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>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Online Connect Chapter</td>
<td>50%</td>
<td>Online Chapter Materials are open for one week each and due by Sunday at 11:59pm each week</td>
</tr>
<tr>
<td>Assignments and Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm Test</td>
<td>20%</td>
<td>In-class midterm will be held on Thursday, October 17th at 11am</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>In-class final will be held Thursday, December 12th at 10:30am</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
<td>Attendance is required, with each absence resulting in the deduction of 1 attendance point (10 total)</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics Covered</th>
<th>Connect Exercises</th>
<th>In Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Week of August 26</td>
<td>The Exceptional Manager: What You Do, How You Do It</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>Week of Sept 2</td>
<td>Management Theory: Essential Background for the Successful Manager</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Week 3</td>
<td>Week of Sept 9</td>
<td>The Manager’s Changing Work Environment and Ethical Responsibilities</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Week 4</td>
<td>Week of Sept 16</td>
<td>Global Management: Managing across Borders</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Week 5</td>
<td>Week of Sept 23</td>
<td>Planning The Foundation of Successful Management</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Week 6</td>
<td>Week of Sept 30</td>
<td>Strategic Management: How Exceptional Managers Realize a Grand Design</td>
<td>Chapter 6/Learning Module 1</td>
</tr>
<tr>
<td>Week 7</td>
<td>Week of October 7</td>
<td>Individual and Group Decision Making: How Managers Make Things Happen</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Week 8</td>
<td>Week of Oct 14</td>
<td>Organizational Culture, Structure, and Design</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Week 9</td>
<td>Week of Oct 21</td>
<td>Human Resource Management: Getting the Right People</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Week 10</td>
<td>Week of Oct 28</td>
<td>Organizational Change and Innovation: Lifelong Challenges</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Week 11</td>
<td>Week of Nov 4</td>
<td>Managing Individual Differences and Behavior: Supervising People</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Week 12</td>
<td>Week of Nov 11</td>
<td>Motivating Employees: Achieving Superior Performance in the Workplace</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>Week 13</td>
<td>Week of Nov 18</td>
<td>Groups and Teams: Increasing Cooperation, Reducing Conflict</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Week 14</td>
<td>Week of Nov 25</td>
<td>Thanksgiving Break – No assignments or readings</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>Week of Dec 2</td>
<td>Power, Influence, and Leadership &amp; Control Systems and Quality Management</td>
<td>Chapters 14 &amp; 16</td>
</tr>
<tr>
<td>Week 16</td>
<td>Week of Dec 9</td>
<td></td>
<td>In-class final will be held Thursday, December 12th at 10:30am</td>
</tr>
</tbody>
</table>

Instructor reserves the right to modify, change, emphasize, and/or de-emphasize any of the preceding proposed content topics.

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

Revised 8/2019
VI. Textbook (Required):

**Required Textbook:**

2. Follow the prompts to register your Connect course.

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.

**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/disabilityservices/.

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 cannot attend class are penalized by having attendance/participation point subtracted from their running total for each occasion that they are absent from class. If you know you must be absent from class and inform the instructor in advance for the chance that 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.