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: 325/942-6630
E-Mail: rene.segoviano@angelo.edu
Office Hours: MW 8:30 am – 11:00 am

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. You can also obtain the material from the University Bookstore.

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

Instructions for how to register for Foliotek are in the Teamwork Badge (Foliotek) section of blackboard. In Blackboard, click on the folder Teamwork Badge (Foliotek). The first item you see are the Foliotek Registration Process; these are the instructions for how to register for Foliotek. Once you have registered for Foliotek, click on the second item in this folder, Foliotek, and this will launch the program. Give it about 1 minute for it to load on its own; DO NOT CLICK ON THE LAUNCH BUTTON because this may cause the link to be disconnected. If this occurs, you will have to get with tech support at Support@Foliotek.com, or you can call 1-888-365-4639 (option 2) and they will re-establish your link.

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:

Kinicki, Management, 9e
Loose-leaf version with Connect Access Code
ISBN#: 9781260905380

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>10%</td>
<td>As per the class schedule.</td>
</tr>
<tr>
<td>Teamwork Badge (FolioTek)</td>
<td>10%</td>
<td>March 25</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 completion date for each assignment is on the class schedule. You have adequate time 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. You will have 60 minutes to complete each exam.

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.

**Participation/Absenteeism**
Participation is not factored into your class grade, although you will get a lot more out of the class if you come prepared and contribute to any discussion. If you miss 2 days of class or less over the course of the semester, you are eligible for any curve that is given at the end of the semester.

**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 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

October 31, 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Aug 27</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Aug 29</td>
<td>Chapter 1 - The Exceptional Manager</td>
<td>Homework 1 – Chapter 1</td>
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<tr>
<td>Sept 3</td>
<td>Chapter 2 – Management Theory</td>
<td>Homework 2 - Chapter 2</td>
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<tr>
<td>Sept 5</td>
<td>Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities</td>
<td>Homework 3 - Chapter 3</td>
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<td>Sept 10</td>
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<td>Sept 12</td>
<td>Chapter 4 – Global Management</td>
<td>Homework 4</td>
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<td>Sept 17</td>
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<td>Sept 19</td>
<td>Exam 1 (Chapter 1, 2 3, and 4)</td>
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<td>Sept 24</td>
<td>Chapter 5 - Planning</td>
<td>Homework 5 - Chapter 5</td>
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<td>Sept 26</td>
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<td>Oct 1</td>
<td>Chapter 6 – Strategic Management</td>
<td>Homework 6 - Chapter 6</td>
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<td>Oct 3</td>
<td>Chapter 7 – Individual and Group Decision Making</td>
<td>Homework 7 - Chapter 7</td>
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<td>Oct 8</td>
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<td>Oct 10</td>
<td>Chapter 8 – Organizational Culture</td>
<td>Homework 8 - Chapter 8</td>
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<tr>
<td>Oct 15</td>
<td>Exam 2 (Chapters 5, 6, 7, and 8)</td>
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<td>Oct 17</td>
<td>Chapter 9 – Human Resource Management</td>
<td>Homework 9 - Chapter 9</td>
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<td>Oct 24</td>
<td>Chapter 10 – Organizational Change and Innovation</td>
<td>Homework 10 – Chapter 10</td>
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<td>Oct 29</td>
<td>Chapter 11 – Managing Individual Differences and Behavior</td>
<td>Homework 11 - Chapter 11</td>
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<td>Nov 5</td>
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<td>Nov 7</td>
<td>Exam 3 (Chapters 9, 10, and 11)</td>
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<td>Nov 12</td>
<td>Chapter 12 – Motivating Employees</td>
<td>Homework 12 - Chapter 12</td>
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<td>Nov 19</td>
<td>LAST DAY TO COMPLETE FOLIOTEK BADGE</td>
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<td>Nov 21</td>
<td>Chapter 13 - Groups and Teams</td>
<td>Homework 13 - Chapter 13</td>
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<td>Dec 3</td>
<td>Chapter 14 – Power, Influence, and Leadership</td>
<td>Homework 14 - Chapter 14</td>
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<td>Dec 5</td>
<td>Last Day To Complete Homework Assignments</td>
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<td>Dec 10</td>
<td>Final Exam / Exam 4 (Chapters 12, 13, and 14)</td>
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