SYLLABUS: MGT 370 – MANAGEMENT PRINCIPLES
Section 501 Online
Fall 2017 – 3 Credit Hours

Instructor: Cathy R. Henderson

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Class Hours: All Fall 2017 courses are online

Office Hours: M 1:00-4:00
T 1:00-4:00
Other days and/or times M-F by appointment
Available every day, including weekends, by D2L or SFA email

Online Office Hours: M 7:00-9:00 Online only on D2L
W 7:00-9:00 Online only on D2L
Available every day, including weekends, by D2L or SFA 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.

Prerequisite: Junior standing

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

Current Textbook: Daft, R. L., Marcic, D. 2017. Understanding Management 10th Ed. Cengage Learning (with MindTap course access). **MindTap access, which includes the ebook, is required for this course.** You are not required to purchase a traditional text in addition to the MindTap access because the **required** MindTap access includes an ebook. If you do prefer to have a traditional text in addition to the ebook, the required MindTap access is also available bundled with a loose-leaf text. The required MindTap course access code and the required MindTap course access code (still includes ebook) bundled with the loose-leaf text are both available from the bookstores. You can also purchase either directly from Cengage Learning for a discounted price when you go to the MindTap course registration link below. **There is also courtesy free trial on the registration site available until Sept. 11th.** You can use this until you purchase and/or receive your required MindTap course access code.

MindTap Registration: You will need to have a free Cengage Brain account to register your MindTap access for this course. To set up a Cengage Brain account (or access one you already have), and purchase and/or register the required MindTap course access, click on the following link: **MGT 370 501 Fall 2017 MindTap Registration Instructions** If you have problems with the link, you can also copy and paste the following URL into your web browser: **https://studentdashboard.cengagebrain.com/#/course-confirmation/MTPPNJ5PFVCS/initial-course-confirmation** Follow the instructions for setting up a new Cengage Brain account and purchasing and/or registering your MindTap course access. If you already have a Cengage Brain account, use can now use the following link to register into the course and/or purchase the required MindTap course access: **https://studentdashboard.cengagebrain.com/#/course-confirmation/MTPPNJ5PFVCS/initial-course-confirmation** Additional information and instructions for registering/accessing/using MindTap is available on D2L in your MGT 370 501 Fall 2017 course. **MindTap/ebook course registration MUST be completed by designated due date/time (see course schedule).**

Instructional Technique: This course is conducted using both D2L (the SFA learning management platform), and Cengage Brain MindTap. Students must be familiar with using both D2L and MindTap (instructions included below).
Students will be expected to read and study **ALL** assigned material and complete any related class assignments by the designated due date/time. Due dates for all assigned material, reading, D2L class assignments and MindTap assignments are available on both the course schedule and on D2L. **All are due by 11:59 on the designated due date.** Exams will cover all assigned information, including all text information and D2L content information, class assignments, MindTap assignments, cases, articles, videos, etc.

To log into D2L and access this course, go to [https://d2l.sfasu.edu/](https://d2l.sfasu.edu/) and log in using your SFA username and password.

**D2L Help/Tech Support:** If you are unfamiliar with D2L or need to learn more about using D2L, visit SFA ONLINE Tech Support & Resources, using the following link or QR code, where you will find both written instructions and video tutorials for using the various D2L tools: [http://www.sfaonline.info/supportandtutorials](http://www.sfaonline.info/supportandtutorials).

For **D2L technical support**, contact SFA’s D2L support team at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.

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

**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 8:30 a.m.-9:00 p.m. EST and Friday 8:30 AM - 6:00 PM EST at 800-354-9706. There is also a dedicated tech support site for this specific course, with alerts and FAQ, using the following link or QR code: MGT 370 Dedicated MindTap Tech Support/Alerts/FAQ

If you have problems with the link or QR code, you can also copy and paste the following URL into your web browser: [http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1113625](http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1113625)
Exams:
There will be three major exams worth 100 points each. At the discretion of the professor, this may be a combination of multiple choice, True/False and short answer questions. All exams dates are on the course schedule. Exams will be available from 6:00 am to 11:59 pm on the scheduled exam date. All exams are taken online, however only Exam #3 (Final Exam) must be monitored. There are several options for having Exam #3 monitored, including monitoring from any location using Proctor U (SFA will cover the fee for this exam), taking exam in the Rusche College of Business monitored exam lab (available 8:00 am to 4:30 pm), or taking exam at another monitored location with pre-approval by instructor. See D2L for detailed information and instructions on the monitored exam.

Evaluation:
Student performance will be determined through a combination of measures. This includes a variety of both D2L and MindTap class assignments and three major exams. Class assignments consist of MindTap problem sets/quizzes/simulations/self-assessments, and D2L class activities/cases/quizzes/videos/articles, etc.

D2L Class Assignments 100 points
MindTap Class Assignments 100 points
Exam #1 100 points
Exam #2 100 points
Exam #3 100 points

Total Possible Points 500 points

Do not miss a scheduled exam or class assignment.

Exam and assignment due dates are posted/available on your course schedule, D2L calendar, in your D2L content and on your D2L assignments, as well as on your MindTap calendar and assignments. All assignments must be completed by the assignment due date/time. Late assignments will not be accepted or extensions granted.

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 absence must contact instructor prior to exam.

Final grades will be determined on the following basis:
450-500 points A
400-449 points B
350-399 points C
300-349 points D
The time to worry about your grade in this class is at the BEGINNING of the course, not at the end. If you are as concerned about your grade every day of the semester as most students are on the last couple of days, you will not need to be concerned those last couple of days. The grades you receive throughout the semester will determine your final grade in the course. I will not change the grade you earn. Please do not contact me at the end of the semester with the story of why you need me to GIVE you extra points or how you will “do anything” to get more points. I do not give individual points, extra credit or additional projects to increase one’s individual grade at any time. You earn points through quality work throughout the semester. If you keep up with the work and do your best throughout the semester, you will earn the points you need for the class.

Class Attendance/Belavior: This course is entirely online. It is your responsibility to keep up with all class assignments, just as if you were attending a traditional class that meets every day. It is imperative not to get behind in this course. You must log into D2L & MindTap regularly to complete all of the assignments. You must also check your D2L email every day. It is very difficult to catch up if you get behind in a course, particularly an online course. Students may not collaborate on individual assignments and are specifically prohibited from turning in work done by another person at any time. All work submitted in this course must be 1) written by YOU, 2) written THIS semester, 3) written for THIS specific section of this course, 4) not recycled from any other course you've taken here or elsewhere, and 5) not recycled from any previous time you may have attempted this course. If it is discovered that you have turned in any part of an individual or team "recycled" assignment, you will receive a zero for that assignment. All assignments will be subject to TurnItIn verification and any violations of expected class behavior are subject to punishment under the university Student Code of Conduct.

Course Content:

Required Topics
Evolution & Scope of Management
Legal, Social, Internal/External Environments of Organizations
Strategy
Planning
Ethics
Human Resource Issues and Demographic Diversity
Organizational Cultures
Contemporary Issues involving International, Small Business
Management, and Organizational Culture
Decision Making
Leadership
Group Dynamics
Communication
Motivation

Optional Topics:
History of Management Thought
Job Design
Decision Making
Controlling
Facilitating Effective Behavior
Operations Management
Information Control

You are responsible for all information contained in the syllabus and for any changes in the syllabus or schedule. The instructor reserves the right to make any necessary changes to the syllabus and/or schedule, which will be communicated on D2L. **It is your responsibility to check D2L regularly for any announcements and/or updates/changes.** Any such changes will be announced and/or posted as early as possible. Students not regularly checking D2L are responsible for obtaining this information. This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract and is subject to change as necessary.

**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](http://www.sfasu.edu/cob/ug-plo.asp).

**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](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.
MGT 370-501 Fall 2017 Schedule  
This is NOT a self-paced course. All assignments have designated due dates/times and all MUST be completed by the specified due date/time. All assignments are due by 11:59 pm on the designated due date. See D2L for any changes and/or updates to schedule.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Week One</td>
<td>Introduction</td>
<td>Introduction to MGT 370 Module on D2L D2L Syllabus/Schedule Quiz D2L Student Information Sheet and Acknowledgement Form D2 Introduce Yourself Discussion Board Post/Replies MindTap Course Registration Completed on Cengage Brain</td>
<td>All week one assignments due by 11:59 pm on 9/1</td>
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<td>8/28-9/1</td>
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<td>Week Two</td>
<td>Unit #1, Ch. 1 - The World of Innovative Management</td>
<td>D2L Ch. 1 Module Read/Study Ch. 1 in Ebook/Text Ch. 1 MindTap Assignments D2L Ch. 1 Class Assignment</td>
<td>All week two assignments due by 11:59 pm on 9/8</td>
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<td>9/2-9/8</td>
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<td>Week Three</td>
<td>Unit #1, Ch. 2 - The Environment and Corporate Culture</td>
<td>D2L Ch. 2 Module Read/Study Ch. 2 in Ebook/Text</td>
<td>All week three assignments due by 11:59 pm on 9/1</td>
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<td>9/9-9/15</td>
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<td>Week Four 9/16-9/22</td>
<td>Unit #1, Ch. 3 - Managing In A Global Environment</td>
<td>D2L Ch. 3 Module Read/Study Ch. 3 in Ebook/Text Ch. 3 MindTap Assignments D2L Ch. 3 Class Assignment</td>
<td>All week four assignments due by 11:59 pm on 9/22</td>
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<td>Week Five 9/23-9/29</td>
<td>Unit #1, Ch. 4 - Managing Ethics and Social Responsibility</td>
<td>D2L Ch. 4 Module Read/Study Ch. 4 in Ebook/Text Ch. 4 MindTap Assignments D2L Ch. 4 Class Assignment</td>
<td>All week five assignments due by 11:59 pm on 9/29</td>
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<td>Week Six 9/30-10/6</td>
<td>Unit #1, Ch. 5 - Planning and Goal Setting</td>
<td>D2L Ch. 5 Module Read/Study Ch. 5 in Ebook/Text Ch. 5 MindTap Assignments</td>
<td>All week six assignments due by 11:59 pm on 10/6</td>
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<td>Unit #1 Exam</td>
<td>All Unit #1 Information, Assignments, and Ch. 1-5</td>
<td>Friday, Oct. 6th Exam #1 available 6:00 am to 11:59 pm</td>
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<td>Week Seven</td>
<td>Unit #2, Ch. 6 - Managerial</td>
<td>D2L Ch. 6 Module</td>
<td>All week seven</td>
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<tr>
<td>Week/Unit</td>
<td>Ch.#, Topic</td>
<td>Read/Study in Ch. #</td>
<td>Ch. # MindTap Assignments</td>
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<td>10/7-10/13</td>
<td>Decision Making</td>
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<td>Week Seven</td>
<td>Unit #2, Ch. 7 - Designing Organizational Structure</td>
<td>D2L Ch. 7 Module</td>
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<td>Week Eight</td>
<td>Unit #2, Ch. 8 - Managing Change and Innovation</td>
<td>D2L Ch. 8 Module</td>
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<td>Week Nine</td>
<td>Unit #2, Ch. 9 - Managing Human Resources &amp; Diversity</td>
<td>D2L Ch. 9 Module</td>
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<td>Week Ten</td>
<td>Unit #2, Ch. 10 - Understanding Individual</td>
<td>D2L Ch. 10 Module</td>
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<td>Date</td>
<td>Module</td>
<td>Read/Study</td>
<td>Assignment</td>
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<td>10/28-11/3</td>
<td>Behavior</td>
<td>Read/Study Ch. 10 in Ebook/Text Ch. 10 MindTap Assignments</td>
<td>11:59 pm on 11/3</td>
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<td>Week Eleven 11/4-11/10</td>
<td>Unit #2 Exam All Unit #2 Information, Assignments, and Ch. 6-10</td>
<td>Friday, Nov 3rd Exam #2 available 6:00 am to 11:59 pm</td>
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<td>Week Eleven 11/4-11/10</td>
<td>Unit #3, Ch. 11 - Leadership</td>
<td>D2L Ch. 11 Module Read/Study Ch. 11 in Ebook/Text Ch. 11 MindTap Assignments</td>
<td>All week eleven assignments due by 11:59 pm on 11/10</td>
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<td>Week Twelve 11/11-11/17</td>
<td>Unit #3, Ch. 12 - Motivating Employees</td>
<td>D2L Ch. 12 Module Read/Study Ch. 12 in Ebook/Text Ch. 12 MindTap Assignments D2L Ch. 12 Class Assignment</td>
<td>All week twelve assignments due by 11:59 pm on 11/17</td>
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<td>Week Thirteen 11/18-11/24</td>
<td>Thanksgiving Break Thanksgiving Break Thanksgiving Break</td>
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<td>Week Fourteen 11/25-12/1</td>
<td>Unit #3, Ch. 13 - Managing Communication</td>
<td>D2L Ch. 13 Module Read/Study Ch. 13 in Ebook/Text Ch. 13 MindTap Assignments</td>
<td>All week fourteen assignments due by 11:59 pm on 12/1</td>
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<td>Week Fifteen 12/2-12/8</td>
<td>Unit #3, Ch. 14 - Leading Teams</td>
<td>D2L Ch. 14 Module Read/Study Ch. 14 in Ebook/Text Ch. 14 MindTap Assignments D2L Ch. 14 Class Assignment</td>
<td>All week fifteen assignments due by 11:59 pm on 12/8</td>
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<td>Week Fifteen 12/2-12/8</td>
<td>Unit #3, Ch. 15 - Managing Quality &amp; Performance</td>
<td>D2L Ch. 15 Modules Read/Study Ch. 14 in Ebook/Text Ch. 15 MindTap Assignments</td>
<td>All week fifteen assignments due by 11:59 pm on 12/8</td>
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<td>Week Sixteen Final Exams</td>
<td>Unit #3 Exam (Final Exam)</td>
<td>Unit #3, Ch. 11-15</td>
<td>Tuesday, Dec. 12th Exam #3 available 6:00 am to 11:59 pm This exam must be proctored</td>
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**Important Dates to Remember:**

August 31st – Last day to register (Both full and part-time students)
   Last day to change schedule other than to drop courses
October 25th – Last day to drop courses
   Last day to withdraw from university without WP or WF
November 27th – Last day to withdraw from university

**Exam Dates**
Friday, October 6th – Exam #1 (Unit #1, Ch. 1-5)
Friday, November 3rd – Exam #2 (Unit #2, Ch. 6-10)
Tuesday, December 12th – Exam #3 (Unit #3, Ch. 11-15)

**Exam #3 must be proctored**