Course Syllabus – Management 3301
Principles of Management

Instructor: Mr. Rene Segoviano

Contact Information

E-mail: rene.segoviano@angelo.edu
Institution: Angelo State University
Department: Management and Marketing
Address: P. O. Box 10891
San Angelo, TX 76909
USA
Office: RAS 242
Phone: (325) 486-6630
Fax: (325) 942-2384

Course Information

Course Name: Management 3301 – Principles of Management

Description: A study of the fundamental concepts of management, organizational theory, and organizational behavior. In addition to coverage of the traditional management functions of planning, organizing, directing, and controlling, coverage will be given to ethics, international management, human resources, and interpersonal communication.

Attendance Policy

Attendance is not only strongly encouraged, but expected. The model I will use in assigning attendance grades is as follows:

0 to 2 absences Qualifies you for any curve that is given at the end of the term.
3 to 4 absences You do not qualify for any curve that is given at end of term.
5 to 6 absences Your final grade is dropped by a letter grade.
7+ absences You will receive an “F” for the term.

It is your responsibility to keep track of your attendance and sign the attendance sheet. If you leave before the class ends or arrive late, you will be marked absent.

Grading Policy

20% Homework Assignments
80% Exams

There will be four exams of 100 points and a comprehensive Final Exam. I will drop the lowest grade on one of the exams. If you are satisfied with your grade after the four regular exams, you do not have to take the final exam.

There are a total of 13 homework assignments that must be completed by the due date. I do not give extensions if you
do not complete the assignments by the due date. However, I will drop the lowest homework grade or that can be your one mulligan if you forget to complete one of the assignments.

Textbooks

Course e-book and materials may be found on the University’s Blackboard system at http://blackboard.angelo.edu. PowerPoint slides are available on Blackboard. The hard copy of the book is not required for the class, but if you wish the purchase one for reference, here is the order information:

Angelo Kinicki and Brian K. Williams. MANAGEMENT: A Practical Introduction (8th Ed.) McGraw Hill Education

Course Objectives

• To develop appropriate management terminology.
• To provide a basic understanding and knowledge of management principles.
• To apply course material to improve analytical and critical thinking skills.
• To develop awareness for diverse viewpoints and ethical business practices.
• To serve as a foundation for more advanced courses in business and management

Course Philosophy and Additional Skills Developed: This course is designed to balance discussion and interaction with traditional lectures. Research has established that providing opportunities for active learning in the classroom usually improves the overall learning a student takes away from a course. With this in mind, this class and the lectures have been developed to engage students in discussion, small group work, and other activities to actively engage your participation. Therefore, the following ground rules are applied to the course:

1. Active participation - Everyone - students, professor, and visitors - will actively participate in the class on a daily basis. Attendance is not only expected, but imperative. A portion of your course grade will be dependent upon your active involvement in the course.

2. Cooperation and Mutual Respect - As leaders, we must learn to create an atmosphere of trust in our work teams. This means appreciating the unique set of experiences, beliefs and values each member brings to class. Another important element of trust and respect is listening. Good leaders are notable for the ability to listen to others and ask meaningful questions. Respectful turn-taking in both sharing and listening is expected.

3. Creativity – You will be challenged to create new thought. When we think through something for the first time, we are creating our logic, purposes and reasons for thinking. We are making new assumptions. We are forming new concepts. We are asking new questions. We are making new inferences. We are working out a problem in a direction that is new to us.

4. Problem-solving – You will be required to not only identify problems but also to generate solutions and make recommendations based on a logical and thorough analysis of the alternatives.

Office Hours

Monday and Wednesday 8:00 a.m. to 11:00 a.m.
Tuesday and Thursday 9:30 a.m. to 11:30 a.m.

Class Policies

1. Please do not disturb the class by talking with your fellow students during the lecture component of the class.
2. Please arrive promptly for class.
3. Please turn off cell phones before class begins.
4. Cheating is both unethical and illegal and punishable accordingly.
5. All university policies will be followed.
Disabilities Statement

Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

Academic Honor Code

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and Web versions of the Student Handbook.

College of Business Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

<table>
<thead>
<tr>
<th>Jan 17</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 22</td>
<td>Chapter 1 - The Exceptional Manager</td>
</tr>
<tr>
<td>Jan 24</td>
<td>Chapter 2 – Management Theory</td>
</tr>
<tr>
<td>Jan 29</td>
<td>Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Homework 2 - Chapter 3</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Chapter 4 – Global Management</td>
</tr>
<tr>
<td>Feb 7</td>
<td>Exam 1</td>
</tr>
<tr>
<td>Feb 12</td>
<td>Homework 3 - Chapter 4</td>
</tr>
<tr>
<td>Feb 14</td>
<td>Chapter 5 - Planning</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Homework 4 - Chapter 5</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Chapter 6 – Strategic Management</td>
</tr>
<tr>
<td>Feb 26</td>
<td>Homework 5 - Chapter 6</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Chapter 7 – Individual and Group Decision Making</td>
</tr>
<tr>
<td>Mar 5</td>
<td>Homework 6 - Chapter 7</td>
</tr>
<tr>
<td>Mar 7</td>
<td>Chapter 8 – Organizational Culture</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Homework 7 - Chapter 8</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Exam 2</td>
</tr>
<tr>
<td>Mar 19</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 21</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 26</td>
<td>Chapter 9 – Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>Homework 8 - Chapter 9</td>
</tr>
<tr>
<td>Date</td>
<td>Chapter Topic</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Chapter 10 – Organizational Change and Innovation</td>
</tr>
<tr>
<td>Apr 2</td>
<td></td>
</tr>
<tr>
<td>Apr 4</td>
<td>Chapter 11 – Managing Individual Differences and Behavior</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Exam 3</td>
</tr>
<tr>
<td>Apr 11</td>
<td>Chapter 12 – Motivating Employees</td>
</tr>
<tr>
<td>Apr 16</td>
<td></td>
</tr>
<tr>
<td>Apr 18</td>
<td>Chapter 13- Groups and Teams</td>
</tr>
<tr>
<td>Apr 23</td>
<td></td>
</tr>
<tr>
<td>Apr 25</td>
<td>Chapter 14 – Power, Influence, and Leadership</td>
</tr>
<tr>
<td>Apr 30</td>
<td>Exam 4</td>
</tr>
<tr>
<td>May 2</td>
<td></td>
</tr>
<tr>
<td>May 7</td>
<td>Final Exam – Section 010 (1:30 p.m. – 2:45 p.m.)</td>
</tr>
</tbody>
</table>