

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**COURSE #: MANAGEMENT 3310**  
**COURSE TITLE: Principles of Management**

**Instructor:** Claudia S. Davis  
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**Course Title:** Principles of Management  
**Prerequisites:** Junior Standing

**Office Hours:** MW 10:30am-11am,  
& by appt.

**Hours:** 3 hours

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**Required Text:** *Management, (13th) edition, Richard L. Daft*

**Course description:** This course is concerned with the principles and methods used in managing and operating organizations. Course coverage includes analysis of the organization's environment and the four basic managerial activities. The class will consist of lecture and class discussion. Students are expected to read assignments before class so that meaningful discussions in class can take place. Students are encouraged to share examples from their own experiences that relate to class material.

**Course Objectives:**

1. The major objectives of this course are for students include gaining an understanding of the fundamental principles and concepts of management.
2. Examine the management environment.
3. Learning the tasks of the manager.
4. Students should develop a basic understanding of managing.
5. Study the elements of the functions of management.

**Course Evaluation Process**

Three Exams	100 points each	300
Assignments	TBA	Tba
Final Exam	100 points	100

**Total points**

**400/4**

**Exams:** Four (4) exams will be administered, three exams during the semester and one (1) final exam. Exams will consist of objective questions such as multiple choice. All exams are worth 100 points each. **There will be no makeup exams.** Please don't miss exam day. **If exam day is missed, student must take the comprehensive final exam (which consists of 19 chapters). Only one (1) exam can be missed, any more and you will receive a zero. The comprehensive final (1-19) will count for one two grades, the exam missed and the final.**

**Course Grades:** Grades in this course are determined by applying the following scale to a student's average. There will be 3 exams and 1 final (100 points each) covering material from textbook, lectures & class discussion and any assigned supplemental reading. When and if assignments are given, they must be turned in on the day due, in class, not by email, delivered to my office or brought to class by another student, unless otherwise instructed by instructor.

**Grading Scale:**

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
Below 60%	F

### Attendance:

Regular attendance is expected and will be taken daily. Attendance is also used to evaluate borderline cases in determining final grades. The University allows for 3 hrs, or 2- 1 1/2 hr classes for the maximum days missed. In this class, this means you could miss one week of classes, if ill, or have emergencies in your family. Any additional days missed will be left to the discretion of the instructor as to when or if an additional point for borderline cases will be added to final grade. Due to recent happenings, any classes missed after 5, five, there will be a grade deduction of 5 points for each day absence after 5 days. This means absence 6, there will be five points deducted from the students grade. Students are expected to arrive at class on time, and not get up to leave in the middle of class. This will result in being marked as absent. Extra credit and in-class assignments will be done IN CLASS, hence the in-class assignment, unless otherwise directions given by instructor. Student must be in class in order to qualify for the receiving the extra credit/assignments points.

### Other

- Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.
- No makeup exams or assignments will be given.
- Assignments are due on the due date at the beginning of class.
- **Regular attendance is expected and will be taken daily. Attendance is also used to evaluate borderline cases in determining final grades. Students are expected to arrive at class on time, Not get up to leave in the middle of class or an absence will be given.**
- Students must setup an account to use the University Information System and to send and receive mail.
- Students must bring SCANTRON forms (SC882 – E) to class on exam days.
- There will be no early finals or other examinations given for any reason.
- **Smoking, eating, drinking, tobacco products, and illegal drugs, are not allowed in class at any time.**
- **Cell phones should be TURNED OFF. NO TALKING ON CELL PHONES IN CLASS OR DURING CLASS TIME. NO TEXT MESSAGING IN CLASS or usage of laptop computers. EITHER MAY RESULT IN EMBARRASSING SITUATIONS. Such as being asked to put your cell phone on the table in the front of class. Academic Misconduct: “All students who enroll at Sam Houston State University agree to assume the responsibilities of citizenship in the campus community.” (Undergraduate Catalogue 1988-1990, p. 56) ANY FORM OF CHEATING WILL NOT BE TOLERATED, COULD RESULT IN FAILING THE CLASS OR REMOVAL FROM COURSE OR BEING TURNED OVER TO STUDENT AFFAIRS.**
- **Blackboard will be used to post assignments, notes of power point for class, for announcements about class and changes.**

### STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

#### DISABLED STUDENT POLICY

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

### **TENTATIVE COURSE SCHEDULE**

#### **Mgmt3310**

We will try to complete as much of a chapter as possible due to time, per class, unless the chapter is short, then we will lecture over the whole chapter. Also, you **may** be given an assignment in place of coming to class, so coming to class is important as well as informative.

You will need your book **in class** to do extra credit exercises **in class**. This semester we will be trying a new learning tool from the publisher called **MindTap** to enhance learning and enable students to gain a better knowledge and understanding of managing. A more detailed schedule will be given out in class as well as explanation to usage.

#### **Intro, syllabus**

Chp1, 2, 3, 4, 5

Review **Ex 1**

#### **EXAM 1 chpts 1,2,3,4,5**

Chpts ,7,8, 9, 10,11

**Exam 2** review

#### **EXAM 2, chpt, 7,8 9, 10,11**

chpts 12,13,14,15

Review **exam 3**

#### **EXAM 3, chp,12,13,14,15**

Chpt 16,17,18 & 19

Review for **final (EXAM 4)**

#### **Final (Exam 4 chpts 16-19) or**

**Comprehensive final 18 chpts (only for students who have missed 1 exam)**

### **FINALS WEEK**

Commencement

Bernard G. Johnson Coliseum

