

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 – 11:00 am; TR 10:45 am – 11:45 am; or by appointment.

I will respond to any e-mail inquiries or telephone calls within 24 hours and on Monday if your message comes to me over the weekend. **Be sure to include the Course Name/Section and a telephone number where I might reach you in all your messages to me.**

Learning Outcomes

Upon completion of this course, students will be able to...

1. Describe foundational management terminology such as the functions of management including planning, organizing, leading and controlling.
2. Describe management principles such as management by objectives, motivation techniques, and managing diversity.
3. Compare and distinguish among the four ethical approaches in employer/employee relations.

4. Identify and discuss common diversity barriers such as stereotypes, hostile work environment and lack of support for family demands.

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: (10th Ed.) McGraw Hill Education (with Connect) ISBN: 978-1-260-73516-1

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.

Grade Calculations	Percent of Grade
Connect Assignments	5%
Case Assessments	25%
Exams	70%

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 regular exams of 100 points and your overall exam grade will be the

average of the four exams. There is no final 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 or on Monday if your inquiry comes to me over the weekend.

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.

Attendance

Attendance will be taken for reporting purposes. **You are eligible for whatever curve is given at the end of the semester if you have two absences or less.**

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 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, 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". 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 (010 & 020) Course Outline

Jan 18	Introduction	Due Date
Jan 20	Chapter 1 - The Exceptional Manager	Opens January 18; closes February 8 at midnight.
Jan 25	Chapter 2 – Management Theory	Opens January 18; closes February 8 at midnight.
Jan 27	Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities	Opens January 18; closes February 8 at midnight.
Feb 1	Case Assessment 1 - “Management in Action – Who’s to Blame for the College Admission Scandal?”	Opens January 18; closes February 24 at midnight.

Feb 3	Chapter 4 – Global Management	Opens January 18; closes February 8 at midnight.
Feb 8	Exam 1 (Chapter 1, 2 3, and 4)	F2F
Feb 10	Chapter 5 - Planning	Opens February 9; closes March 1 at midnight.
Feb 15	Chapter 6 – Strategic Management	Opens February 9; closes March 1 at midnight.
Feb 17	Chapter 7 – Individual and Group Decision Making	Opens February 9; closes March 1 at midnight.
Feb 22	Chapter 8 – Organizational Culture	Opens February 9; closes March 1 at midnight.
Feb 24	Work on Case 1	CASE 1 DUE Feb 24 AT MIDNIGHT.
Mar 1	Exam 2 (Chapters 5, 6, 7, and 8)	F2F
Mar 3	Chapter 9 – Human Resource Management	Opens March 2; closes April 5 at midnight.
Mar 8	Chapter 10 – Organizational Change and Innovation	Opens March 2; closes April 5 at midnight.
Mar 10		
Mar 22	Chapter 11 – Managing Individual Differences and Behavior Case Assessment 2 - “Management in Action – Emotional Baggage at Away”	Opens March 2; closes April 5 at midnight.
Mar 24	DISC Profile	
Mar 29	Work on Case 2	
Mar 31	Work on Case 2	
April 5	Exam 3 (Chapters 9, 10, and 11)	F2F
April 7		CASE 2 DUE APRIL 7 AT MIDNIGHT.
April 12	Chapter 12 – Motivating Employees	Opens April 6; closes May 3 at midnight.
April 14		
April 19	Chapter 13- Groups and Teams	Opens April 6; closes May 3 at midnight.
April 21		
April 26	Chapter 14 – Power, Influence, and Leadership	Opens April 6; closes May 3 at midnight.
April 28		
May 3	Exam 4 (Chapters 12, 13, and 14)	F2F
May 5		
May 10	There is no Final Exam for this class.	
May 12	There is no Final exam for this class.	