

# MGMT 3301 – Principles of Management

## Course Description/Overview

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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](mailto:helpdesk@angelo.edu)

## Faculty/Instructor Information

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Name	Rene Segoviano
Title	Senior Instructor
Office:	Norris-Vincent 242
Phone:	325/374-6630
E-Mail:	<a href="mailto:rene.segoviano@angelo.edu">rene.segoviano@angelo.edu</a>
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

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### 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

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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 (9th Ed.) McGraw Hill Education  
ISBN 978-1-260-07511-3

## Grading Policies

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This course employs the following to measure student learning.

<b>Grade Calculations</b>	<b>Percent of Grade</b>	<b>Due</b>
Connect Assignments	20%	As per the class schedule.
Exams	80%	As per the class schedule.

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

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**

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### *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](mailto: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](mailto: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/registrar\\_office/course\\_drop\\_provisions.php](http://www.angelo.edu/services/registrar_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>.

## **MGMT 3301 - Course Outline**

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<b>Week 1</b> July 12 – July 18	Chapter 1 - The Exceptional Manager	Homework 1 – Available July 12; closes July 18 at 11:30 pm.
	Chapter 2 – Management Theory	Homework 2 - Available July 12; closes July 18 at 11:30 pm.
	Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities	Homework 3 - Available July 12; closes July 18 at 11:30 pm.
	Chapter 4 - Global Management	Homework 4 – Available July 12; closes July 18 at 11:30 pm.
	<b>Exam 1 (Chapter 1, 2 3, and 4)</b>	<b>Exam 1 – Available July 12; closes July 18 at midnight.</b>
<b>Week 2</b> July 19 – July 25	Chapter 5 - Planning	Homework 5 - Available July 19; closes July 25 at 11:30 pm.
	Chapter 6 – Strategic Management	Homework 6 - Available July 19; closes July 25 at 11:30 pm.
	Chapter 7 – Individual and Group Decision Making	Homework 7 - Available July 19; closes July 25 at 11:30 pm.
	Chapter 8 – Organizational Culture	Homework 8 - Available July 19; closes July 25 at 11:30 pm.

	<b>Exam 2 (Chapters 5, 6, 7, and 8)</b>	<b>Exam 2 - Available July 19; closes July 25 at midnight.</b>
<b>Week 3</b> July 26 – Aug 1	Chapter 9 – Human Resource Management	Homework 9 - Available July 26; closes Aug 1 at 11:30 pm.
	Chapter 10 – Organizational Change and Innovation	Homework 10 – Available July 26; closes Aug 1 at 11:30 pm.
	Chapter 11 – Managing Individual Differences and Behavior	Homework 11 - Available July 26; closes Aug 1 at 11:30 pm.
	Exam 3 (Chapters 9, 10, and 11)	<b>Exam 3 - Available July 26; closes Aug 1 at midnight.</b>
<b>Week 4</b> Aug 2 – Aug 8	Chapter 12 – Motivating Employees	Homework 12 - Available Aug 2; closes Aug 8 at 11:30 pm.
	Chapter 13- Groups and Teams	Homework 13 - Available Aug 2; closes Aug 8 at 11:30 pm.
	Chapter 14 – Power, Influence, and Leadership	Homework 14 - Available Aug 2; closes Aug 8 at 11:30 pm.
	Exam 4 (Chapters 12, 13, and 14)	<b>Exam 4 - Available Aug 2; closes Aug 8 at midnight.</b>