

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

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

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>.

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: 978-1-260-07511-3

Grading Policies

This course employs the following to measure student learning.

Grade Calculations	Percent of Grade	Due
Connect Assignments	5%	As per the class schedule.
Case Assessments	25%	As per the class schedule.
Exams	70%	As per the class schedule.

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

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/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 (DF1) - Course Outline

Module 1 Jan 18 – Jan 23	Chapter 1 - The Exceptional Manager	Homework 1 – Opens Jan 18; closes Jan 23 at midnight.
	Chapter 2 – Management Theory	Homework 2 – Opens Jan 18; closes Jan 23 at midnight.
	Chapter 3 – The Manager’s Changing Environment and Ethical Responsibilities	Homework 3 – Opens Jan 18; closes Jan 23 at midnight.
Module 2 Jan 24 – Jan 30	Chapter 4 – Global Management	Homework 4 – Opens Jan 24; closes Jan 30 at midnight.
	Case Assessment 1 - “Who’s to Blame for the College Admissions Scandal?”	Opens Jan 18; closes Jan 30 at midnight.
	Exam 1 (Chapter 1, 2 3, and 4)	Exam 1 – Opens Jan 24; closes Jan 30 at midnight.

Module 3 Jan 31 – Feb 6	Chapter 5 - Planning	Homework 5 – Opens Jan 31; closes Feb 6 at midnight.
	Chapter 6 – Strategic Management	Homework 6 – Opens Jan 31; closes Feb 6 at midnight.
	Chapter 7 – Individual and Group Decision Making	Homework 7 – Opens Jan 31; closes Feb 6 at midnight.
	Chapter 8 – Organizational Culture	Homework 8 – Opens Jan 31; closes Feb 6 at midnight.
	Exam 2 (Chapters 5, 6, 7, and 8)	Exam 2 – Opens Jan 31; closes Feb 6 at midnight.
Module 4 Feb 7 – Feb 13	Chapter 9 – Human Resource Management	Homework 9 – Opens Feb 7; closes Feb 13 at midnight.
	Chapter 10 – Organizational Change and Innovation	Homework 10 – Opens Feb 7; closes Feb 13 at midnight.
Module 5 Feb 14 – Feb 20	Chapter 11 – Managing Individual Differences and Behavior	Homework 11 – Opens Feb 14; closes Feb 20 at midnight.
	Case Assessment 2 - “Emotional baggage at Away?”	Opens Jan 18; closes Feb 20 at midnight.
	Exam 3 (Chapters 9, 10, and 11)	Exam 3 – Opens Feb 14; closes Feb 20 at midnight.
Module 6 Feb 21 – Feb 27	Chapter 12 – Motivating Employees	Homework 12 – Feb 21; closes Feb 27 at midnight.
	Chapter 13- Groups and Teams	Homework 13 – Feb 21; closes Feb 27 at midnight.
Module 7 Feb 28 – Mar 6	Chapter 14 – Power, Influence, and Leadership	Homework 14 – Opens Feb 28; closes Mar 6 at midnight.
Module 8 Mar 7 – Mar 10	Exam 4 (Chapters 12, 13, and 14)	Exam 4 – Opens Mar 7; closes Mar 10 at midnight.