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.

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
Monday and Wednesday 12:00 – 1:15 PM, RAS 105

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

Classroom Health and Safety Protocols

Seating will be assigned for each student. Please sit in your assigned seat.

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.
Faculty/Instructor Information

Name: E-mail: Larry Hettick
       lhettick@angelo.edu
Department: Management and Marketing
Address: P. O. Box 10891
         San Angelo, TX 76909 USA
Office: RAS 243
Phone: (325) 486-6094 (office) (559-942-0062 (Mobile)

Office Hours

Day and Time: Monday and Wednesday 9:30 – 11:30 and 3:00 – 4:00
              Tuesday and Thursday 9:00 – 9:30 and 2:00 – 3:30
              Other times by appointment.

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 Philosophy and Additional Skills Developed: This class and the assignments 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 – including the students and the professor, will actively participate in the class on a daily basis. During the class session, the instructor will call on you to answer in questions. If speaking in public causes disrupts your ability to learn, please check in with student services for an assessment and, if required, a letter that provides reasonable accommodations.
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.

**Assignment Submission:**
All assignments MUST be submitted through the Assignments link in the Blackboard site. 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, 9thth edition, *Management: A Practical Introduction*. See the link for online book on blackboard for the e-book and assignments. NOTE: This class section includes automatic access to the required text- you paid for the book when you signed up for the class. If you wish to opt out of your auto-purchase for the textbook, please join another section of MGMT 3301.
- An access code to Pearson’s FolioTek is also required to complete the “Teamwork Badge” assignments. Many of you have already purchased this access code in another business class, but you will need to follow the instructions provided on Blackboard so you can use that code to link your work to this class community. As with the textbook, you may purchase an access code from the bookstore or a third party, including the publisher.

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:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (each at 150 points, best 4 of 5)</td>
<td>600</td>
</tr>
<tr>
<td>Foliotek: Teamwork Badge</td>
<td>100</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Smartbook Homework (16 each at 12.5 points)</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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.

**Participation/Absenteeism**

Attendance and active participation is critical to success in this class, both for lectures and for group projects. Students are allowed three excused absences in the semester; the fourth absence will result in one letter grade reduction for the course. If you are late by more than 5 minutes, you are considered absent.

**Final Exam**
The final exam will be the cumulative, and no pre-test review is scheduled. 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.

**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 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**

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 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.

**Copyright Policy**

Students officially 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.

**Syllabus Changes**

The faculty member 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 on a daily basis.

**Title IX at Angelo State University**

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, 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](http://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.

The course outline is on the next page.
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-Aug</td>
<td>Welcome and introduction to course Group 1 Last Names A-L may attend in person on Tuesdays today and for the rest of the semester.</td>
<td></td>
</tr>
<tr>
<td>20-Aug</td>
<td>Welcome and introduction to course Group 2 Last Names M-Z may attend in person on Thursdays today and for the rest of the semester.</td>
<td></td>
</tr>
<tr>
<td>25-Aug</td>
<td>Chapter 1 Lecture: Chapter 1 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>27-Aug</td>
<td>Chapter 2 Lecture. Chapter 2 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>1-Sep</td>
<td>Chapter 3 Lecture: Chapter 3 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>3-Sep</td>
<td>Chapter 4 Lecture: Chapter 4 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>8-Sep</td>
<td>Pre-test review chapters 1-4</td>
<td></td>
</tr>
<tr>
<td>10-Sep</td>
<td><strong>Test 1: Chapters 1-4. Test is online and available only during class hours. No class meeting.</strong></td>
<td>100</td>
</tr>
<tr>
<td>10-Sep</td>
<td><strong>Case Assignment 1 due by 11:59 PM</strong></td>
<td>50</td>
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<tr>
<td>15-Sep</td>
<td>Chapter 5 Lecture: Chapter 5 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>17-Sep</td>
<td>Chapter 6 Lecture: Chapter 6 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>17-Sep</td>
<td>Case Study 1 Written Essay Due by 11:59 PM</td>
<td>50</td>
</tr>
<tr>
<td>22-Sep</td>
<td>Chapter 7 Lecture: Chapter 7 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
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<tr>
<td>24-Sep</td>
<td>Chapter 8 Lecture: Chapter 8 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>29-Sep</td>
<td>Pre-test review chapters 5-8</td>
<td></td>
</tr>
<tr>
<td>1-Oct</td>
<td><strong>Test 2: Chapters 5-8. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>6-Oct</td>
<td>Chapter 9 Lecture: Chapter 9 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>8-Oct</td>
<td>Chapter 10 Lecture: Chapter 10 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>13-Oct</td>
<td>Chapter 11 Lecture: Chapter 11 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>15-Oct</td>
<td>Chapter 12 Lecture: Chapter 12 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>20-Oct</td>
<td>Pre-test review chapters 9-12</td>
<td></td>
</tr>
<tr>
<td>22-Oct</td>
<td><strong>Test 3: Chapters 9-12. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>22-Oct</td>
<td><strong>Case Assignment 2 due by 11:59 PM</strong></td>
<td>50</td>
</tr>
<tr>
<td>27-Oct</td>
<td>Reserved: Agenda TBD. Foliotek Assignments (Teamwork Badge) due by 11:59 PM.</td>
<td>100</td>
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<tr>
<td>29-Oct</td>
<td>Chapter 13 Lecture: Chapter 13 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
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<tr>
<td>3-Nov</td>
<td>Chapter 14 Lecture: Chapter 14 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
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<tr>
<td>5-Nov</td>
<td>Chapter 15 Lecture: Chapter 15 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>10-Nov</td>
<td>Chapter 16 Lecture: Chapter 16 Smartbook due before 9:30 AM.</td>
<td>12.5</td>
</tr>
<tr>
<td>12-Nov</td>
<td>Pre-test review chapters 13-16</td>
<td></td>
</tr>
<tr>
<td>17-Nov</td>
<td><strong>Test 4: Chapters 13-16. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>19-Nov</td>
<td>No Class, Prep for Finals Week. Attendance Grade Assigned.</td>
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</tr>
<tr>
<td>24-Nov</td>
<td><strong>Cumulative Final. Final is optional if you are satisfied with your existing test scores because your lowest test score, including the final, is dropped. Online Essay exam posted at 8 AM, due by noon. No class meeting in person.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Points Available</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>