MGMT 3301 – Principles of Management

Course Description/Overview

This is a junior business course that serves as an introduction to the management of organizations, the impact of managerial action on organizational stakeholders, and the role of organizations in society. Emphasis will be on the five functions of management: planning, organizing, staffing, leading, and controlling.

Course Technology
Students should be familiar with the use of word, excel and PowerPoint (or other acceptable presentation) software.

Class Meeting Times
Online only

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: Dr. Sharynn Tomlin
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Department: Management and Marketing
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San Ángelo, TX 76909
USA
Office: RAS 241
Phone: (325) 942-2383, Ext. 231
Fax: (325) 942-2384

Office Hours

Day and Time: Tuesday and Wednesday: 11:00 – 1:00
Location: Rassman 241
Course Objectives

Learning Objectives:

Demonstrate knowledge of contemporary theory and practice in the field of management.

- 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.

Demonstrate analytical thinking, critical analysis, problem solving, use of technology and use of current information resources.

Course Philosophy and Additional Skills Developed: Research has established that providing opportunities for active learning in the classroom usually improves the overall learning a student takes away from a course. Furthermore, the skills outlined below are critical to developing a desire for life-long learning required to succeed in your career of choice. 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.

5. Individual accountability – All members of the class will be held responsible for their own learning as well as the learning within their individual project teams. No member of any team should feel that he/she is doing more or less than an equal share of the project. Therefore, each team will be given the opportunity to sanction non-contributing team members through the following process: 1) verbal warning by the group with the professor as witness; 2) written warning by the team with a copy submitted to the professor; and 3) firing by the team by unanimous vote and sufficient written documentation provided to the professor.

Course Textbook and Required Readings


Other readings are assigned in a timely manner as needed and are provided to you as PDF, MS Word format, or a link to an online resource will be provided.

Grading Policies

This course employs the following to measure student learning.

- LearnSmart Assignments: 15 @ 2 points each = 30 points
- Exams: 4 @ 10 points each = 40 points
- Video summaries: 2 @ 15 points each = 30 points

LearnSmart assignments provide a quick assessment of your mastery of the material in the corresponding chapter. Each assignment should take about 30 minutes.

Exams are scheduled at the end of each module. There are approximately 50 questions on each exam. Each exam is timed at 60 minutes. There is one logon allowed. Open book and notes are allowed. However, I must caution you that it would be impossible to complete the exam in the time allotted if you have not first adequately prepared for the exam.

Video summaries: There are two videos per Modules 2, 3, & 4: MindTools and Ted Talks which covers the materials discussed in the corresponding module. MindTools is categorized in various short videos and subjects and I would encourage you to review all the materials. There are also some interesting self assessments in each of the MindTool
You will submit a 2-3 double-spaced page summary of the videos, your comments about how useful you find the material and an example of how you might have used this in an actual work experience. References outside of the videos to support your summaries are encouraged. These are Turnitin assignments and you will be able to view your Originality Report after the assignment is graded. No late submissions are allowed after 11:59 p.m. of the assignment date. Do not confuse this assignment with the support videos provided in each chapter.

Class Café is the class discussion board. I would encourage you to share ideas with your classmates on issues or subjects if you would like peer input. From time to time I will post a discussion question to generate conversations about a particular issue. This is not a graded discussion board but does bode you well when it comes to “rounding” or bonus points. The two forums are posted at this time.

Due dates are noted on the Course Outline.

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**
Individual and team work will be graded and returned to the students within one week of the assignment due date.

**Missed/Late Work**
Late assignments will be penalized one letter grade per class day.

**Participation/Absenteeism**
Participation is essential to the successful completion of this class. Online access will be monitored on a daily basis.

**Final Exam**
The final exam will be given on the assigned day for finals.

**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 and the ASU Student Handbook.

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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.

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 not violate this trust. Violation of academic integrity will result in a failing grade for the course. All written assignments will be reviewed through Turnitin.

Courtesy and Respect
Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc.; violations of these rules will result in immediate dismissal from the course.

Accommodations for Disability
As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office 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 contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

Student absence for religious holidays
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends 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
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. 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 Procedure (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, equitable evaluation
procedures, or appropriate grading, 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 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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<td><strong>MODULE 1</strong></td>
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<td>The Exceptional Manager: What You Do, How You Do It</td>
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<td>Management Theory: Essential Background for the Successful Manager</td>
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<td>The Manager’s Changing Work Environment and Ethical Responsibilities: Doing the Right Thing</td>
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<tr>
<td>Date</td>
<td>Class Café Discussion on Ethics</td>
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<td>July 23</td>
<td>MindTools: Leadership</td>
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<td>July 24</td>
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<td>Chapter 9 Human Resource Management: Getting the Right People for Managerial Success</td>
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