SYLLABUS: MGT 370 - PRINCIPLES OF MANAGEMENT  
Section 001, TR 8:00-9:15 a.m.  
McGee Business Building #455  
Spring 2015 – 3 Credit Hours

Instructor: Donda Foran Thomasson  
Department: Department of Management, Marketing, and International Business

Office: McGee Building, #403EE  
Office Phone: 936-468-1625  
MMIB Office Phone: 936-468-4103

E-Mail: ThomassoDF@sfasu.edu (note: two “s” ’s and no “n” in name)

Class Hours: T/R 8:00-9:15 a.m.

Office Hours: T/R 9:30-10:30 a.m.  
Other times by appointment or email

Catalog Description: Management philosophy; functions of management; behavioral approaches to management, including the impact of demographic diversity on organizations. Presentation of management as a discipline and as a process.

Student Learning Outcomes:  
Upon completion of this course, the student will understand basic theories and insights drawn from the field of management and be able to relate that understanding to organizational settings including but not limited to the following:

- Describe the basic management functions (planning, leading, organizing, & controlling) and the decision-making processes in each of these areas.
- Understand the importance of diversity and organizational culture in a dynamic and global environment.
- Understand the importance of ethical decision making and social responsibility.
- Understand the importance and value of planning as it relates to organizational outcomes.
- Understand the manager’s role in motivation, leadership, communication, and teamwork.

Program Learning Outcomes:  
- Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.
**Cengage MindTap Web Access required for course.**  
Access code only ISBN# 9781305100978  
A traditional textbook available which is bundled with MindTap access (also includes ebook), for those who prefer this option.

D2L Tech Support:  
For D2L technical support, contact student support in the Office of Instructional Technology (OIT) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. To learn more about using D2L, visit SFA ONLINE at [http://sfaonline.sfasu.edu](http://sfaonline.sfasu.edu), where you will find written instructions and video tutorials.

MindTap Tech Support:  
Technical support for MindTap is available 24/7 with live chat at [www.cengage.com/support](http://www.cengage.com/support), or M-R 7:30 a.m.-8:00 p.m. CT and Friday 7:30 AM - 5:00 PM CT at 800.354.9706. There is also a dedicated tech support website for this specific course with alerts and FAQ: [http://support.cengage.com/magellan/ClassLandingPage.aspx?optyId=1-1RB0G3N](http://support.cengage.com/magellan/ClassLandingPage.aspx?optyId=1-1RB0G3N)

For general computer support (not related to D2L or MindTap), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.

Instructional Technique:  
Class content will be discussion, application, and expansion of material utilizing a variety of resources, articles, exercises, videos, cases, quizzes, small individual and team projects, and other various activities.

Handouts, syllabus, and other class materials will be available the week of the assignments on D2L.

*Students are expected to print their own materials.*  
*Students are expected to read and study assigned material and complete any related class assignments over material prior to attending class.*  
*Students are expected to participate positively.*  
*Students are expected to limit their class discussion and small group participation to the Management Topic.*

Syllabus: The instructor reserves the right to make any necessary changes to the syllabus and/or schedule, which will be communicated on D2L. Any such changes will be announced in class and/or posted on D2L as early as possible.

*Students are expected to be responsible for information contained in the syllabus and for any changes in the syllabus or schedule.*  
*Students are expected to check D2L regularly for announcements and/or updates/changes.*
Exams: There will be three major exams and one final exam. At the discretion of the professor, these may be a combination of multiple choice, fill-in-the-blank, case analysis, True/False questions, and short answer questions. The exams will include book content, class discussions, and additional assignments. The tests must be turned in by the stated time.

The 2-1/2 hour final exam will be comprehensive and cover the course’s worth of readings, discussions, cases, assignments, and class quizzes.

During the exams, all bags, purses, etc., will be left at the front of the room (turn off phones prior to drop-off). No hats or drinks or anything else at the seats or tables except writing utensils.

Management Paper: Each student will write a two-page maximum typewritten paper on a Management Function (Planning, Organizing, Leading, or Control) based on an analysis of a company’s Management Strategy. The student will select a recent newspaper or magazine feature or an internet article about a successful company and attach it to the written paper. Guidelines will be discussed thoroughly only once (week of April 14). A management paper turned in early and receiving less than the full points will be returned to the writer for a rewrite, in order to gain full credit. Due May 12.

The paper’s outline will follow the TE-BAR Outline:
Title
Topic Sentence (Relevance to Successful Management)
Executive Summary (one-paragraph of the student’s insight of the company’s Management Style)
Background (One paragraph of the environmental/competitive forces which propelled the company’s changes)
Action (bulk of the paper and is the review of the managerial functions of Planning, Organizing, Leading and/or Control)
Results (a summary of the success and reasoning)

Assignments & Homework: To aid with class discussions, students are assigned Class Assignments (CA) and Homework (HW).
- CA are usually due on Thursdays and are usually Case Studies.
- HW are usually due on Tuesdays and are usually examples of the topic.
- Both are worth 5 points each.
- Papers should list the student’s name, due date, topic and BE TYPED.
- HW may be taped or stapled to a page with the above.
- CA are limited to only 1 page in length and must be professionally presentable.

*Students are expected to have ready at the start of class any assigned case or homework, and to be in a professional typed form.

No late papers will be accepted for grades, no matter the reason. If anticipating missing a class, the student can turn in the class assignment to the instructor or to her mailbox prior to class.
Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1 Intro/Environment</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2 Planning/Organizing</td>
<td>100</td>
</tr>
<tr>
<td>Exam #3 Leading/Control</td>
<td>100</td>
</tr>
<tr>
<td>Class Assignments (CA)</td>
<td>60</td>
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<tr>
<td>Homework (HW)</td>
<td>60</td>
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<tr>
<td>Management Paper</td>
<td>80</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Total Possible</td>
<td>600</td>
</tr>
</tbody>
</table>

Exams must be taken during scheduled exam date/time unless prior arrangements have been made for an officially excused university or instructor approved absence.

Any student with an official university or instructor approved excuse must contact instructor prior to exam. (Minor illnesses, car trouble, malfunctioning alarm clocks, and most other reasons are not acceptable reasons for an exam or class assignment to be excused.)

No extensions will be given for incomplete assignments
No late assignments will be accepted.
No extra credit will be given.
Class assignments and due dates are posted and available on D2L.

Class Attendance/Behavior:

- Each student is expected to attend every class session. Missing 5 hours of class will drop a student’s grade by a letter.
- Missing class (either for excused or unexcused reasons) is not an excuse for being unprepared for the next class.
- Each student will be prepared for that day’s assignment by having read the chapter prior to class and ready to discuss the 5-10 major points of each chapter in class.
- Each student must turn in professional-level assignments on time.
- Many of the class assignments will be completed in class only and students will not have the opportunity to complete these at another time.
- The Instructor will accept short questions or comments prior to class if not prepping for class. Questions requiring lengthy answers will be addressed after class.

At the discretion of the professor, students engaging in disruptive behavior in class (such as: arriving to class late, leaving early, reading other materials, playing games, engaging in private conversations, sleeping, using technology devices when not part of class assignment/activity, or anything else that detracts from the purpose of the class) may be penalized in a variety of ways.

Technology devices will often be utilized in class for class assignments, materials and activities. However, when not in use specifically for class, they must be turned OFF and put away. Violations are subject to punishment under the University Student Conduct of Code. Let the professor know before class begins if you are expecting an emergency communication.

Plagiarism and or turning work other than your own, in any part, is punishable with a grade of zero and/or dismissal from class with an “F.” Any violation of expected class behavior is subject to punishment under the University Student Code of Conduct.
Student Academic Dishonesty (University Policy 4.1)
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf.

Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
<table>
<thead>
<tr>
<th>Week#</th>
<th>Date</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Jan 27</td>
<td>Chapter 3/Managing in a Global Environment</td>
<td>Read Chapter 3 prior to start of class. HW#1: Bring in a company label w/ international address due Jan 27. CA: Case #2 due Jan 29.</td>
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<tr>
<td>3</td>
<td>Feb 3</td>
<td>Chapter 4/Managing Ethics &amp; Social Responsibility</td>
<td>Read Chapter 4 prior to start of class. HW#2: Bring in an article on a “less than ethical situation” due Feb 3. Test #1 Feb 5 Chapters 1-4 + supplemental material</td>
</tr>
<tr>
<td>4</td>
<td>Feb 10</td>
<td>Chapter 5/Managerial Planning and Goal Setting</td>
<td>Read Chapter 5 prior to start of class. HW#3: Find a company’s mission statement due Feb 10. CA: Case #3 due Feb 12.</td>
</tr>
<tr>
<td>5</td>
<td>Feb 17</td>
<td>Chapter 6/Managerial Decision Making</td>
<td>Read Chapter 6 prior to start of class. HW#4: Bring in an article on disastrous managerial decision due Feb 17. CA: Case #4 due Feb 19 at start of class.</td>
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<tr>
<td>6</td>
<td>Feb 24</td>
<td>Chapter 7/ Designing Adaptive Organizations</td>
<td>Read Chapter 7 prior to start of class. HW#5: Bring in a company’s organizational chart due Feb 24. CA: Case #5 due Feb 26.</td>
</tr>
<tr>
<td>7</td>
<td>Mar 3</td>
<td>Chapter 8/Managing Change and Innovation</td>
<td>Read Chapter 8 prior to start of class. HW#6: Find an article on a 50-year-old+ company. List its first products/services &amp; its current product/services due March 3. CA: Case #6 due March 5 at start of class.</td>
</tr>
<tr>
<td>8</td>
<td>Mar 10</td>
<td>Chapter 9/Managing Human Resources and Diversity</td>
<td>Read Chapter 9 prior to start of class. HW#7: Find an article about a company’s Human Resources department due March 10. Note what is emphasized. CA: Case #7 due March 12.</td>
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<td>Mar 14-22</td>
<td>Spring Break</td>
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</tr>
<tr>
<td>9</td>
<td>Mar 24</td>
<td>Chapter 10/Understanding Individual Behavior</td>
<td>Read Chapter 10 prior to start of class. HW#8: Review the “Four Problem-Solving Styles” Exh#10.8 p.433 and add one paragraph about your style, due March 24. Test #2 Mar 26 Chapters 5-9 + supplemental material.</td>
</tr>
<tr>
<td>10</td>
<td>Mar 31</td>
<td>Chapter 11/Leadership No Class April 2</td>
<td>Read Chapter 11 prior to start of Class. HW#9: Bring in a book title of a company leader whose style you want to adopt due March 31. Note why. CA: Case #8 due March 31.</td>
</tr>
<tr>
<td>1</td>
<td>Apr 7</td>
<td>Chapter 12/Motivating Employees</td>
<td>Read Chapter 12 prior to start of class. HW#10: Bring in an article referencing motivation options due Apr 7. Note the technique and if it worked. CA: Case #9 due April 9.</td>
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<tr>
<td>Date</td>
<td>Chapter/Topic</td>
<td>Assignment Details</td>
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| 12 Apr 14  | Chapter 13/Managing Communications | **Review of Management Paper requirements.**  
Read Chapter 13 prior to start of class.  
HW#11: Bring in a company’s correspondence due Apr 14.  
Note if you think it was effective, why/why not.  
CA: Case #10 due Apr 16. |
| 13 Apr 21  | Chapter 14/Leading Teams       | **Read Chapter 14 prior to start of class.**  
HW#12: Find an article describing a strong team leader, due Apr 21. In one paragraph, write agree/disagree and why.  
CA: Case #11 due Apr 23 at start of class. |
| 14 Apr 28  | Chapter 15/Controlling         | **Read Chapter 15 prior to start of class.**  
CA: Case #12 due Apr 30. |
| 15 May 5   |                                | **Management Papers Due May 5.**  
Test # 3 May 5, Chapters 10-15 + supplemental material.  
Review for final on May 7. |
| May 12     | Final Exam                     | 8-10 a.m. Comprehensive |

**Important Dates to Remember:**  
January 23, Friday – Last day to register & Last day to change schedule other than to drop courses  
March 14, Saturday thru March 22, Sunday – Spring Break  
March 25, Wednesday – Last day to drop & Last day to withdraw without WP or WF  
April 28, Tuesday – Last day to withdraw from university  
May 20, Wednesday – Final Exams start

| HW#1       | CA#1                           | Test #1 Score: _____/100 |
| HW#2       | CA#2                           | Test #2 Score: _____/100 |
| HW#3       | CA#3                           | Test #3 Score: _____/100 |
| HW#4       | CA#4                           | Class Assigns: _____/60 |
| HW#5       | CA#5                           | Homework: _____/60 |
| HW#6       | CA#6                           | Management Paper: _____/80 |
| HW#7       | CA#7                           | Final Exam Score: _____/100 |
| HW#8       | CA#8                           | TOTAL: ____________/600 |
| HW#9       | CA#9                           |                          |
| HW#10      | CA#10                          |                          |
| HW#11      | CA#11                          |                          |
| HW#12/5 pts each Total: _____/60 | CA#12/5 pts each Total: _____/60 |

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>540 and above</td>
<td>A/90-100%</td>
</tr>
<tr>
<td>480-539 points</td>
<td>B/80-89%</td>
</tr>
<tr>
<td>420-479 points</td>
<td>C/70-79%</td>
</tr>
<tr>
<td>360-419 points</td>
<td>D/60-69%</td>
</tr>
<tr>
<td>359 points and below</td>
<td>F/59% and below</td>
</tr>
</tbody>
</table>

**Syllabus**  
The instructor reserves the right to make any necessary changes to the syllabus and/or schedule. This syllabus is provided as a guide for the class content and expectations for this semester. It is not a contract and is subject to change as necessary.