

Sam Houston State University
College of Health Sciences
Department of Family and Consumer Sciences

Course Syllabus

FCS 4372: Resource Management (3 units)
Spring 2018

Instructor: Susan Reichelt, Ph.D. **Email:** sxr067@shsu.edu **Class Meeting Times:** Online
Office: LDB 217 **Office Phone:** 936.294.4129 **Dept. Phone:** 936.294.1242
Office Hours: By scheduled appointment
I am also available via Skype for face-to-face conversations if you are unable to come to my office.
SHSU Help Desk: 877-759-2232, 936-294-2780, blackboard@shsu.edu

Technical Assistance: If you should experience technical issues with your computer during this course, contact the SHSU Help Desk as listed above. Should a technical issue prevent you from submitting an assignment, contact the Help Desk (as noted above) immediately to resolve the problem, and send a message to me, as well. When I confirm with the Help Desk the nature of the issue, I will then determine whether to accept your late work.

Computer Requirements: To successfully meet the requirements for this course, you will need regular access to a robust computer system as noted below.

Computer Recommendations: The SHSU Online Office has compiled a list of computer features that students should have access to so that online experiences are productive. The link to this information is <http://online.shsu.edu/campus/support-desk/system-requirements.html>

Course Description: Managerial and social problems pertaining to individuals and families are examined. Emphasis is placed on decision-making of time, energy, and financial management as well as efficient use of resources.

Textbook: Goldsmith, Elizabeth B. (2013). *Resource Management for Individuals and Families*. 5th ed. Upper Saddle River, NJ: Prentice Hall/Pearson.

Course Objectives: Emphasis is placed on developing skills in managing resources. Upon completion of the course each student should be able to:

1. summarize management today as used in a changing world.
2. utilize concepts of management history.
3. discuss various concepts and principles of management.
4. analyze the management of resources by recognizing the family and household as a system which interacts with other systems.
5. evaluate guidelines for making consumer decisions and problem solving in daily living.
6. summarize how planning, implementing, and evaluation are part of management.
7. outline how communication and communication conflicts are a part of the management process.
8. disclose ways of managing human resources which would benefit each individual.
9. analyze the process of time management as a resource.
10. summarize how one manages work and family.
11. outline the process used to manage stress and fatigue.
12. identify how to manage environmental problems and solutions.
13. relate components of financial management concerns.
14. discuss future challenges as related to technology, family, global change, and the environment.

IDEA Objectives:

1. Learning fundamental principles, generalizations, or theories.
2. Learning to *apply* course material (to improve thinking, problem solving, and decisions).

Attendance Policy: Not applicable. However, students should determine a regular time each day to read the textbook information and the chapter notes, and complete writing assignments as noted on the Course Calendar section of this syllabus.

Students with Disabilities Policy:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, 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 Director of the Office of Services for Students with Disabilities, Lee Drain North Annex, or by calling 936.294.3512, TDD 936.294.3786.

NOTE: No accommodation can be made until the student registers with the Office of Services for Students with Disabilities (SSD). See the link at <https://www.shsu.edu/syllabus/>.

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. See the link at <https://www.shsu.edu/syllabus/>.

Study Tips:

It is recommended that students use the textbook, PowerPoint notes, and other posted materials to gain the full understanding of course content and to complete the assignments.

The SAM Center is available for students experiencing academic difficulty, and they provide various sessions during the semester. Their web site is http://www.shsu.edu/~sam_www and the telephone is 936-294-4444 or toll-free at 866-364-5211; they are located in CHSS 170. The Writing Center is available to assist with all stages of writing assignments. Synchronous online tutoring sessions are available using Skype, and appointments are available. The website is <http://www.shsu.edu/~wctr/> and the telephone is 936-294-3680

Course Policies and Rules of Conduct:

Students are expected to comply with the university's Code of Conduct, located at http://www.shsu.edu/~slo_www/. All students are expected to assist in maintaining an environment that is conducive to learning. Each discussion post must include a substantial submission of the required number of sentences. Submissions indicating simply an agreement or disagreement with another student's postings are not acceptable and will not count as a submission for grading purposes.

Academic Dishonesty:

All students are expected to engage in all academic pursuits in a manner above reproach. Students are expected to maintain complete 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 to be submitted, plagiarism, collusion and the abuse of resource materials.

All instances will be dealt with on an individual basis. The consequences for academic dishonesty will range from a "0" for that assignment to an "F" for the course.

Plagiarism includes, but is not limited to, copying the work of another student, copying published work without appropriate citations, and allowing someone else to complete an assignment or work for the student.

Additional information is available at the Dean of Students web site at <http://www.shsu.edu/~slo/www/> and under the "Student Guidelines" link in the course home section online.

Instructor Evaluations:

Students will be asked to complete a course/instructor evaluation form toward the end of the semester.

Course Evaluation:

Student grades will be based on 2 exams, 2 website critiques, a video reflection activity, case study project, and student presentation. Written assignments will be evaluated on the basis of specific criteria for each assignment, including content, consistency with the assignment guidelines, grammar, and organization. Specific criteria for the assignments will be provided on separate sheets.

| | |
|---|-------------------|
| Written examinations: 2 @ 100 points each: | 200 points |
| Introductory Activity | 10 points |
| Website Critique: 2@20 points each | 40 points |
| Video Reflection Activity | 25 points |
| Case Study Project: 2 parts @ 100 points each | 200 points |
| Student Presentation | 100 points |
| Total | 575 points |

A = 90-100% = 518-575 points

D = 60-69% = 345-401 points

B = 80-89% = 460-517 points

F = 0-59% = below 345 points

C = 70-79% = 402-459 points

Online Course Policies:

1. Assignments are due by the date indicated on the Course Calendar below. You can submit assignments prior to the due date.
2. Each week's assignments and notes will be posted by 5 p.m. on Friday All assignments are due no later than 5 p.m. on the due date; Friday, one week after posting.
3. Assignments are not accepted after the due date and time.
4. Assignments are to be submitted as directed on each assignment.
5. All work submitted must be the student's original work.

Course Calendar (subject to change):

| Week of: | Topics: | Readings & Assignments: |
|-----------------|---|---|
| 01/14 | Course Overview | Syllabus |
| 01/21 | Management Today | Chapter 1 Introductory Assignment Due Sunday, 1/28 by 11:59 p.m. |
| 01/28 | Management History and Theories | Chapter 2 Website Critique 1 Due Sunday, 2/4 by 11:59 p.m. |
| 02/04 | Values, Attitudes, Goals and Motivation | Chapter 3 |
| 02/11 | Resources | Chapter 4 |
| 02/18 | Decision Making and Problem Solving | Chapter 5 |
| 02/25 | Planning, Implementing, and Evaluating | Chapter 6 |
| 03/04 | Communication | Chapter 7 Case Study Project: Part 1 Due Sunday, 3/11 by 11:59 p.m. |
| 03/11 | Spring Break Week | |
| 03/18 | Managing Human Resources Exam 1 | Chapter 8 Exam must be complete by Sunday, 3/25 by 11:59 p.m. |
| 03/25 | Managing Time | Chapter 9 Website Critique 2 Due Sunday, 4/01 by 11:59 p.m. |
| 04/01 | Managing Work and Family | Chapter 10 Video Reflection Activity Due Sunday, 4/08 by 11:59 p.m. |
| 04/08 | Managing Stress and Fatigue | Chapter 11 |
| 04/15 | Managing Environmental Resources | Chapter 12 |
| 04/22 | Managing Finances | Chapter 13 Case Study Project: Part 2 Student Presentation Due Sunday, 4/29 by 11:59 p.m. |
| 04/29 | Managing Tomorrow | Chapter 14 |
| 05/06 | Exam 2 | Exam must be complete by Wednesday, 5/09 by 11:59 p.m. |