SYLLABUS: MGT 370 – MANAGEMENT PRINCIPLES
Section 23, T 6:45-9:15 PM
R.E. McGee Business Building #455
Spring19 – 3 Credit Hours

Instructor: Ruben Carmona, MBA

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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: Daft, R. L, Marcic, D. 2017. *Understanding Management 10th Ed.* Cengage Learning (with MindTap course access). MindTap course access, which includes the ebook, is required for this course. You are not required to purchase a traditional text in addition to this because the required MindTap course access includes an ebook. If you do prefer to also have a traditional text, the required MindTap course access is also available bundled with a loose leaf text. The required MindTap course access code and the required MindTap course access code 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 a courtesy two week free trial available on the registration site which you can also use until you purchase 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, use the QR code below or click on the following link:

https://www.cengage.com/dashboard/#/course-confirmation/MTPPQ1B8Z8PX/initial-course-confirmation

Follow the instructions for setting up a new Cengage Brain account and purchasing and/or registering your MindTap course access.

Instructional Technique: Cengage Brain MindTap. Students will be expected to be familiar with using MindTap. Students will be expected to read and study ALL assigned material and complete any related class assignments by the designated due date/time. MindTap 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 MindTap 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.

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.

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 MqindTap Tech Support/Alerts/FAQ

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.

Exam #1 100 points (20%)
Exam #2 100 points (20%)
Exam #3 100 points (20%)
MindTap Assignments 100 points (20%)
Class Participation 100 points (20%)
Total Possible Points 500 points (100%)

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 are posted and available on D2l. and class syllabus/schedule.

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 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.

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 it 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 370-023 Spring 2019 Tentative Schedule
January 22nd  Introductions, expectations, getting to know each other
29th  Ch.1  The World of Innovative Management

February  5th  Ch.8  Managing Change & Innovation
12th  Ch.4  Managing Ethics & Social Responsibility
19th  Ch.5  Planning & Goal Setting--Speaker
26th  Exam 1

March  5th  Ch.6  Managerial Decision Making/Class exercise
12th  Ch.10  Understanding Individual Behavior
19th  No class  Spring Break
26th  Ch.3  Managing in a Global Environment

April  2nd  Ch.9  Managing Human Resources & Diversity/HR Speaker
9th  Exam 2

16th  Ch.11  Leadership--Speaker
23th  Ch.13  Managing Communication--Speaker
30th  Ch.14  Leading Team--Speaker

May  7th  Ch.15  Managing Quality & Performance
14th  Exam 3

Important Dates to Remember:
**Exam Dates**

Tuesday, February 26\textsuperscript{th} – Exam #1 (Ch. 1, 8, 4, 5)

Tuesday, April 9\textsuperscript{th} – Exam #2 (Ch. 6, 10, 3, 9)

Tuesday, May 14\textsuperscript{th} – Exam #3 (Ch.11, 13, 14, 15)