Instructor: Dr. Robert McDermand, MA, MPA, MBA, EdD  
Office: Athletics Fieldhouse Academic Center 101A  
Office Phone: 936-468-4429  
Other Contact Information: 936-468-4103 (MGT Department)

Course Time & Location: TR 11am-12:15 BUS 124  
Office Hours: Monday and Wednesday 10-11am  
Credits: 3  
Email: mcdermanrd@sfasu.edu

Prerequisites: Junior Standing

I. Course 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.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

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.

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:
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.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

A variety of instructional activities will be used, including: online quizzes, case studies and articles, lectures, a midterm exam, a final exam, in-class exercises, in-class discussions, videos, and demonstration.

IV. Evaluation and Assessments (Grading):

The student's course grade will be determined based on the following course activities, and weighted as indicated.

<table>
<thead>
<tr>
<th>COURSE ACTIVITY</th>
<th>GRADE WEIGHT</th>
<th>REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>Weekly Mindtap Units</td>
<td>60%</td>
<td>Units are open for one week each and due by Sunday at 11:59pm each week</td>
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<tr>
<td>Midterm Test (1)</td>
<td>20%</td>
<td>In-class midterm will be held on October 11th</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
<td>In-class final will be held Thursday, December 13th at 10:30am</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Revised 8/2018
V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Unit Topics Covered</th>
<th>Mindtap Exercise</th>
<th>In Class</th>
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<tbody>
<tr>
<td>Week of Aug 27</td>
<td>Course Introduction</td>
<td>Introduction to Mindtap</td>
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<tr>
<td>Part 1</td>
<td></td>
<td></td>
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<tr>
<td>Week of Sept 3</td>
<td>The World of Innovative Management</td>
<td>Chapter 1</td>
<td></td>
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<td>Part 2</td>
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<td>Week of Sept 10</td>
<td>Corporate Culture</td>
<td>Chapter 2</td>
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<td>Week of Sept 17</td>
<td>The Global Environment</td>
<td>Chapter 3</td>
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<td>Week of Sept 24</td>
<td>Ethics and Social Responsibility</td>
<td>Chapter 4</td>
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<td>Part 3</td>
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<tr>
<td>Week of Oct 1</td>
<td>Planning and Goal Setting</td>
<td>Chapter 5</td>
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<td>Week of Oct 8</td>
<td>Managerial Decision Making</td>
<td>Chapter 6</td>
<td>Midterm -</td>
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<td>October 11</td>
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<td>Part 4</td>
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<td>Week of Oct 15</td>
<td>Organizational Structure</td>
<td>Chapter 7</td>
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<td>Week of Oct 22</td>
<td>Change and Innovation</td>
<td>Chapter 8</td>
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<tr>
<td>Week of Oct 29</td>
<td>Human Resource Management and Diversity</td>
<td>Chapter 9</td>
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<tr>
<td>Part 5</td>
<td></td>
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<tr>
<td>Week of Nov 5</td>
<td>Leadership</td>
<td>Chapter 11</td>
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<td>Week of Nov 12</td>
<td>Motivating Employees</td>
<td>Chapter 12</td>
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<td>Week of Nov 19</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Part 6</td>
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<tr>
<td>Week of Dec 3</td>
<td>Managing Quality and Performance</td>
<td>Chapter 15</td>
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<tr>
<td>Week of Dec 10</td>
<td>Final – Thursday, December 13th at 10:30am</td>
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V(b). Topics Covered

**Required Topics:**
- Evolution & Scope of Management
- Legal, Social, Internal/External Environments of Organizations
- Strategy
- Planning
- Ethics
- Human Resource Issues, including demographic diversity
- Contemporary Issues involving International, Small Business management, and Organizational Culture
- Decision Making
- Organizational Culture
- Leadership
- Group Dynamics
- Communication
- History of Management Thought
- Job Design Decision Making
- Controlling
- Facilitating Effective Behavior
- Operations Management

**Optional Topics:**
- History of Management Thought
- Job Design Decision Making
- Controlling
- Facilitating Effective Behavior
- Operations Management
- Information Control
VI. Textbook (Required):

Required Textbook:

What is MindTap?
MindTap empowers you to produce your best work – consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

Registration
Connect to https://www.cengage.com/dashboard/#/course-confirmation/MTPQRPGPTB77/initial-course-confirmation
Follow the prompts to register your MindTap course.
Payment
After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 09/10/2018 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class: https://www.cengage.com/dashboard/#/course-confirmation/MTPQRPGPTB77/initial-course-confirmation

System Check
To check whether your computer meets the requirements for using MindTap, go to http://ng.cengage.com/static/browsercheck/index.html

Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.

Technical support for MindTap is available 24/7 with live chat at 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 available using the following link or QR code: MGT 370 Dedicated MindTap Tech Support/Alerts/FAQ

VII. Course Evaluations:

Near the conclusion of each semester, students in the Rusche College of Business electronically evaluate courses taken within the college. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the College of Business faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Rusche College of Business, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

VIII. Student Ethics and Other Policy Information:

Attendance:
It is assumed and expected that students will attend all scheduled class meetings. Not all absences are excused, but if convenient (for the instructor) may be made-up. Consistent and prompt attendance positively reflects on the student’s participation and therefore there is, in fact, a reward for being present. Instructor reserves the right to record as absent any person who is present and sleeping.

Revised 8/2018
Students with Disabilities
In accordance with the "American Disabilities Act," an appropriate adjustment will be arranged for individuals with a disability that might prevent or eliminate them from participating in certain activities during the semester. It should be noted that students have an obligation to advise or disclose information to the instructor about their specific disability so that correct accommodation may be made. To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 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/disabilitiyservices/.

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

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 to aid in achieving a better grade on a component of a class; (2) the falsification or invention 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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 and F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior
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 Student Conduct Code, policy D-34.1). 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 Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

IX. Other Relevant Course Information:
1. In order to provide and maintain a clean learning environment, it is the policy of the university that no open beverages, food, or tobacco are permitted in instructional areas.
2. Student attendance and participation in this class is a personal matter and results from individual motivation and interest. However, when present in class, it is expected that you will remain until class is completed. Students who, for whatever reason, feel they must leave class will be penalized by having ONE (1) test point subtracted from their total test score for each occasion that they absent themselves from class. If you know you must leave class and inform the instructor in advance no penalty will be applied.
3. Cell phones must be turned off and remain off during class time. Students text messaging, receiving, making, or interrupting class with their phones will be penalized by having ONE (1) test point subtracted from their total test score on each occasion that these types of events occur

Revised 8/2018