and on Canvas regarding class expectations, absences, withdrawals, exam conflicts, and academic integrity.

Lecture attendance. You are expected to attend the Monday lecture for which you are registered as well as your TA-led recitation later in the week. There are two main reasons for requiring attendance at the Monday lectures. First, I am hoping to get to know all of you! Second, attending lectures will help you absorb the course materials and see the connections between lectures and recitations. Since this is a large class, we will use a preassigned seating plan, as is common in the MBA program. Although I understand how nice it is to be able to choose your own seat, this is the easiest way to help me to learn your names and, in turn, to help you feel involved in the class. I will provide the seating plan as well as name cards on the first day of class.

Attendance will be taken at each lecture. I ask that you try to attend all of the lectures, but I also recognize that you have competing demands on your time, so I will allow two “free” absences (after the first lecture, which will not be counted), for any reason. Each additional absence from lectures beyond these two allowable ones will result in a 1 point deduction in your overall course grade. Please note that the exams
will draw heavily on the content covered in lectures, which will go well beyond the readings, and that audio or video recordings of the lectures will not be available. Thus, the content that you will miss if you do not attend a lecture will not be available to you in another form. The midterm review session in Week 7 and the final exam review session in Week 16 are optional; missing those will not count toward your free absences.

**Absences.** Absences from lectures and recitations must be reported through Penn’s Course Absence Report (CAR) system in a timely manner. If you do not provide timely information on an absence through the CAR system, you will lose attendance credit even if you have not already accrued the allowable absences. You can enter the CAR system and submit Course Absence Reports through Penn InTouch.

**Electronics.** Unless you have received permission directly from me, please turn off all phones, tablets, computers and other electronics and ensure they are put away out of sight for the entire duration of all lectures and recitations, unless you are instructed to do otherwise. Recent research shows that taking notes by hand rather than on a computer is superior for long-term retention of material. Additionally, this policy reduces distractions for other students around you in the classroom, since when electronics are permitted it can be hard to resist the temptation to check email or surf the web, which is distracting for others and also reduces the energy in the classroom, detracting from the learning experience. The lecture slides will be provided in advance of each lecture so that you can print them out if you want to take notes on them directly.

**Midterm/Final exam conflicts.** Makeup exams will only be available to students with university-approved absences or by prior permission of the professor. An unexcused absence from an exam will result in a grade of zero. Per university policy, excused absences are only granted in cases of a conflicting class, a conflicting exam, a religious holiday, a serious illness or a grave family emergency, and each of these situations must be documented to our satisfaction. Job interviews, incompatible travel plans, and forgetfulness will be considered unexcused absences. We require at least two weeks’ notice for foreseeable conflicts. Please note that the Course Absence Report (CAR) system should not be used if you have an exam conflict; you will need to contact your TA and the head TA well in advance to make other arrangements for the exam.

**Withdrawing from the class.** We will not approve any request to withdraw from the class that is submitted after Friday, February 17. This is due to the importance of the team presentation and associated difficulties in accommodating changing team membership once work on the presentation has commenced.

**Special needs.** Any students who require special arrangements for their exams must have an official letter from student disability services, and should submit this letter together with their request for special arrangements to the professor as early in the semester as possible, and at least two weeks before an exam.

**Academic integrity.** Students are required to abide by the University’s policy of academic integrity at all times. This applies to exam-related issues as well as plagiarism on graded assignments. Additional information on plagiarism is available on Canvas. Please contact your TA if you have any questions about expectations.

**Student-faculty meals.** I hold a series of lunches during the semester with up to 12 students each time, to give us a chance to meet and chat informally. The lunches will be held in the MGMT Department office suite (SHDH 2000). Sign-up sheets for the lunches will be available on Canvas (see Calendar > Scheduler).

**Emails/communication.** In general, your TA is the first point contact on big or small questions pertaining to the class. This is to help ensure you receive responses and support in a timely manner. Prior to contacting your TA, it is a good idea to have read this syllabus and visited the resources available on Canvas. If for any reason you have a personal or other issue you wish to discuss with me directly, please do not hesitate to reach out. When sending me an email, it is helpful if you include your lecture section number and recitation number. Typical turnaround time for emails is one business day.
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<thead>
<tr>
<th>Week 1</th>
<th>Wednesday, Jan 11</th>
<th>First lecture (this lecture only is on a Wednesday)</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Tu/Wed/Th, Jan 17-19</td>
<td>First recitations</td>
</tr>
<tr>
<td>Week 3</td>
<td>Monday, Jan 23</td>
<td>Second lecture (this and all subsequent lectures on Mondays)</td>
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<tr>
<td>Week 3</td>
<td>Tu/Wed/Th, Jan 24-26</td>
<td>Second recitations</td>
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<td>Week 4</td>
<td>Friday, Feb 3</td>
<td>Group signups due by 5pm (on Canvas)</td>
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<tr>
<td>Week 7</td>
<td>Wednesday, Feb 22</td>
<td>Midterm exam, 6-7.30pm (location TBA)</td>
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<td>Week 10</td>
<td>Monday, Mar 13</td>
<td>Short job design pre-recitation assignment due by 11pm (on Canvas)</td>
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<td>Week 12</td>
<td>Sunday, Apr 2</td>
<td>Team progress report due by 11pm (on Canvas)</td>
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<td>Week 14</td>
<td>Sunday, Apr 16</td>
<td>Individual written assignment due by 11pm (on Canvas)</td>
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<td>Week 15</td>
<td>Mon/Tu/Wed, Apr 17-19</td>
<td>Team presentation slides due by 11pm on night before your recitation (on Canvas)</td>
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<tr>
<td>Week 15</td>
<td>Tu/Wed/Th, Apr 18-20</td>
<td>Team presentations (in recitation)</td>
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<td>Monday, May 1</td>
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<td>Final exam, 3-5pm (location TBA)</td>
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**PLEASE NOTE:**

The instructor reserves the right to modify any aspects of this syllabus during the semester as needed. The most current version of the syllabus will always be available on the course website.
Week 1 (WEDNESDAY, January 11). Introduction: Management and the Congruence Model

Lecture:
- LECTURE IS ON A WEDNESDAY FOR THIS WEEK ONLY
- Nadler & Tushman (1980): “A Model for Diagnosing Organizational Behavior” (Organizational Dynamics)

Recitation:
- NO RECITATION THIS WEEK

Week 2 (January 16). No lecture due to MLK day; Recitations only

Lecture:
- NO LECTURE THIS WEEK (MLK DAY)

Recitation:
- Introductory discussion (no reading)

Week 3 (January 23). Inputs: The Competitive Landscape

Lecture:

Recitation:
- The Movie Exhibition Industry case

Wharton research (optional):

Week 4 (January 30). Business-Level Strategy: How to Compete

Lecture:

Recitation:
- Philly Beer Company case
Wharton research (optional):

*** Deadline: Due Friday, February 3 at 5 pm: Team signups (in Canvas)***

**Week 5 (February 6). Corporate-Level Strategy: Where to Compete**

Lecture:
- Capron & Mitchell (2012): “Introduction” (in *Build, Borrow, or Buy*, pp.1-10)

Recitation:
- Lego articles -
  "Lego looks beyond its blocks" *(Chicago Tribune*, January 14, 1996)
  "Toy story" *(The Guardian*, March 25, 2009)
  "Turning to tie-ins, Lego thinks beyond the brick" *(NY Times*, Sept 5, 2009)

Wharton research (optional):

**Week 6 (February 13). Outputs: Goals and Effectiveness**

Lecture:
- Kerr (2005): “On the Folly of Rewarding A While Hoping for B” *(Academy of Management Executive)*

Recitation:
- Starbucks article -
  “Collaborating With Activists: How Starbucks Works With NGOs” *(California Management Review)*

Wharton research (optional):

**Week 7 (February 20). Midterm Review & Midterm Exam**

Lecture:
- Midterm Review Session (OPTIONAL - no reading)

Recitation:
- NO RECITATION THIS WEEK
***** MIDTERM EXAM – Wednesday, February 22: 6-7.30pm*****

Week 8 (February 27). Teams

Lecture:
- Janis (1971): “Groupthink” (*Psychology Today*)

Recitation:
- GlobeSmart Exercise (no reading)

Wharton research (optional):

Week 9 (March 6). SPRING BREAK. No lecture, no recitations.

Week 10 (March 13). Work: Designing Jobs

Lecture:
- Wresniewski et al. (2010): “Turn the Job You Have into the Job You Want” (*Harvard Business Review*)

***Deadline: Due Monday, March 13 at 11pm (on Canvas): Job Design pre-recitation assignment***

Recitation:
- Job Design exercise (no reading, but there is a pre-assignment)

Wharton research (optional):


Lecture:
- Lawrence & Lorsch (1967) on Differentiation & Integration (in *Writers on Organizations*, pp.50-55)

Recitation:
- Zephyr Consulting Services case

Wharton research (optional):
**Week 12 (March 27). People: Managing Employees**

Lecture:

Recitation:
- Whole Foods articles –
  - “Whole Foods is All Teams” (*Fast Company*, April 1996)
  - “Can Whole Foods keep pace with innovation?” (*Geekwire*, September 2016)
- Whole Foods Company Profile (2016)

Wharton research (optional):

***Deadline: Due Sunday, April 2 at 11pm (on Canvas): Team progress report***

**Week 13 (April 3). Culture: Informal Organization**

Lecture:
- Schneider (1987): “The People Make the Place” (*Personnel Psychology*)

Recitation:
- Bear Stearns and JP Morgan case

Wharton research (optional):

**Week 14 (April 10). Networks**

Lecture:

Recitation:
- Working session – prepare for team presentations next week

Wharton research (optional):
*** Deadline: Due Sunday, April 16 at 11pm (on Canvas): Individual written assignment ***

Week 15 (April 17). Integration: Congruence and Change

Lecture:
- Sull (2009): “Competing through Organizational Agility” (The McKinsey Quarterly)

*** Deadline: Due by 11pm on night before your recitation (on Canvas): Team presentation slides ***

Recitation:
- Team Presentations (no reading)

Week 16 (April 24). Final Review

Lecture:
- Final Review Session (OPTIONAL - no reading)

Recitation:
- NO RECITATION

******** FINAL EXAM – Monday, May 1: 3-5 pm ********