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
TR 8:00 am – 9:15 am

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: MW 8:00 am – 10:30 a.m. via WebEx at https://angelostate.webex.com/meet/rene.segoviano

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 may also purchase the materials from the ASU bookstore.

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.

Here is the order information for the Connect code which includes the e-book: Angelo Kinicki and Brian K. Williams. MANAGEMENT: A Practical Introduction (9th Ed.) McGraw Hill Education (with Connect) ISBN: 9781260905380

The hard copy of the book is not required for the class, but if you wish to purchase one for reference.

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>Case Assessments</td>
<td>20%</td>
<td>As per the class schedule.</td>
</tr>
<tr>
<td>Exams</td>
<td>70%</td>
<td>As per the class schedule.</td>
</tr>
</tbody>
</table>

There are 14 Connect Assignments and your overall homework grade will be the average of the 14 assignments.

There are 2 Case Assessments and your overall assessment grade will be the average of the two assessments.

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**

*Facemask policy*

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory *Facial Covering Policy* to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Students requesting an exemption may need to wear a clear plastic face shield instead of a face mask. Students needing this accommodation should register with [Student Disability Services](#) and provide the appropriate documentation supporting this request. No accommodation exists that would exempt a student from wearing a mask/facial covering at any university-sponsored activity or event.

For religious or any other exemption-related questions, students should contact the [Office of Student Affairs](#).
Seating Chart

Please refer to the seating chart for your assigned seat. If we have a student that has symptoms and is referred to testing, we need to be able to notify those setting immediately around that student to monitor their health and potentially quarantine should the student test positive. It will also allow us to facilitate contact tracing. It cannot be stressed enough how important seating charts will be to our ability to complete this semester. Assigned seating is something that is negatively viewed by many, but COVID-19 doesn’t care.

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 (ADAAAA), 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".
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>Date</th>
<th>Topic</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>August 18</td>
<td>Introduction</td>
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</tr>
<tr>
<td>August 20</td>
<td>Chapter 1 - The Exceptional Manager</td>
<td>Opens August 17; closes September 10 at midnight</td>
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<tr>
<td>August 25</td>
<td>Chapter 2 – Management Theory</td>
<td>Opens August 17; closes September 10 at midnight</td>
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<tr>
<td>August 27</td>
<td>Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities</td>
<td>Opens August 17; closes September 10 at midnight</td>
</tr>
<tr>
<td>September 1</td>
<td>Case Assessment 1 - “Management in Action – Who’s to Blame in College Basketball’s “Dark Underbelly?”</td>
<td>Opens August 17; closes September 10 at midnight</td>
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<tr>
<td>September 3</td>
<td>Chapter 4 – Global Management</td>
<td>Opens August 17; closes September 10 at midnight</td>
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<td>September 8</td>
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<tr>
<td>September 10</td>
<td><strong>Exam 1 (Chapter 1, 2 3, and 4)</strong></td>
<td>Opens September 11; closes October 1 at midnight</td>
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<tr>
<td>September 15</td>
<td>Chapter 5 - Planning</td>
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<tr>
<td>September 17</td>
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<tr>
<td>September 22</td>
<td>Chapter 6 – Strategic Management</td>
<td>Opens September 11; closes October 1 at midnight</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Due Dates</td>
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<tr>
<td>September 24</td>
<td>Chapter 7 – Individual and Group Decision Making - Case Assessment 1</td>
<td>Opens September 11; closes October 1 at midnight</td>
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<tr>
<td>September 29</td>
<td>Chapter 8 – Organizational Culture</td>
<td>Opens September 11; closes October 1 at midnight</td>
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<tr>
<td>October 1</td>
<td><strong>Exam 2 (Chapters 5, 6, 7, and 8)</strong></td>
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<tr>
<td>October 6</td>
<td>Chapter 9 – Human Resource Management</td>
<td>Opens October 2; closes October 29 at midnight</td>
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<td>October 8</td>
<td>Chapter 10 – Organizational Change and Innovation</td>
<td>Opens October 2; closes October 29 at midnight</td>
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<tr>
<td>October 13</td>
<td>Chapter 11 – Managing Individual Differences and Behavior</td>
<td>Opens October 2; closes October 29 at midnight</td>
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<td>October 20</td>
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<tr>
<td>October 22</td>
<td>Case Assessment 2 - “Management in Action – Does the Financial Services Industry Lack Diversity?”</td>
<td>Opens August 17; closes October 29 at midnight</td>
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<td>October 27</td>
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<td>October 29</td>
<td>Exam 3 (Chapters 9, 10, and 11)</td>
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<tr>
<td>November 3</td>
<td>Chapter 12 – Motivating Employees</td>
<td>Opens November 30; closes November 19 at midnight</td>
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<tr>
<td>November 5</td>
<td>Chapter 13 - Groups and Teams</td>
<td>Opens November 30; closes November 19 at midnight</td>
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<td>November 10</td>
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<tr>
<td>November 12</td>
<td>Chapter 14 – Power, Influence, and Leadership</td>
<td>Opens November 30; closes November 19 at midnight</td>
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<td>November 17</td>
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<tr>
<td>November 19</td>
<td>Exam 4 (Chapters 12, 13, and 14)</td>
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<td>November 21</td>
<td>Final Exam 8:00 a.m. – 10:00 a.m.</td>
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<td>November 24</td>
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