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: Norris-Vincent 242
Phone: 325/374-6630
E-Mail: rene.segoviano@angelo.edu
Office Hours: By Appointment

I will respond to any e-mail inquiries or telephone calls within 24 hours and by Monday if your message comes to me over the weekend.

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.

You will be guided through how to obtain the code needed to complete the Connect Assignments when you click on the first assignment.

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>Connect Assignments</td>
<td>20%</td>
<td>As per the class schedule.</td>
</tr>
<tr>
<td>Exams</td>
<td>80%</td>
<td>As per the class schedule.</td>
</tr>
</tbody>
</table>

There are 14 Connect Assignments. The due date for each assignment is on the class schedule. You have several days to complete each assignment; therefore, I will not give extensions for any assignments that are not completed by the due date.

There will be four exams of 100 points and your overall exam grade will be the average of the four exams.

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 inquiries within 24 hours.
Missed/Late Work
Any missed homework or exams will be given a zero. It is your responsibility to keep up with the due dates for homework and exams as per the syllabus.

Final Exam
There is no Final Exam for this class. Exam 4 will take the place of the final exam.

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 not 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**

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](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance).

**Course Outline**

<table>
<thead>
<tr>
<th>June 3</th>
<th>Chapter 1 - The Exceptional Manager</th>
<th>Homework 1 – Available June 3; closes June 7 at midnight</th>
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</thead>
<tbody>
<tr>
<td>June 4</td>
<td>Chapter 2 – Management Theory</td>
<td>Homework 2 - Available June 3; closes June 7 at midnight</td>
</tr>
<tr>
<td>June 5</td>
<td>Chapter 3 – The Manager's Changing Environment and Ethical Responsibilities</td>
<td>Homework 3 - Available June 3; closes June 7 at midnight</td>
</tr>
<tr>
<td>June 6</td>
<td>Chapter 4 – Global Management</td>
<td>Homework 4 – Available June 3; closes June 7 at midnight</td>
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<tr>
<td>June 7</td>
<td>Exam 1 (Chapter 1, 2 3, and 4)</td>
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<tr>
<td>June 10</td>
<td>Chapter 5 - Planning</td>
<td>Homework 5 - Available June 8; closes June 14 at midnight</td>
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<tr>
<td>June 11</td>
<td>Chapter 6 – Strategic Management</td>
<td>Homework 6 - Available June 8; closes June 14 at midnight</td>
</tr>
<tr>
<td>June 12</td>
<td>Chapter 7 – Individual and Group Decision Making</td>
<td>Homework 7 - Available June 8; closes June 14 at midnight</td>
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<tr>
<td>June 13</td>
<td>Chapter 8 – Organizational Culture</td>
<td>Homework 8 - Available June 8; closes June 14 at midnight</td>
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<tr>
<td>June 14</td>
<td>Exam 2 (Chapters 5, 6, 7, and 8)</td>
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<tr>
<td>June 17</td>
<td>Chapter 9 – Human Resource Management</td>
<td>Homework 9 - Available June 15; closes June 21 at midnight</td>
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<tr>
<td>June 18</td>
<td>Chapter 10 – Organizational Change and Innovation</td>
<td>Homework 10 – Available June 15; closes June 21 at midnight</td>
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<tr>
<td>June 19</td>
<td>Chapter 11 – Managing Individual Differences and Behavior</td>
<td>Homework 11 - Available June 15; closes June 21 at midnight</td>
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<tr>
<td>June 20</td>
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<tr>
<td>June 21</td>
<td>Exam 3 (Chapters 9, 10, and 11)</td>
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<tr>
<td>Date</td>
<td>Chapter Topic</td>
<td>Homework</td>
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<tr>
<td>June 24</td>
<td>Chapter 12 – Motivating Employees</td>
<td>Homework 12 - Available June 22; closes July 2 at midnight</td>
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<tr>
<td>June 25</td>
<td>Chapter 13- Groups and Teams</td>
<td>Homework 13 - Available June 22; closes July 2 at midnight</td>
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<tr>
<td>June 26</td>
<td>Chapter 14 – Power, Influence, and Leadership</td>
<td>Homework 14 - Available June 22; closes July 2 at midnight</td>
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<td>June 27</td>
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<tr>
<td>June 28</td>
<td>Exam 4 Opens (Chapters 12, 13, and 14)</td>
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<tr>
<td>July 1</td>
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<tr>
<td>July 2</td>
<td>Exam 4 Closes</td>
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<tr>
<td>July 3</td>
<td>Last Day of Class</td>
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