Instructor: Jamie N. Derrick
Department: Management & Marketing
Department Phone: (936) 468 – 4103
Fax: (936) 468 – 1600
Email: Brightspace (D2L) email or jnderrick@sfasu.edu
Office: McGee Building, Room 403EE

Class Time: Online
Online Office Hours: Monday 8:00 – 9:00pm Online only on Brightspace (D2L)
Tuesday 8:00 – 9:00pm Online only on Brightspace (D2L)
Available every day, including weekends, by email.

Student Requirements:
- Technology: Reliable high speed Internet access is required. Login through Brightspace (D2L) system at SFA (d2l.sfasu.edu), desktop, not mobile version.
- SFASU email account: In order to access mySFA for class email and communication.
- Prerequisite: Junior standing
- Textbook: Understanding Management 10th Edition (with MindTap course access), by Richard Daft & Dorothy Maric, Cengage Learning. (more detail below)

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.

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.

Textbook & MindTap Access: Understanding Management 10th Edition (with MindTap course access), by Richard Daft & Dorothy Maric, Cengage Learning. MindTap access, which includes an ebook, is required for this course.

There are several purchasing options available to you. More information is provided in your course content on Brightspace (D2L).


Course Link URL: https://www.cengage.com/dashboard/#/course-confirmation/MTPQNCHPCW3J/initial-course-confirmation
Course Key: MTPQ-NCHP-CW3J
Free trial access expires: February 3, 2019 at 11:59 PM
MindTap Registration Help: https://www.cengage.com/student-training/mindtap/brightspace/ia-no
Possible Money-Saving Opportunity: If another course you are enrolled in uses a Cengage textbook, you can choose a Cengage Unlimited subscription when registering for your course. It includes access to Cengage's entire library of over 22,000 ebooks, digital learning platforms and study tools for $119.99 per term, $179.99 per year or $239.99 for two years. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same. One subscription can be used across as many courses as you'd like, with the option to get a print rental for just $7.99 + free shipping for every activated digital product. You may also have the option to purchase a loose-leaf version of your textbook, which you can keep. View this tutorial video to see how to access and obtain your print options.

You can purchase access to Cengage Unlimited in the bookstore or at cengage.com.

Please review the list of courses using Cengage at SFA. You may find Cengage Unlimited a more affordable option for you.

Evaluation/Grading: Student performance will be determined through a combination of measures. This includes three unit exams, chapter assignments completed in MindTap and Brightspace (D2L), and a comprehensive final exam. See class schedule for exam dates and deadlines.

<table>
<thead>
<tr>
<th>Points Possible</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit #1 Exam</td>
<td>100</td>
</tr>
<tr>
<td>Unit #2 Exam</td>
<td>100</td>
</tr>
<tr>
<td>Unit #3 Exam</td>
<td>100</td>
</tr>
<tr>
<td>MindTap Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Brightspace (D2L) Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

Grading Scale:
- A (90% and above)
- B (80% - 89%)
- C (70% - 79%)
- D (60% - 69%)
- F (less than 60%)

At the professor's option, a grade may be curved by adding points across the board.

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.

Unit Exams: There will be three (3) unit exams worth 100 points each. Exams are taken online via Brightspace (D2L). At the discretion of the instructor, exams may be a combination of multiple choice, true/false, short answer, and/or short essay questions.

Comprehensive Final Exam: There is an online final exam in the class which is comprehensive and proctored. Detailed information/instructions on proctored exam options is available in your course content on Brightspace (D2L).

All exams must be taken as scheduled unless prior arrangements are made due to official university absences.

Course Schedule: A tentative schedule will be distributed the first week of class and is attached to this syllabus. You are responsible for all information contained in the syllabus and for any changes in the syllabus or schedule, which will be communicated in class. The instructor reserves the right to make any necessary changes to the syllabus or schedule. 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.
Class Attendance/Participation: This class is entirely online. It is your responsibility to keep up with all class assignments, just as if you were attending a traditional class that meets regularly. It is imperative not to get behind in this course. You must log into Brightspace (D2L) & MindTap regularly to complete assignments prior to their deadline as well as check news and emails in Brightspace (D2L).

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 the course,
4) not recycled from any other course you have taken here or elsewhere, and
5) not recycled from any previous time you may have attempted this course.

If 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 are subject to TurnItIn verification and any violations of expected class behavior are subject to punishment under the university Student Code of Conduct.

Each student is responsible for having all work turned in on time. Exams and assignments are due no later than the time and date given in the assignment (i.e. if the assignment is to be completed and submitted before midnight; any assignment turned in after midnight host computer time will be considered late and a grade of zero will be assigned to them). The host computer for this class will be the SFA Brightspace (D2L) host computer which houses class content. Please make sure that your time set on your computer matches the time and date on the host computer. If the student is late logging on for an exam, extra time will not be given to the student to finish the exam. If the student has a university approved absence that corresponds with a due date or exam date, the student must contact the instructor to make appropriate arrangements BEFORE the exam or assignment due date.

Email Communications with Instructor: For this course, the preferred communication method is via the Brightspace (D2L) email platform.

When emailing my @sfasu.edu account, students are required to include the course code, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGT 370 (Jamie Derrick) – Ch. 1 Assignment Question] Email communications that do not follow this format may not be responded to timely or at all.

Additionally, the body of each email should be written coherently with the question or issue described in a clear and thoughtful manner.

As the ability to communicate effectively in a professional manner is a core requirement for success in business, all communications with the instructor (including emails, phone calls, and face-to-face interactions) in and out of the classroom will be considered when determining each student’s attendance/participation grade.

Web Etiquette: All students are expected to behave, email, and post in a professional, business manner during this class. Assignments are graded on content and appearance not only of the assignment, but on the manner in which the assignment is submitted and the content of the email accompanying the assignment.

Brightspace (D2L) Technical Support: For Brightspace by D2L technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to Brightspace by D2L), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using Brightspace by D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.
MindTap Technical 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 a.m. - 6:00 p.m. EST at 800.354.9706.

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 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.

The exams in this class are tests of what you know, not what you can look up. Students are expected to not use any materials or online resources while taking the exams in this class. Possession or use of a test bank or an instructor’s manual or the attempt to possess any of these materials will be considered a violation of academic honesty. Students may not take pictures of, screenshot, or record in any way test questions or exams, with the one exception of taking a picture or screenshot of any error messages that occur for technical support. Please read the complete policy at http://www.sfasu.edu/policies/4.1-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/5.5_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-code-of-conduct-10.4.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.