SYLLABUS: MGT 370 – MANAGEMENT PRINCIPLES
Section 002 – MW 1:00-2:15 – BU 127
Fall 2018 – 3 Credit Hours

Instructor: Cathy R. Henderson

Department: Department of Management & Marketing

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Office Phone: 936-468-1682

M & M Office Phone: 936-468-4103

E-Mail: Brightspace (D2L) Email or chenderson@sfasu.edu

Class Hours: MW 1:00-2:15 pm
All other courses are online

Office Hours: M 10:00-1:00, 2:30 - 3:30 pm
W 11:00 – 1:00 pm
Other days and/or times as posted week by week.
Available by appointment M-F.
Available by email every day, including weekends.

Online Office Hours: M 7:00-9:00 pm Online only on Brightspace (D2L)
T 7:00-9:00 pm Online only on Brightspace (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.** There are several new options available this semester. I would advise you to use the courtesy two-week fee trial while you decide which option is best for you. 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, there are several options available for this also. You can purchase the MindTap/ebook from the bookstores or directly from Cengage Learning when you go to the MindTap course registration link below. **All of this information is available in detail in your course content on Brightspace (formerly known as D2L).**

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 for the required MindTap course access, click on the following link or use the QR code: **MGT 370 MW 1:00 Fall 2018 MindTap Registration**

If you have problems with the link, you can also copy and paste the following URL into your web browser:

https://www.cengage.com/dashboard/#/course-confirmation/MTPP3BSPT9D3/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 the following link to register into the course and purchase and/or register the required MindTap course access:

https://www.cengage.com/dashboard/#/course-confirmation/MTPP3BSPT9D3/initial-course-confirmation

Additional detailed information and instructions for
registering/accessing/using MindTap is available on Brightspace (D2L) in your MGT 370 002 Fall 2018 course content. **MindTap/ebook course registration MUST be completed by designated due date/time (see course schedule).**

**Instructional Technique:** This course is conducted using **both** Brightspace, the SFA learning management platform (formerly known as D2L), and Cengage Brain MindTap. Students must be familiar with using both Brightspace (D2L) and MindTap (instructions below). Students will be expected to read and study **ALL** assigned material and complete any related class assignments by the designated due date/time. **DO NOT COME TO CLASS UNPREPAED or having not completed assignments/reading for class.** Due dates for all assigned material, reading, Brightspace (D2L) class assignments and MindTap assignments are available on both the course schedule and on Brightspace (D2L) calendar. Exams will cover all assigned information, including all class lecture information/activities/assignments/discussions, text information and Brightspace (D2L) content information/assignments, MindTap assignments, cases, articles, videos, etc.

To log into Brightspace (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 using Brightspace (D2L) or need to learn more about using Brightspace (D2L), visit SFA ONLINE Tech Support & Resources, using the following link or QR code. You will find both written instructions and video tutorials for using the various Brightspace (D2L) tools: [http://www.sfaonline.info/supportandtutorials](http://www.sfaonline.info/supportandtutorials).

For **Brightspace (D2L) technical support**, contact SFA’s Brightspace (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. Afterhours and weekends, live chat support is also now available on your Brightspace (D2L) homepage.

For general computer support not related to Brightspace (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, 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, or use the QR code below.

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.

Evaluation: Student performance will be determined through a combination of measures. This includes a variety of in-class activities, class assignments, Brightspace (D2L) assignments, MindTap assignments (problem sets/quizzes/simulations/self-assessments, & video assignments), course project, and three major exams.

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<tr>
<th>Component</th>
<th>Points</th>
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<tr>
<td>Class Assignments/Participation</td>
<td>100</td>
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<td>MindTap Assignments</td>
<td>100</td>
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<tr>
<td>Project</td>
<td>100</td>
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<tr>
<td>Exam #1</td>
<td>100</td>
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<td>Exam #2</td>
<td>100</td>
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<td>Exam #3</td>
<td>100</td>
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<td>Total Possible Points</td>
<td>600</td>
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Do not miss a scheduled exam or class assignment.
Exam and assignment due dates are posted/available on your course schedule, Brightspace (D2L) calendar, in your Brightspace (D2L) content and on your Brightspace (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:
540-600 points A
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. 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/Behavior: **Class attendance is required and roll will be taken every day. Not attending class will negatively influence your class assignment/participation grade.**

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 as soon as possible in class, on D2L, and with Remind. **It is your responsibility to check Brightspace (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 Brightspace (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. You can sign up for Remind messages and alerts from your instructor using the following link or QR code: [Remind Signup Fall 2018 MGT 370 002](#)

You can also text @f2gh3k to the number 81010. If you have problems with the 81010, try texting @f2gh3k to (832) 786-2842.

**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

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 370-002 Fall 2018 MindTap & Exam Schedule**

All assignments have designated due dates/times and all **MUST** be completed by the specified due date/time. This is a tentative schedule. Any updates or changes will be announced in class and/or posted on Brightspace (D2L). Class Assignments/Project Schedule Will Be Posted On Brightspace (D2L) and/or Discussed In Class.

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<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
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| **Week One** 8/27-9/2 | Introduction To MGT 370 | Introduction to MGT 370 D2L  
D2L Syllabus/Schedule Quiz  
D2L Student Information Sheet and Acknowledgement Form  
**MindTap Course Registration**  
Completed on Cengage Brain  
**MindTap Assignment**  
Introduction To MindTap Video | Due 5:00 pm - 8/31 |
| **Week Two** 9/3-9/9 | Unit #1, Ch. 1 - The World of Innovative Management | D2L Ch. 1  
Read/Study Ch. 1 in Ebook/Text  
Ch. 1 MindTap Assignments | Due 9/3 by 1:00 pm |
| **Week Three** 9/10-9/16 | Unit #1, Ch. 2 - The Environment and Corporate Culture | D2L Ch. 2  
Read/Study Ch. 2 in Ebook/Text  
Ch. 2 MindTap Assignment | Due 9/10 by 1:00 pm |
<p>| <strong>Week Four</strong> | Unit #1, Ch. 3 - Managing In | D2L Ch. 3 | Due 9/17 by 1:00 pm |</p>
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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Read/Study Ch.</th>
<th>Due Date</th>
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<tr>
<td>9/17-9/23</td>
<td>A Global Environment</td>
<td>Ch. 3 in Ebook/Text</td>
<td>Ch. 3 MindTap Assignments</td>
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<td>Week Five</td>
<td>9/24-9/30</td>
<td>Unit #1, Ch. 4 - Managing Ethics and Social Responsibility</td>
<td>D2L Ch. 4</td>
<td>Due 9/24 by 1:00 pm</td>
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<td>Read/Study Ch. 4 in Ebook/Text</td>
<td>Ch. 4 MindTap Assignments</td>
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<td>Week Six</td>
<td>10/1-10/7</td>
<td>Unit #1, Ch. 5 - Planning and Goal Setting</td>
<td>D2L Ch. 5</td>
<td>Due 10/1 by 1:00 pm</td>
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<td>Read/Study Ch. 5 in Ebook/Text</td>
<td>Ch. 5 MindTap Assignments</td>
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<td><strong>Unit #1 Exam</strong></td>
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<td><strong>Wednesday, Oct. 3</strong></td>
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<td>Week Seven</td>
<td>10/8-10/14</td>
<td>Unit #2, Ch. 6 - Managerial Decision Making</td>
<td>D2L Ch. 6</td>
<td>Due 10/8 by 1:00 pm</td>
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<td>Read/Study Ch. 6 in Ebook/Text</td>
<td>Ch. 6 MindTap Assignments</td>
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<td>Week Eight</td>
<td>10/15-10/21</td>
<td>Unit #2, Ch. 7 - Designing Organizational Structure</td>
<td>D2L Ch. 7</td>
<td>Due 10/15 by 1:00 pm</td>
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<td>Read/Study Ch. 7 in Ebook/Text</td>
<td>Ch. 7 MindTap Assignments</td>
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<td>Week Nine</td>
<td>10/22-10/28</td>
<td>Unit #2, Ch. 8 - Managing Change and Innovation</td>
<td>D2L Ch. 8</td>
<td>Due 10/22 by 1:00 pm</td>
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<td>Read/Study Ch. 8 in</td>
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<td>Week</td>
<td>Unit #2, Ch. 9 - Managing Human Resources &amp; Diversity</td>
<td>Ch. 8 MindTap Assignments</td>
<td>Due 10/29 by 1:00 pm</td>
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<td>Week Ten</td>
<td>D2L Ch. 9 Read/Study Ch. 9 in Ebook/Text Ch. 9 MindTap Assignments</td>
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<td>10/29-11/4</td>
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<td>Week Eleven</td>
<td>Unit #2, Ch. 10 - Understanding Individual Behavior</td>
<td>D2L Ch. 10 Read/Study Ch. 10 in Ebook/Text Ch. 10 MindTap Assignments</td>
<td>Due 11/5 by 1:00 pm</td>
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<td>11/5-11/11</td>
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<td>All Unit #2 Information/Assignments/Ch.6-10</td>
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<td>Wednesday, Nov. 7th</td>
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<td>Week Twelve</td>
<td>Unit #3, Ch. 11 - Leadership Unit #3, Ch. 12 - Motivating Employees</td>
<td>D2L Ch. 11 Read/Study Ch. 11 in Ebook/Text Ch. 11 MindTap Assignments</td>
<td>Due 11/12 by 1:00 pm</td>
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<td>11/12-11/18</td>
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<td>Due 11/14 by 1:00 pm</td>
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<td>Week Thirteen</td>
<td>Thanksgiving Break Thanksgiving Break Thanksgiving Break</td>
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<td>11/19-11/25</td>
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<td>Week</td>
<td>Unit #3, Ch. 13 - Managing</td>
<td>D2L Ch. 13</td>
<td>Due 11/26 by 1:00 pm</td>
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| Fourteen  
11/26-12/2 | Communication | Read/Study Ch. 13 in Ebook/Text  
Ch. 13 MindTap Assignments |
|-----------|---------------|--------------------------------------------------|
|           | Unit #3, Ch. 14 - Leading Teams | D2L Ch. 14  
Read/Study Ch. 14 in Ebook/Text  
Ch. 14 MindTap Assignments |
|           | Unit #3, Ch. 15 - Managing Quality & Performance | D2L Ch. 15  
Read/Study Ch. 1  
Ch. 15 MindTap Assignments |
| Week  
Fifteen  
12/3-12/9 | Unit #3 Exam (Final Exam) | All Unit #3 Information Assignments/Ch.11-15 |
|           |           | Mon. Dec 10th 1:00 |

**Important Dates to Remember:**
August 30th - Last day to register (Both full and part-time students)  
Last day to change schedule other than to drop courses  
October 24th - Last day to drop courses  
Last day to withdraw from university without WP or WF  
November 26th - Last day to withdraw from university

**Exam Dates**
Wednesday, October 3rd - Exam #1 (Unit #1, Ch. 1-5)  
Wednesday, November 7th - Exam #2 (Unit #2, Ch. 6-10)  
Monday, December 10th 1:00 pm - Exam #3 Final Exam (Unit #3, Ch. 11-15)