

MGMT 3310 - Introduction to Management

Department of Management, Marketing and Management Information Systems

Fall Semester 2024 – 3 Credit Hours

Section 01 - SHB 138 – TR 09:30-10:45

Section 05 - SHB 138 – MWF 08:00-8:50

Section 06 - SHB 138 – MWF 09:00-09:50

Sections 21 and 23 - Online

INSTRUCTOR:

Greg Dickens, MBA

Office: SHB 309-A

Email: dickens@shsu.edu

INSTRUCTOR AVAILABILITY:

The easiest way to contact me is via email (dickens@shsu.edu). I have several online classes, and do a lot of meetings via video conference. I always try to arrive early for classes, and will gladly meet with you before or after any class. If the hours above are not convenient for you, just send me an email and we will figure out how / where to meet or use video conferencing tools.

PLEASE NOTE: This class will utilize Respondus Lockdown Browser and web cam for exams.

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.

COURSE LEARNING OUTCOMES:

- Understand principles and concepts relating to the planning function of management.
- Understand principles and concepts relating to the organizing function of management.
- Understand principles and concepts relating to the leading function of management.
- Understand principles and concepts relating to the controlling function of management.
- Understand principles and concepts relating to the motivation function of management.

The course introduces and explains the following management concepts:

Planning

Controlling

Organizing

Goal setting
Strategy development
Managerial decision making
Motivation
Leadership
Communication
Quality management
Managing ethics
Social responsibility
Innovation
Human resources
Individual differences
Globalization

REQUIRED TEXT:

Daft, Management (14th edition) No access codes needed.

ATTENDANCE POLICY:

There are assignments due each week, and failure to complete the assignments on time will significantly affect your grade.

GRADING POLICY:

Three Exams:	300 Points (100 Points each)
Comprehensive Final Exam	100 Points
Chapter Discussions:	95 Points (5 Points each)
Chapter Preps:	190 Points (10 Points each)
Chapter Quizzes:	285 Points (15 Points each)
Participation in Academic Research:	<u>30 Points</u>
Total Points Available:	1000 Points

COURSE GRADE:

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

PLEASE NOTE: I do not calculate averages.

Grades are assigned by total points earned.

MAKEUP POLICY:

All assignments will be opened with sufficient time available for completion. Late discussions, preps, quizzes, exams and exercises will receive a grade of zero. Assignments

and exams are open for an extended period of time, and it is highly recommended that you complete all work at least one week prior to the due date to avoid internet connection and “life happens” issues. Time extensions WILL NOT be given for any discussion, prep, quiz or exam. Failure to plan ahead and/or submit your work on time will result in 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 to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

[Dean of Student's Office](#)

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. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, United States Tax Code.

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. For a complete listing of University policy 861001, see:

[Student Absences on Religious Holy Days](#)

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 class, register with SHSU Services for Students

with Disabilities and schedule a time to talk with a counselor. 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:

[Students with Disabilities Policy](#)

VISITORS IN THE CLASSROOM :

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the instructor.

STUDENT-PROVIDED TECHNOLOGICAL DEVICES :

Students may use personal electronic devices (laptops, tablets, etc) to take notes or view PowerPoint presentations during class. The use of personal electronic devices or other purposes (phone calls, texting, social media, web surfing, etc) is prohibited. Please put your devices in “silent mode” so that you can get notifications, and if you need to take a phone call, text or anything of that nature, just step out of the class room to do so and return when you are finished.

COURSE STRUCTURE:

Under assignments, you will find 19 modules. There is one orientation module and 18 chapter 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!!!

Prep questions: Each prep set is worth 10 points and has 20 questions in it. These prep 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 prep sets as many times as you like, but should keep in mind that only the LAST graded attempt will go into the grade book. Prep 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 (including the final) 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. **(PLEASE NOTE: All exams require a webcam and Respondus Lockdown Browser.)**

MGMT 3310 COURSE DUE DATES

Assignment	Due Date
Orientation	09/08/2024
Chapter 1	09/15/2024
Chapter 2	09/15/2024
Chapter 3	09/22/2024
Chapter 4	09/22/2024
Chapter 5	09/29/2024
Chapter 6	09/29/2024
Exam 1	10/06/2024
Chapter 7	10/13/2024
Chapter 8	10/13/2024
Chapter 9	10/20/2024
Chapter 10	10/20/2024
Chapter 11	10/27/2024
Chapter 12	10/27/2024
Exam 2	11/03/2024
Chapter 13	11/10/2024
Chapter 14	11/10/2024
Chapter 15	11/17/2024
Chapter 16	11/17/2024
Chapter 17	11/24/2024
Chapter 18	11/24/2024
Exam 3	12/08/2024
Final Exam	12/12/2024

NOTE: All assignments and exams are due at 11:59 pm central on the dates listed above. NO EXTENTIONS will be granted.