Instructor: Ruben Carmona, MBA

Department: Department of Management, Marketing & International Business

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MMIB Office Phone: 936-468-4103

E-Mail: carmonar@sfasu.edu

Class Hours: T 6:45-9:15

Office Hours: T 5:40-6:40 (prior email required to confirmed appointment)

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: Kinicki/Williams 2019. *Management, A Practical Introduction 9th Ed.* “Connect Center”. You are NOT required to purchase a traditional text, you can buy the e-book this will give you access to “Connect Center”. If you do prefer to also have a traditional text, the required text book course access is also available bundled with a loose leaf text.

Connect Center: You will receive your access code whenever you buy any versions of the course book that are available. To set up a Connect Center (or access one you already have), use the QR code below or click on the following link:

https://connect.mheducation.com/class/r-carmona-sweat-blood--tears

Follow the instructions for setting up a new Connect Center account.

Instructional Technique: Connect Center. Students will be expected to be familiar with using this. Students will be expected to read and study ALL assigned material and complete any related class assignments by the designated due date/time. Connect Center assignments for topics covered in class must be completed prior to attending class. Class 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. Due dates and due date times for all assigned material, reading, class assignments and/or activities (including Connect Center assignments & instructions). You will be tested thoroughly over all assigned information, including all text information, lecture information, class assignments, MindTap assignments, cases, articles, and videos, etc.

Connect Center Tech Sup: Technical support for Connect Center is available https://mhedu.force.com/CXG/s/, or M-R 8:30 a.m.-8:00 p.m. EST or call Customer Experience Group at 800-331-5094. There is also customer support site for this specific course, https://www.mheducation.com/contact.html

Exams: There will be three major exams. At the discretion of the professor, these may be a combination of multiple choice, True/False and short answer questions. All exams will be taken during class.

Evaluation: Student performance will be determined through a combination of
measures. This includes three major exams and a variety of class assignments/projects. Class assignments/projects consist of MindTap assignments, class activities/projects, cases, quizzes, videos, articles, etc.

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<th>Points</th>
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<tr>
<td>Exam #1</td>
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<td>Exam #2</td>
<td>100</td>
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<td>Exam #3</td>
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<td>Connect Center Assignments</td>
<td>100</td>
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<td>Class Participation</td>
<td>100</td>
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<tr>
<td>Other: Articles, extra cred., in class quizzes</td>
<td>100</td>
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<td><strong>Total Possible Points</strong></td>
<td><strong>600</strong></td>
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**Do not miss a scheduled exam or class assignment.**
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. (Minor illnesses, car trouble, alarm clock problems, work, 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 and no late assignments will be accepted. Class assignment due dates/times will be emailed to you, and are listed on class syllabus.

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<th>Points Range</th>
<th>Grade</th>
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<tr>
<td>550-600</td>
<td>A</td>
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<td>500-549</td>
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<td>450-499</td>
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<td>400-449</td>
<td>D</td>
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<tr>
<td>399 points and below</td>
<td>F</td>
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I do not give individual extra credit or additional projects to increase one’s individual grade at any time.

**Class Attendance/Behavior:**
Each student is expected to attend every class session having read and/or prepared that day’s assignment prior to class starting. Many of the class assignments will be completed in class only and students will not have the opportunity to complete these at another time. At the discretion of the professor, students engaging in disruptive behavior in class (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 Code. Let the professor know before class begins if you are expecting an emergency communication.

Missing class (either for excused or unexcused reasons) is not an excuse for being unprepared for the
next class. You are responsible for obtaining all information, changes, readings, notes, etc., prior to the next class meeting.

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 and 2) written THIS semester, 3) for THIS specific section of this course (not recycled from any other course you've taken, here or elsewhere, and 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. Assignments will be subject to TurnItIn verification. Any violations of expected class behavior are subject to punishment under the university Student Code of Conduct.

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 in class and/or via email. **It is your responsibility to check regularly for any announcements and/or updates/changes.** Any such changes will be announced and/or posted as early as possible. 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.

**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](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 370-023 Fall 2019 Tentative Schedule**

**August** 27th  Introductions, expectations, getting to know each other

**September** 3rd  Ch.1  Exceptional Manager & Ch. 10 Man. Change & Innovation

   10th  Ch. 3  Ethics/Group Exercise

   17th  Ch.17 Planning & Goal Setting/Speaker

   24th  Exam 1

**October** 1st  Ch.7  Decision Making/Group Exercise

   8th  Ch.11 Understanding Individual Behavior

   15th  Ch.4  Global Management

   22th  Ch.9  Managing Human Resources/Speaker

   29th  Exam 2
**Important Dates to Remember:**

**Exam Dates**

- **Tuesday, September 24th** – Exam #1 (Ch. 1, 10, 3, 17)
- **Tuesday, October 29th** – Exam #2 (Ch. 7, 11, 4, 9)
- **Tuesday, December 10th** – Exam #3 (Ch. 13, 14, 15)