SYLLABUS: MGT 370 – MANAGEMENT PRINCIPLES  
(Formerly MGT 370)  
Section 003 T/R 8:00-9:15  
R.E. McGee Business Building Room #161  
Fall 2020 3 Credit Hours

Instructor: Gary Lee Ashcraft, MIS

Department: Department of Management and Marketing

Office: McGee Building, #403EE

MMIB Office Phone: 936/552-6408 (Cell – before 9 after 5. If I don’t answer, leave a message)

E-Mail: or gary.ashcraft@unitedwaynac.com

Class Hours: T/R 8:00-9:15

Office Hours: (prior email, text or call required to confirmed appointment) I work full time for the Nacogdoches Area United Way – President/CEO

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: Knicki, Angelo (2020) Management. McGraw-Hill Publishing. 9th Edition. This includes an ebook and SmartBook technology with Connect access. Both the required ebook/Connect access code and code bundled with loose-leaf text are available from the bookstores, or you can purchase it directly from the publisher for a discounted price and immediate access ($75), when you complete the Connect access/registration in your course content on D2L (you can add the loose-leaf text too). There is also a two week free trial available on the access registration in your D2L content that you can use for the first few weeks of class.

More information is provided in your course content on D2L.

Connect Registration: In this course, your Connect access registration is deep linked and provided in your D2L course content. You go directly to Connect to register your access, it must be completed through your course content on D2L. Additional information and instructions for registering/accessing/using Connect is available on D2L in your MGMT 3370 003 Fall 2020 course.

Instructional Technique: Students will be expected to read and study ALL assigned material and complete any related class assignments by the designated due date/time. Connect class assignments for topics covered in class must be completed 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 activities, speakers and other various activities. Due dates/times for all assigned material, reading, class assignments and/or activities (including Connect assignments & instructions) are available in your D2L course content, D2L Calendar, and also in Connect. You will be tested thoroughly over all assigned information, including all text information, lecture information, guest speaker information, class assignments, Connect assignments, cases, articles, and videos, ect.

To log into D2L and access this course, click on the following link: and log in using your SFA username and password. If you have problems with the link, copy and paste the following URL into your web browser: https://d2l.sfasu.edu/.

D2L Help/Tech Support: If you are unfamiliar with D2L or need to learn more about using D2L, visit SFA ONLINE Tech Support & Resources, using the following link or QR code, where you will find both written instructions and video tutorials for using the various D2L tools:
http://www.sfaonline.info/supportandtutorials-.
For **D2L (Brightspace) technical support**, contact SFA's D2L support team 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 D2L, contact the Technical Support Center (TSC) at 936-468-HELP (4357) or .

**Connect Tech Support:**

If you are unfamiliar with using an ebook that utilizes SmartBook technology and/or Connect, or need to learn more about either, both written instructions and video tutorials are available when you register for your course ebook/Connect access. All help/technical support questions regarding the ebook and Connect should be directed to Connect technical support. Technical support for Connect is available by phone at 800-331-5094, and by email or live chat at mhhe.com/support.

**Exams:**

There will be three major exams. Exam #1 and Exam #2 will be a combination of multiple choice and T/F questions. Exam #3 (Final Exam), is an essay exam.

**Evaluation:**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam #1</td>
<td>1000</td>
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<tr>
<td>Exam #2</td>
<td>1000</td>
</tr>
<tr>
<td>Exam #3 (Final Exam)</td>
<td>2000</td>
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<tr>
<td>Connect Class Assignments</td>
<td>1000</td>
</tr>
<tr>
<td>Other: Class Participation, Articles, in class quizzes/activities, etc.</td>
<td>1000</td>
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<tr>
<td>Total Possible Points</td>
<td>6000</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.

5400-6000 points A
4800-5399 points B
4200-4799 points C
3600-4199 points D
3599 points and below F

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. Both assignments and essay exam 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, on D2L, 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.
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 in the Curriculum Management Handbook at

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/4.1-student-academic-dishonesty.pdf

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

Student Conduct (University Policy 10.4)
Classroom behavior (both traditional, Zoom, and online), 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 policy 10-4). 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.

COVID-19 Mask Policy (Face-to-Face/Livestream Hybrid): 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. Students are also expected to wear masks (cloth face coverings) over the nose and mouth and maintain appropriate physical distancing when meeting with myself or other students outside of the classroom. If you are unwilling or unable to meet this expectation, plan to meet remotely.

MGT 3370-003 Fall 2020 Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>August 25</td>
<td>Introductions, expectations, getting to know each other</td>
</tr>
<tr>
<td>27</td>
<td>Ch.1  Exceptional Manager</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Ch. 10 Managing Change &amp; Innovation</td>
</tr>
<tr>
<td>3</td>
<td>Ch. 3 Mgrs. Changing Work Environment</td>
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<tr>
<td>8</td>
<td>Speaker - Roger Lindsey, Oncor</td>
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<tr>
<td>10</td>
<td>Ch. 6 Strategic Management</td>
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<tr>
<td>15</td>
<td>Speaker/Ethical Responsibilities - John Fleming</td>
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<tr>
<td>17</td>
<td>Exam 1 Review, Chapters 1, 10, 3, 6 and speakers’ comments</td>
</tr>
<tr>
<td>22</td>
<td>Exam #1 (Autumn begins-😊)</td>
</tr>
<tr>
<td>24</td>
<td>Ch.7  Decision Making/Ch. 9 Human Resources Management</td>
</tr>
<tr>
<td>29</td>
<td>Speaker TBA</td>
</tr>
</tbody>
</table>
October  1     Ch.12 Motivating Employees
         6     Ch. 14 Power, Influence and Leadership
         8     Ch. 15 Communications
        13     Speaker - Dave Carrizales, Etech
        15     Exam #2 Review – Ch. 7, 9, 12, 14, 15 and speakers comments
        20     Exam #2
        22     Ch.14 Power, Influence and Leadership
        27     Ch. 16 Control Systems/Quality Management (my birthday-
                ③)
        29     Ch.4 Global Management

November  3     Ch. 11 Managing Individual Differences/Behavior (Election Day!)
         5     Ch. 13 Groups and Teams: Increasing Cooperation
        10     Ch.8 Organizational Culture, Structure, and design
        12     Ch.5 Planning
        17     Ch. 2 Management Theory
        19     “Managing Up!” Presentation Gary Lee Ashcraft

December  1     Speaker - Dr. Miles McCall (don’t miss this – Best of our year!)
         3     Final Review Session - Final exam will be a 2-5 page essay exam. Subject will be “your style of management”, using text materials and examples. December 4th through 9th is your time to study for our final exam. Feel free to contact me via text or call if you have questions.
December 10/11 Final Exam, Due by 11:59 PM on December 11, No Late Exams Accepted

Accepted
Important Dates to Remember:
August 27 – Last Day To Register (Both Full-Time And Part-Time Students)
  Last Day To Change Schedules Other Than To Drop Courses
October 21 – Last Day To Withdraw From The University Without WP Or
  WF, Last Day To Drop Courses
November 20 – Last Day To Withdraw From The University

Exam Dates
September 22 – Exam#1
October 20 – Exam #2
Dec 10 – 11 – Exam #3 - Final “Celebration!”