

MGMT 3310 - Introduction to Management
Spring Semester 2018 – 3 Credit Hours
Department of Management and Marketing

INSTRUCTOR:

Greg Dickens, MBA

Office: SHB 309-D

Email: dickens@shsu.edu

Office Hours: SHB 309-D: MTWR 7:30am-8am, 11:00-12:00 and by appointment

INSTRUCTOR AVAILABILITY:

The easiest way to contact me is via email (dickens@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.

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:

Attendance in this class is expected and attendance will be taken each class period. Those who miss classes will penalize themselves by missing lab assignments and material that will be discussed in class that may not appear in the text, and over which the class will be tested. If a student arrives late for class and the roll sheet has already been circulated, it is the responsibility of the student to notify the instructor at the end of **that period** that he/she arrived late and was not absent.

GRADING CRITERIA:

Three Exams:	300 Points (100 Points each)
Final Exam:	100 Points
Quizzes	Added to Total Points (NOT the average)

*****PLEASE NOTE: OTHER THAN MISSED EXAMS, NO GRADES WILL BE DROPPED OR REPLACED.*****

COURSE GRADE:

A	360 and above
B	320-359
C	280-319
D	240-279
F	Below 240

MAKEUP POLICY:

Exams missed for valid and excused absences will be replaced by a written comprehensive final exam. There are no makeups for missed quizzes, homework or lab exercises.

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>

VISITORS IN THE CLASSROOM:

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

CELL PHONE USE IN CLASSROOMS:

Cell phone use (including texting) during class is prohibited. Please ensure that your phone is set to silent or vibrate.

EXAM SCHEDULE:

Exam 1: 02/22/18

Exam 2: 04/05/18

Exam 3: 05/01/18