MGMT 3301 – Principles of Management Course Syllabus

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.

Prerequisites
Junior standing

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

Class Meeting Times
This course is online.

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: E-mail: Larry Hettick
lhettick@angelo.edu

Department: Management and Marketing

Office: RAS 243

Phone: (325) 486-6094 (office) (559-942-0062 (Mobile)
Office Hours

Day and Time:  Video office hours by appointment.

Course Objectives

Learning Objectives:

Upon completion of this course, students will be able:

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.

Interacting with your colleagues on discussion boards:

This class and the assignments have been developed to engage you in discussion with other students using discussion boards. Discussion boards are worth 240 points out of 1000 for the course. You will need to choose from the list of discussion questions for each chapter and post your answer to the question, and then also post a reply to another student's original post. You need to have two posts per chapter to be eligible for a discussion board grade in each chapter. Your posts, including both the original post, and reply, should be at least 250 words and no more than 500 words. Spelling and grammar count!

When answering your own question, cite a source and give an example to support your answer. When replying to another student's answer, explain why you agree or disagree with the answer, and to support your position cite a different source or give a different example from the one provided in the student's original answer. Be positive in your response, even if you disagree with the answer given.

Case studies

You have two case study assignments each worth 50 points. For the best possible grade, you should look at the rubric used to grade the assignment. When you open the assignment folder, a "view rubric" link will appear.

Assignment Submission:

All assignments MUST be submitted through the Blackboard links. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at lhettick@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time.
and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

**Course Textbook and Required Readings**

Required:
- Kinicki and Williams, 9th edition, *Management: A Practical Introduction*. See the link for online book on blackboard for the e-book and assignments by opening your first Smart Book homework exercise. You may choose to purchase the access code from the bookstore or directly from the link in your homework assignment.

**Grading Policies**

This course employs the following to measure student learning:

16 Smartbook Assignments @ 10 points each 160 points
16 Discussion Board Posts @ 15 points each 240 points
4 Tests @ 125 points each 500 points
2 Case studies @ 50 points each 100 points
Total Points Possible 1000

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.

**Missed/Late Work**
Late assignments will be not be accepted.

**Final Exam**
The final exam is a series of essay questions and it will be the cumulative. The final exam is weighted the same as the other class exams which are not cumulative, and you may drop your lowest test score including the final exam. The final exam schedule is posted in the syllabus, and you will have a limited time to complete it.
**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.

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.

**Plagiarism**
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the ASU Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your written submissions, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

**Courtesy and Respect**
Courtesy and Respect are essential ingredients to this course. We always respect each other’s opinions and respect their point of view 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**
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

**Special note on accessibility**  
This course is designed to be fully accessible for hearing and visually impaired students. When looking at select online course materials, you will see the letter “A” (for accessibility) to the right of the content link. By clicking on that letter, you will find a menu of formats that are designed to make the material more accessible.

**Copyright Policy**  
Students enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Title IX at Angelo State**  
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct.

Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to face: Mayer Administration Building, Room 210

Phone: 325-942-2022 Email:michelle.boone@angelo.edu
Note that, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

**Basic Needs**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course is urged to contact the Multicultural and Student Activities Programs Center. They are located in the University center, or you can reach out by email at multicultural@angelo.edu or by phone at 325-942-2729. The Multicultural and Student Activities Programs Center has a food pantry and other resources to help.

If you are comfortable doing so, please also reach out to me, and I may be able to put you in touch with other local community resources that can help.

**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.

**Syllabus Changes**

The instructor reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will
notify students of such changes by email, course announcements and/or via a
discussion board announcement. It is the student’s responsibility to look for such
communications about the course daily.

**Course Outline and Schedule**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Points</th>
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<tr>
<td>6-Jul</td>
<td>First day of class</td>
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<tr>
<td>7-Jul</td>
<td>Chapter 1 Smartbook and Discussion Board</td>
<td>25</td>
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<td>8-Jul</td>
<td>Chapter 2 Smartbook and Discussion Board</td>
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<td>9-Jul</td>
<td>Chapter 3 Smartbook and Discussion Board</td>
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<td>10-Jul</td>
<td>Chapter 4 Smartbook and Discussion Board</td>
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<td>13-Jul</td>
<td>Test 1, Chapters 1-4</td>
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<td>15-Jul</td>
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<td>Chapter 8 Smartbook and Discussion Board</td>
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<td>20-Jul</td>
<td>Test 2, Chapters 5-8</td>
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<td>Case Study Written Assignment 1</td>
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<td>27-Jul</td>
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<td>Chapter 13 Smartbook and Discussion Board</td>
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<td>Optional Final Exam (Essay / Can Replace Worst Test Score. Will Be Posted @ 8 AM August 4, Due by 5 PM.)</td>
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