COURSE: Management Principles (MGMT 3370.023)
Section-023: T 6:45pm – 9:15pm (BUSI 161)

TEXT: 9e Management - A Practical Introduction, Kinicki & Williams, 9th Edition
Available online and in the university bookstore.

ADDITIONAL: Additional materials may be required including videos, articles, etc.

INSTRUCTOR: Mr. Bob Coker (Marketing and Management)
Bldg: McGee Business Building
Office Suite: 403
Email (preferred): cokerrl@d2l.sfasu.edu
Phone (preferred): 936-560-4099

OFFICE HOURS: By appointment Please contact me in advance to schedule a meeting.

WEBSITE: https://d2l.sfasu.edu/
Please check this website regularly for all announcements and materials presented. Your course grades will be posted here as well. If you do not have access to our class D2L page please contact me ASAP.

PREREQUISITE: May not be enrolled as a freshman

CATALOG DESCRIPTION
Management philosophy, functions of management and behavioral approaches to management, including the impact of demographic diversity on organizations. Presentation of management as a discipline and a process.
COURSE DESCRIPTION

The course introduces students to basic concepts in management. The goal for this class is to teach management concepts in a manner in which they can be applied to the current business environment. The format of class will include lecture, discussion, projects, and in-class activities. Class requirements include reading assigned chapters before coming to class and participation in both lecture and in-class activities to facilitate an engaging learning environment. The class will meet face-to-face, in-class, but may occasionally meet via Zoom.

PROGRAM LEARNING OUTCOMES/COURSE OBJECTIVES

1. Identify the foundation terms and concepts that are commonly used in management, as indicated by performance on tests.
2. Give the reasoning’s that underlie these terms and concepts, as indicated by performance on tests.
3. Ascertain which of these terms and concepts apply to selected management situation examples, as indicated by performance on tests and additional assignments.
4. Explain the significance of these terms and concepts for selected management situation examples, as indicated by performance on tests and additional assignments.
5. Determine and justify which of these terms and concepts would be appropriate for dealing with selected management situation examples, as indicated by performance on tests and additional assignments.
6. Appreciate the value of an ethical approach to management activities, as indicated by ethical formulations on tests, additional assignments, and communications in class.
7. Demonstrate preparation to comprehend the basic management concerns that might be addressed in inter-functional analyses even if not a management professional, as indicated by overall performance in the course’s requirements.

You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources

OPEN DOOR POLICY AND FEEDBACK

If you encounter any challenges, please let me know. I am here to help you along your academic journey. As we move through the semester, I welcome constructive feedback from students on any aspect of the course: curriculum, content, teaching methodology, etc., so don't hesitate to contact me with your thoughts and ideas.
STUDENTS’ RESPONSIBILITY AND TIME REQUIREMENTS

Students are expected to be professionally and academically engaged by attending class, arriving on time, being prepared, and actively participating in class discussion. Your participation plays an important role in establishing a class environment that fosters mutual respect and cooperative learning.

This class will meet once each week for 16 weeks, and for a 2.5-hour final examination. Students have weekly reading assignments to prepare for various class activities, will be administered quizzes, 4 exams (including the final), and are required to participate in classroom activities and discussions. On average these require a minimum of 5-hours each week outside of classroom hours.

ATTENDANCE & CLASS PARTICIPATION

COVID-19 MASK POLICY Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Please attend class and arrive on time. Students who regularly attend class consistently outperform those who do not. Throughout the semester, there will be several in-class activities to assess your performance and track your attendance. If you miss class, it is your responsibility to find out what was covered and assigned.

You cannot make-up any in-class activities, including exams, quizzes, or projects, unless your absence is excused as per university policy. The following are acceptable reasons for excused absences: serious illness, illness or death of a family member, University-related trips, and major religious holidays. Poor planning and vacations do not constitute excused absences. If the University is closed for any reason on a scheduled class day, you should be prepared to adjust the schedule accordingly including taking an exam during the next class session.

• Students must notify me prior to their absence or within one week after the absence.
• Students must submit any written documentation supporting their excused absence within one week of the absence.
• Absences for major religious holidays require advance written notification.
• All the make-up activities have to be done within 2 weeks of the scheduled time for that assignment.

Life and emergencies happen. In the event you will need to miss class, please notify me before class or within 24 hours afterward if possible. You must make up the missed activities within 1 week of the scheduled due date.

CLASSROOM ENVIRONMENT UNIVERSITY POLICY 10.4

It is important to have a classroom environment that is conducive to learning for everyone. This requires adherence to some basic rules of respectful behavior. The following will NOT be tolerated: (1) side conversations, (2) reading or working on anything except the material in this class, (3) putting your head down on your desk (sleeping), (4) emailing, texting, etc., Students engaging in these disruptive behaviors may be asked to leave the classroom.

ZOOM UTILIZATION

It is my intent to hold all classes face to face. In the event that we conduct a class via Zoom, please keep your camera on and:

• Dress and appear just as you would if attending class in person.
• Behave while zooming as if sitting in a traditional classroom.
• Select a location that is a quiet room free of distractions (for yourself and others).
• Avoid public spaces with customers milling in the background, road noises, etc.
• Avoid using distracting virtual backgrounds (I will be the judge of distracting).
• It is better to mute your microphone when not speaking, however please try to avoid or eliminate background disruptions:
  ✓ Pets
  ✓ Children
  ✓ Roommates
  ✓ TV
  ✓ Music
  ✓ Food
TECHNOLOGY PROHIBITION

Ample research (Hembrooke & Gay, 2003; Fried, 2008) has found that students who use computing devices during class have significant decrements in their memory performance. Further, students who use these devices are a distraction to students who do not use them (Sana, Weston, & Cepeda, 2013). Therefore, laptops, tablets, phones, and other electronic devices are not allowed in this class. However, students are allowed to petition for an exemption. Exemption from this policy is at the discretion of the instructor. Students with disabilities (and their assigned note takers) will be given special consideration.

ACADEMIC INTEGRITY (A-9.1)

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 when, in fact, it is at least partly the work of another; (2) submitting a 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 an 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.
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), 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/.

GRADING

<table>
<thead>
<tr>
<th>Task</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>In-Class Activities &amp; Quizzes</td>
<td>200</td>
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<tr>
<td>Exam 1</td>
<td>200</td>
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<td>Exam 2</td>
<td>200</td>
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<td>Exam 3</td>
<td>200</td>
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<td>Exam 4</td>
<td>200</td>
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<td>TOTAL</td>
<td>1000*</td>
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*Final grades earned as follows:

- “A” 90-100%
- “B” 80-89.99%
- “C” 70-79.99%
- “D” 60-69.99%
- “F” < 60%

In-Class Activities

There will be in-class activities/assignments administered throughout the course of the semester. Class activities will be conducted at the individual and/or group level and represent a significant portion of your grade. You must be present in class to receive activity points, no make-ups are allowed.

Quizzes

There will be unannounced quizzes administered throughout the course of the semester. Quizzes will cover any reading assigned prior to the class including reading assignments you are expected to have completed in preparation for the class. You will need a Scantron for quizzes, please be prepared.
Exams

Exams are in-class and non-cumulative. Questions may be multiple choice, short answer, or long answer (about a page). Exam questions may cover material from the book, PowerPoint slides, class discussion, cases, or other assigned material. You will need a Scantron for exams, please be prepared.

Make-up Exams

In the event of a documented excused absence, as governed by university policy, you may complete a scheduled course exam. It is your responsibility to provide the necessary documentation and to schedule the exam with your instructor within the +/- one-week timeframe. A make-up exam will be scheduled within 2 class dates of the original exam date. In addition, students will not be permitted to make-up more than one exam.

Late Work

Work is considered on-time if delivered by the start of class on the due date. Work is considered late if delivered after the start of class on the due date. If you have an excused absence or are having trouble completing an assignment on time, please talk with me well before the due date. Late work may be accepted given proper documentation (up to instructor’s discretion) and subject to point reduction.

TENTATIVE COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Book Chapter(s) to Read Before Class</th>
<th>Topic</th>
<th>Notes</th>
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<tbody>
<tr>
<td>8/25/2020</td>
<td>Welcome, Syllabus, Introductions, Overview Activity</td>
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<tr>
<td>9/1/2020</td>
<td>Chapters 1 &amp; 2</td>
<td>The Exceptional Manager Management Theory</td>
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<td>9/8/2020</td>
<td>Chapters 3 &amp; 4</td>
<td>Doing the Right Thing Global Management</td>
<td>Twelfth Class Day</td>
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<tr>
<td>9/15/2020</td>
<td>In-Class Review Chapters 1-4 EXAM 1 (Chapters 1-4)</td>
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<td>9/22/2020</td>
<td>Chapters 5 &amp; 6</td>
<td>Planning Strategic Management</td>
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<td>9/29/2020</td>
<td>How Managers Make Things Happen</td>
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<td>Date</td>
<td>Chapters</td>
<td>Class Activity</td>
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<td>10/6/2020</td>
<td>Chapter 7 &amp; 8</td>
<td>Building Blocks of the Organization Class Activity</td>
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<tr>
<td>10/13/2020</td>
<td>Chapters 9 &amp; 10</td>
<td>In-Class Review Chapters 5-8 EXAM 2 (Chapter 5-8)</td>
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<td>10/20/2020</td>
<td>Chapters 11 &amp; 12</td>
<td>Getting the Right People for Managerial Success</td>
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<td>Organizational Change and Innovation</td>
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<td>10/27/2020</td>
<td>Chapters 13 &amp; 14</td>
<td>Supervising People as People Class Activity</td>
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<td>Motivating Employees</td>
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<td>11/3/2020</td>
<td>Chapters 13 &amp; 14</td>
<td>In-Class Review Chapters 9-12 EXAM 3 (Chapter 9-12)</td>
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<td>11/10/2020</td>
<td>Chapter 15</td>
<td>Groups and Teams Class Activity</td>
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<td>Manager or Leader, Which will you be?</td>
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<tr>
<td>11/17/2020</td>
<td>Chapter 16</td>
<td>Mastering the Exchange of Information Class Activity</td>
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<td>11/24/2020</td>
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<td>Control Systems and Quality Management</td>
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<tr>
<td>12/1/2020</td>
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<td>In-Class Review Chapters 13-16 Dead Week</td>
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<tr>
<td>12/8/2020</td>
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<td>FINAL EXAM (Chapters 13-16)</td>
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**Subject to change as announced in class or on the class website. Additional readings/assignments may be required.**