

MGMT 3310 - Introduction to Management

Fall Semester 2017 – 3 Credit Hours

Department of Management and Marketing

INSTRUCTOR:

Greg Dickens, MBA

Office: SHB 309-D

Email: gld006@shsu.edu

Office Hours: SHB 309-D: MRWR 07:30 – 8:00, 11:00 – 13:00 and by appointment

TWC: M 17:00-18:00 and by appointment

INSTRUCTOR AVAILABILITY:

The easiest way to contact me is via email (gld006@shsu.edu). I will make every possible effort to be physically in my office during office hours. I always try to arrive a few minutes early for class, and will take any available time immediately after class to visit with you regarding any questions or concerns that you may have. For those of you near The Woodlands Center, I can make arrangements to meet you down there by appointment.

COURSE DESCRIPTION:

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.

LEARNING OUTCOMES:

Understand the role of a manager in organizations.

Understand the principles and methods used in the management of organizations.

Understand the managerial functions of planning, organizing, leading, motivating and controlling an organization.

REQUIRED TEXT:

Daft, Management (13th edition) No access codes needed.

ATTENDANCE POLICY:

Due to the fact that this is an online class, no attendance will be taken. However, there are assignments due each week, and failure to complete the assignments on time will significantly affect your grade. Time extensions WILL NOT be given for any discussion, practice, quiz or exam. All required elements of the class will be posted with plenty of time for submission. Failure to plan ahead and/or submit your work on time will result in a grade of zero.

GRADING CRITERIA:

Three Exams:	300 Points (100 Points each)
Chapter Discussions:	100 Points (5 Points each)
Chapter Practice:	200 Points (10 Points each)
Chapter Quizzes:	300 Points (15 Points each)
Comprehensive Final Exam:	100 Points

COURSE GRADE:

A	900 and above
B	800-899
C	700-799
D	600-699
F	Below 600

MAKEUP POLICY:

All assignments will be opened with sufficient time available for completion. Missed quizzes, exams and late exercises will receive a grade of zero.

ACADEMIC DISHONESTY:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is submitted, plagiarism, collusion, and the abuse of resource materials. For a complete listing of the university policy, please refer to the full University Policy.

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. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." 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). 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. For a complete listing of the university policy, see:

</dept/academic-affairs/documents/aps/students/861001.pdf>

STUDENTS WITH DISABILITIES POLICY:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

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 Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

COURSE STRUCTURE:

Under assignments, you will find 24 modules. There is one orientation module, 19 chapter modules and four exam modules. Each module will be open a sufficient amount of time to allow you to complete the work, so NO TIME EXTENTIONS WILL BE GRANTED.

Discussion Boards: You must post an answer to the question in that module, then post a reply to one of the posts done by your classmates to receive the full 5 points. Posts or replies must be thoughtful, enlightening and promote the discussion of the topic. Very short, “me too” or “I didn’t think of that” replies will not receive credit. Provoke thought, but be nice!!!

Practice questions: Each practice set is worth 10 points and has 25 questions in it. These practice sets are intended to help you assess how well you have studied the material in the chapter and prepare you for the quizzes and exams. You may complete the practice sets as many times as you like, but should keep in mind that only the LAST graded attempt will go into the grade book. Practice sets are not timed.

Quizzes: Each quiz is worth 15 points and has 15 questions in it. These quizzes are intended to assess how well you have learned the information in the chapter. You should note that quizzes are timed (the system will automatically submit what you have completed 15 minutes after starting the quiz), and that you can only take a quiz one time.

Exams: Each exam is worth 100 points and consists of 100 questions. These exams are intended to assess how well you have retained knowledge from the chapter modules. You should note that exams are timed (the system will automatically submit what you have completed 100 minutes after starting the exam), and that you can only take an exam one time.

MGMT 3310 ONLINE SCHEDULE

Assignment		Due Date
Orientation		10/02/17
Chapter 1		10/02/17
Chapter 2		10/02/17
Chapter 3		10/02/17
Chapter 4		10/02/17
Chapter 5		10/02/17
Chapter 6		10/02/17
Exam 1		10/02/17
Chapter 7		10/9/17
Chapter 8		10/9/17
Chapter 9		10/16/17
Chapter 10		10/16/17
Chapter 11		10/23/17
Chapter 12		10/23/17
Exam 2		10/30/17
Chapter 13		11/6/17
Chapter 14		11/6/17
Chapter 15		11/13/17
Chapter 16		11/13/17
Chapter 17		11/20/17
Chapter 18		11/20/17
Chapter 19		12/4/17
Exam 3		12/4/17
Final Exam		12/7/17

NOTE: All assignments are due at 08:00 (8am) on the date listed above. NO EXTENSIONS will be granted.