

Syllabus for MGT 3310, Section 22 (Online)

Principles of Management

Fall 2017

Course Information

Section 22 - (CRN 81654). This section has no classroom or meeting times
All content delivered electronically through Blackboard

Instructor Contact Information

Instructor: Christopher M. Cassidy

Office Hours: Face to face class assistance will be provided in
my office on the Huntsville campus, MW 9:30 am - 12:00
noon, and by appointment

E-mail: cassidy@shsu.edu

Phone: 294-1975¹

Office: 236A SHB

General Information

Catalog Description: MGMT 3310: Principles of Management. This course is concerned with the principles and methods used in managing and operating organizations, both domestically and abroad. Course coverage includes analysis of the organization's environment and the managerial functions of planning, organizing, leading, motivating, and controlling. Credit 3. Prerequisite: 50 completed hours.

Required Course Materials:

Bateman and Snell, 2017. *Management: Leading & Collaborating in a Competitive World*, 12e. McGraw Hill Publishing. ISBN 9781260036213. The McGraw Hill Connect resources for the textbook are required and include the eBook. If the Connect resources and eBook are purchased directly from the McGraw-Hill Website, the price is about \$125. A loose leaf version of the text is bundled with the Connect resources is available from the bookstore for about \$185. Whatever source you use, be sure to purchase the version of the text that includes McGraw Hill Connect resources. The Connect assignments amount to 18% of the course. I will remind students who fail to subscribe to the Connect resources by the end of the second week. I will presume you to have dropped the course if you fail to subscribe by the end of the first module.

A Computer: This is an online course. You must have access to a computer to use for the course that is compatible with the Proctor Free functionality in Blackboard (hardware, software, microphone, webcam). If you are unable to perform the Proctor Free set up and practice exercises in the first week of class, you are advised to drop the class.

Syllabus: This syllabus contains: contact information for the instructor, a list of assignments, the schedule, course learning objectives, course policies and procedures. Assignment descriptions and rubrics will be posted on Blackboard. All assignments and evaluations will be distributed and submitted through Blackboard.

Course Learning Objectives

1. **Describe and be able to apply the Functional Areas of Management.** Demonstrate that you understand the overall purpose and functions of management including planning leading, controlling, organizing and integrating the functional areas within complex organizations.

¹ I have set up a Virtual Office in Blackboard to answer questions not contained in this syllabus. I will NOT generally answer questions if I have already provided the information elsewhere (contained in the syllabus, the Virtual Office, or by email). For issues of a personal nature (e.g. information protected under the Buckley Amendment, HIPAA, letters of recommendation, mentoring, etc.) contact me by email. You are advised not to expect timely responses to messages or requests left by phone. I do not generally answer my office phone. I check my phone messages approximately weekly.

2. **Apply management concepts to organizational problems and develop solutions related to:** organizational strategy, organizational change and development, entrepreneurship and innovation, ethical standards and dilemmas, international and multicultural issues
3. **Effective Written Communications:** You will demonstrate proficiency in communicating management concepts in formal Business English.

Course Schedule

Week	Readings, Assignments	Module	week start	week end
1	Ch. 1 ¹	1	23-Aug-17	26-Aug-17
2	Ch. 2-3	1	27-Aug-17	2-Sep-17
3	Module 1 Summary ²	1	3-Sep-17	9-Sep-17
4	Ch. 4-5	2	10-Sep-17	16-Sep-17
5	Ch. 6-7	2	17-Sep-17	23-Sep-17
6	Module 2 Summary	2	24-Sep-17	30-Sep-17
7	Ch. 8-9	3	1-Oct-17	7-Oct-17
8	Ch. 10-11	3	8-Oct-17	14-Oct-17
9	Module 3 Summary	3	15-Oct-17	21-Oct-17
10	Ch. 12-13	4	22-Oct-17	28-Oct-17
11	Ch. 14-15	4	29-Oct-17	4-Nov-17
12	Module 4 Summary	4	5-Nov-17	11-Nov-17
13	Ch. 16-17	5	12-Nov-17	18-Nov-17
14	Ch. 18	5	19-Nov-17	25-Nov-17
15	Module 5 Summary	5	26-Nov-17	2-Dec-17
16	Finals Week		3-Dec-17	9-Dec-17

1 = Each **chapter** requires you to read and complete the Connect Exercise in Blackboard, watch the assigned video and take a short video quiz, and to take the chapter quiz in Blackboard. Use the chapter quizzes to prepare for the Module exams. Complete each week's work prior to 11:59 p.m. on the last day of the week. Refer to Blackboard for individual assignment deadlines.

2 = Each **Module Summary** includes a Discussion Exercise and a Module Exam covering 3-4 chapters. You will have seven days to complete the Discussion Exercise and three days to take the exam. Complete each prior to 11:59 p.m. on the last day of the Module. Refer to Blackboard for individual assignment deadlines.

List of Assignments

Chapter Connect Assignments (6 pts./chapter x 18 chapters) hosted by publisher	108 pts.
Chapter Video Quizzes (4 pts./video x 18 videos) hosted by publisher	72 pts
Chapter Quizzes (10 pts./quiz x 18 quizzes)	180 pts
Module Discussions (5 discussions, 28 pts./discussion)	140 pts.
Exams, (5 exams, 100 pts./exam)	500 pts.
Total	1000 pts.

Course Policies and Administration

1. Professionalism: Performance that would get you fired by an employer, will earn you an F in this course. For situations not addressed by the policies listed in this syllabus, I may adjust or change the policies or make changes to the syllabus. I will make no changes to the policies and syllabus until I can inform the class with sufficient time for everyone to adapt to those changes. Do not ask for treatment different than can be provided to every student. I will collect some contact information during the first week of classes.

2. E-mail and Blackboard Accounts: You must have functioning SHSU e-mail and Blackboard Accounts by noon on the first day of class and be knowledgeable in their use. I use the e-mail function within Blackboard

to routinely communicate with students. It is your responsibility to check your e-mail periodically. Assignment scores and other protected information will only be distributed through secure university computer systems.

This course will utilize Blackboard to distribute lectures, assignment instructions, the submission of assignments, the scoring of assignments, the distribution of assignments scores, and the administration of quizzes and exams. It is your responsibility to be functionally literate with Blackboard and to have it operating by noon on the first class. If you cannot reliably submit assignments and take exams through Blackboard, you will perform poorly in this course.

Set up your personal profile on Blackboard by going to the Global Navigation Menu in the upper right hand corner of Blackboard, selecting the "View Profile" at the top left of the pull down menu option. Include a recent photo and relevant academic/professional information that you are comfortable sharing. Please notify me if you would prefer NOT to share your information through Blackboard.

3. Scores and Grades: No incompletes will be awarded in this class. I prefer to hear your concerns about your performance during the term and prior to the submission of graded assignments. I will not entertain grade appeals after grading assignments or after submitting final grades. Grade changes based on computational errors will be corrected anytime. Do not wait until the end of the term to see me regarding problems with the course material or your performance. There is nothing that either of us can do after your assignments have been scored or grades have been assigned.

Grading Criteria

90%-100 A	80%-89 B	70%-79 C	60%-69 D	<60% F
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While the above percentages represent guaranteed percentages needed to earn grades, the instructor reserves the right to curve the class by lowering the percentages needed to earn each grade.

4. Assignment Deadlines & Late Policy. All assignments are due at the end of the last day during the week in which they are assigned. The end of the day is defined to be 11:59 pm. New assignments will open up on the first day of the new week at 00:01 am. Submit assignments through Blackboard. To be certain your assignments are received on time, submit assignments to Blackboard prior to the deadline listed in the syllabus. Late work will be assigned a score of zero. If Blackboard service is interrupted, submission by email before the deadline may be used to demonstrate that your work was completed on time. Assignments submitted by email must still be submitted through Blackboard within 24 hours after the resumption of Blackboard service. No assignment will be scored until it is submitted through Blackboard.

Results oriented employers are not impressed when they give an employee weeks or months to complete work, the employee procrastinates, and then some technical failure, computer malfunction, illness, accident, or emergency prevents them from completing and submitting their work by the deadline. Such situations represent cases of poor planning or execution. No excuse is acceptable in such circumstances.

5. Intellectual Courtesy: Be courteous and respectful to each other. This university environment is an appropriate forum to discuss the complex and controversial issues related to organizations. Be aware that others may hold beliefs that contradict your beliefs. The discussion of assumptions and debate about the outcomes of those assumptions is expected and encouraged. This discussion will be open to a wide range of intellectual, philosophical, and emotional interpretation. Your understanding of many issues will be challenged and hopefully enlarged. You will come to realize that many controversial issues are controversial because of unexamined perspectives and that through examination of those perspectives you will realize that there are no quick and easy solutions to complex problems.

It is not my intention, nor should it be anyone else's intention, to embarrass any person in this class. I expect that no matter what the topic and/or your personal beliefs, you will conduct yourself professionally and politely with respect to each other. Our discussion will be subjected to intense analysis and scrutiny, but personal attacks of any kind will not be tolerated. This class is not an appropriate forum for debating tactics (e.g. *ad hominem* attacks) that would discourage another classmate's participation.

6. Messages and memos for me. Submit all course related messages and memos to me through the Virtual Office in Blackboard. If you submit an inquiry related to course content by email, I will reply asking you to submit it through Blackboard. Ensure that your message to me includes: your name, class and section, date, a complete description of your concern or request, and if applicable, your suggested solution. Inquiries of a private nature, or that are not related to the course (e.g. letters of recommendation, grade inquiries), should be submitted to me by email.

Note: I strongly prefer to be contacted through Blackboard. If your message requires a reply, I will generally get back to you within two days. I check my phone messages weekly; therefore I discourage you from leaving phone messages if promptness is desired.

A note on E-mail: I personally view e-mail as a quick & informal communications media and therefore ignore grammar and spelling errors in e-mail messages. Other instructors and employers may view e-mail as a formal media. If you communicate with e-mail extensively, you should understand and write appropriately for your intended audience. If you are unsure of your audience, use formal written English in all communications.

7. Academic Integrity and the Originality of Student Work. Learning is a collaborative effort involving the individual, your classmates, your professor(s), and the resources of the institution. It is the rare student who can master a discipline without any outside assistance. The following discussion of academic integrity makes the distinction between 1) learning and the 2) demonstrable proof that learning has occurred (usually shown through individual and team assignments). You may learn in any way that works for you. I encourage the use of collaborative methods to learn the material. I prohibit the use of collaborative methods when producing assignments intended to evaluate if individual learning has occurred.

Your professional integrity is very important. Your reputation will be severely damaged if you compromise that integrity by engaging in dishonest actions or by violating promises. Integrity is more than just refraining from lying, stealing, and cheating. Your personal integrity will be compromised if you tolerate conduct in yourself or others that is inconsistent with societal ethics and institutional values.

I expect your assignments in this class to reflect your effort. Individual Assignments should reflect your individual effort, not the efforts of others. The same philosophy applies to the aggregate efforts of students working in assigned teams on team assignments. Your team assignments should reflect your team's efforts, not the efforts of other teams. All assignments are to be accomplished individually with the exception of assignments explicitly identified in this document as team assignments. The use of completed assignments and/or course materials from students or teams, in the present or previous semesters, is prohibited. The use of those materials will be treated as the theft of intellectual property and an act of academic dishonesty. If I observe you committing an act of academic dishonesty, I will subject you to the highest possible level of university approved sanctions, the lowest of which is you will fail the course.

Theft is the taking of something that does not belong to you. Cheating is defined as either providing or accepting unauthorized assistance on graded assignments. Plagiarism is claiming credit for the work of others. Each destroys the desirable qualities of the university environment: trust, mutual respect, self-betterment, and intellectual creativity. Academic dishonesty harms the reputation of every honest person, the reputation of the university as a whole, and weakens the credibility of every alumni of SHSU in the eyes of potential employers. I strongly urge each of you to report any person you believe to be acting dishonestly to myself, the department head, or the dean. Your reputation is at stake.

To prevent any possible misunderstanding related to your academic integrity on research assignments, document your sources well so that I can find the relevant sources you use. Borrow freely, but cite the original author. Do not use un-cited sources from other students or teams. This also applies to previous academic work you may have produced for other classes. I highly recommend that you avoid extensive use of direct quotations. I want to read your analysis, not the analysis or opinions of another scholar.

The failure to properly cite referenced work (referring to incompetence as opposed to dishonesty) will result in a minimum one-letter grade penalty on the assignment. So that you will understand how serious I am about plagiarism, know that *I will presume dishonesty unless there is sufficient evidence of incompetence*. If you have any questions about what to cite or how much information to provide, please consult an appropriate citation and style guide, use the resources on the Library website (<http://shsulibraryguides.org/>), visit the Writing Center for their expert advice, or consult with me.

8. Copyright Notice: Unless noted otherwise, all materials provided in this class are someone's intellectual property including: the textbook, the cases, course handouts, course notes, evaluations, videos, assignments, exercises, etc. These materials are subject to legal copyright protection. These copyrights are held by the original author(s). You may not make copies of materials used in this class or adapt them without the copyright holder's written approval.

I will post supplemental materials on Blackboard. You are welcome to use these for your own personal use and for course purposes. You may not distribute or share these materials without my written permission. You may not make audio or video recordings of lectures or the content of in class activities.

9. Students with Disabilities: Please notify me the first week of classes so that I can coordinate with the Counseling Center to accommodate your needs. There may be a significant delay in preparing alternative course materials unless I am notified promptly. All disclosures of disabilities will be kept strictly confidential.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center.

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, or school/department chair, 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.

NOTE: No accommodation can be made until you register with the Counseling Center and the Counseling Center contacts the instructor.

10. Discrimination: Sam Houston State University is committed to a discrimination-free learning environment. If you believe that you have been discriminated against based on your inclusion in a protected group, in this or any class, bring the matter to the attention of the appropriate university personnel at the level of the department, college, or university.

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII. These statutes and others in federal, state, and local law prohibit discrimination based on inclusion in protected groups.

The University's *Sexual Misconduct Policy & Procedures and Discrimination and Equal Employment Opportunity* (ER-7) policy each address these important topics and provide guidance to resolve concerns. You may access both policies at http://www.shsu.edu/intranet/policies/finop/human_resources/ or by visiting the Human Resources website: <http://www.shsu.edu/dept/human-resources/index.html>. If you have any questions, concerns, or comments please call HR at (936) 294-1070.

11. Discussion Groups: Students are assigned to discussion groups by the instructor. For each of the five discussions, you will be assigned a topic related to the practice of management. Your assignment is to apply the concepts and theory to the discussion topic and provide an essay explaining or critiquing the situation. Detailed instructions and scoring rubrics are provided for each discussion

Examples of essays might:

1. Describe and apply the relevant theory so that your reader can understand the topic or situation better.
2. If the situation might call for managerial intervention, explain what you would do.
3. If the characters in the situation are acting properly or improperly, explain why using the concepts and vocabulary provided in the textbook.