MGMT 3301 – Principles of Management

Course Description/Overview

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.

Prerequisite Knowledge
Junior Standing

Course Technology
Basic knowledge of internet searches and basic use of Microsoft office products.

Class Meeting Times
This is an online asynchronous course with no face-to-face meetings.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Name: Rene Segoviano
Title: Senior Instructor
Office: Rassman 242
Phone: 325/374-6630
E-Mail: rene.segoviano@angelo.edu

Office Hours: I do not hold office hours for online summer classes. I will respond to any e-mail inquires or telephone calls. My e-mail address is rene.segoviano@angelo.edu. My telephone number is 915/942-6630. Any inquires after 4 p.m. may not get a response until the following day.

Course Objectives

Learning Objectives:
Upon completion of this course, students will be able to...

1. To develop appropriate management terminology.
2. To provide a basic understanding and knowledge of management principles.
3. To apply course material to improve analytical and critical thinking skills.
4. To develop awareness for diverse viewpoints and ethical business practices.
5. To serve as a foundation for more advanced courses in business and management.
Course Textbook and Required Readings

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 to purchase one for reference, here is the order information: Angelo Kinicki and Brian K. Williams. MANAGEMENT: A Practical Introduction (8th Ed.) McGraw Hill Education

Grading Policies

This course employs the following to measure student learning.

<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th>Percent of Grade</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Assignments</td>
<td>20%</td>
<td>Monday, 2nd week of class</td>
</tr>
<tr>
<td>Exams</td>
<td>80%</td>
<td>Monday, the 4th week of class</td>
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There are a total of 14 homework. The completion date for each assignment is on the class schedule; however, you will notice that if you miss an assignment on the date of completion, you can still complete the assignment all the way until June 29. I will not give extensions for any missed assignments after June 29.

There will be four exams of 100 point.

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = 59 % and below.

Response Time
I will respond to questions and grading inquires within 24 hours.
**Missed/Late Work**
Any missed homework or exams will be given a zero. Keep up with the due dates for homework and exams as per the syllabus.

**Participation/Absenteeism**
Class attendance nor required for online classes.

**Final Exam**
There is no Final Exam for this class.

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**Course Policies**

**Academic Honesty and Integrity**

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

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

**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

**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.
Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Development
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

June 22, 5 pm, is the last day to drop or withdraw from this class.

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I"s.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the
process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

## Course Outline

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<th>Date</th>
<th>Chapter</th>
<th>Homework</th>
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<td>June 4</td>
<td>Chapter 1 - The Exceptional Manager</td>
<td>Homework 1 - Chapter 1</td>
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<tr>
<td>June 5</td>
<td>Chapter 2 – Management Theory</td>
<td>Homework 2 - Chapter 2</td>
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<td>June 6</td>
<td>Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities</td>
<td>Homework 3 - Chapter 3</td>
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<td>June 7</td>
<td>Chapter 4 – Global Management</td>
<td>Homework 4</td>
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<td>June 8</td>
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<td>June 11</td>
<td>Chapter 5 - Planning</td>
<td>Homework 5 - Chapter 5</td>
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<td>June 12</td>
<td>Chapter 6 – Strategic Management</td>
<td>Homework 6 - Chapter 6</td>
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<tr>
<td>June 13</td>
<td>Chapter 7 – Individual and Group Decision Making</td>
<td>Homework 7 - Chapter 7</td>
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<td>June 14</td>
<td>Chapter 8 – Organizational Culture</td>
<td>Homework 8 - Chapter 8</td>
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<tr>
<td>June 15</td>
<td>Exam 1</td>
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<td>June 18</td>
<td>Chapter 9 – Human Resource Management</td>
<td>Homework 9 - Chapter 9</td>
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<td>June 19</td>
<td>Chapter 9 – Human Resource Management</td>
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<td>June 20</td>
<td>Chapter 10 – Organizational Change and Innovation</td>
<td>Homework 10 – Chapter 10</td>
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<td>June 21</td>
<td>Chapter 11 – Managing Individual Differences and Behavior</td>
<td>Homework 11 - Chapter 11</td>
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<td>June 22</td>
<td>Exam 3</td>
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<td>June 25</td>
<td>Chapter 12 – Motivating Employees</td>
<td>Homework 12 - Chapter 12</td>
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<tr>
<td>June 26</td>
<td>Chapter 12 – Motivating Employees</td>
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<td>June 27</td>
<td>Chapter 13 - Groups and Teams</td>
<td>Homework 13 - Chapter 13</td>
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<td>June 28</td>
<td>Chapter 14 – Power, Influence, and Leadership</td>
<td>Homework 14 - Chapter 14</td>
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<td>June 29</td>
<td>Final Exam (Exam 4)</td>
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<tr>
<td>July 3</td>
<td>Final Exam (Repeated)</td>
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