Course Syllabus
MGMT 3370.502 Fall 2020 (formerly MGT 370)
Business Policy and Strategy

Professor: Dr. Elton Scifres
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Office Hours: Office Hours: Online: M. T. TH: 9:30-12:00;
                        Office: W: 1:30-4:00

During my online office hours you can contact me directly through zoom (ID# 997 651 5158) or e-mail. Please reserve cell calls for time sensitive issues and don’t use text for complicated questions. If you wish to set up a time to meet outside my office hours please send me request via brightspace (D2L) e-mail. Masks and social distancing will also be required during office visits. Appointments are recommended in order to maintain social distancing requirements.

Covid-19 Policy
This is an online class, but please be aware that university policies remain in effect if you visit my office. Masks and social distancing protocols are require. Appointments are recommended before office visits in order to maintain distance requirements.


Class Time:
Online: The week for this course runs from Saturday to Friday with most assignments due by 10:00 p.m. Friday.

Course Description:
Management philosophy, functions of management, behavioral approaches to management including the impact of demographic diversity on organization. Presentation of management as a discipline and as a process.

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 handbook at: http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources
**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 decisionmaking 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.

**Text and Materials:**
Management: A Practical Introduction 9th Edition (with Connect course access), by Angelo Kinicki and Brian K. Williams, McGraw-Hill Education. Connect 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).

**Student Requirements:**
- Technology: Reliable high speed Internet access is required. Login through Brightspace (D2L) system at SFA (d2l.sfasu.edu). Web camera.
- SFASU email account: In order to access mySFA for class email and communication.
- Prerequisite: Junior standing
- Purchase Textbook and Connect Access, which includes an ebook, is required for this course (described above)
- This is an online course and it is the responsibility of each student to keep up with all readings and assignments. In order to do well in the class you should be prepared to spend three to four hours per week reading the material and completing assignments.

**Grading:**

<table>
<thead>
<tr>
<th>Grading Components</th>
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<tbody>
<tr>
<td>Four Exams                           400</td>
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<tr>
<td>Reading Assignments                 80</td>
</tr>
<tr>
<td>Chapter Assignments                 80</td>
</tr>
<tr>
<td>Role Play Assignments               40</td>
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<tr>
<td>Chapter Quizzes                     160</td>
</tr>
<tr>
<td>Self Assessment                      40</td>
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<td><strong>Total</strong></td>
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Grading scale: A-720-800; B-640-719; C- 560-639; D-480-559; F < 480.
**Grading Policy:**
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.

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.

**Assignment Details:**
- **Unit Exams (Brightspace by D2L):** 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 (Brightspace by D2L):** 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.**
• Reading Assignments, Chapter Assignments, and Role Play Assignments (Connect): Students will work through a variety of activities and exercises using the McGraw-Hill Connect access. Points for each activity and/or assignment will vary.

• Chapter Quizzes (Connect): With the completion of each chapter, students will have a quick quiz to assess their understanding of the chapter material and assigned learning objectives.

• Self-Assessment (Connect): You will need to complete self assessment surveys for certain chapters.

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) & Connect regularly to complete assignments prior to their deadline as well as check news and emails in Brightspace (D2L).

Communication with Instructor: For this course, the preferred communication method is via the Brightspace (D2L) email platform. Please include the course number, your name, and a general description of the content in the subject line of all e-mails.

My primary means of communicating with the class will be the News/Announcements feature in Brightspace (D2L). I will communicate with individual students through Brightspace (D2L) email. You are encouraged to set up email and announcement notifications to ensure communications are not missed.

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.

Connect Technical Support: Technical support for Connect is available 24/7 with live chat at https://mhedu.force.com/CXG/s/ContactUs, or M-R 24/7, Friday 12:00 a.m. - 9:00 p.m. EST, Saturday 10:00 a.m. – 8:00 p.m., and Sunday 12:00 p.m. – 12:00 a.m. at 800.331.5094.
Student Ethics and Other Policy Information

Academic Integrity (4.1)
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/4.1-student-academicdishonesty.pdf.

Withheld Grades Semester Grades Policy (5.5)
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. For additional information, go to http://www.sfasu.edu/policies/coursegrades-5.5.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), 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/.
Course Timeline:

**Unit 1**
8/24-8/28 - all due 8/28 at 10:00 p.m.
Introduction to Management Principles (MGT 370)
- Introduction to Management Principles
- Syllabus & Schedule Quiz
- Student Information Sheet/Acknowledgement Form
- Introduce Yourself Video
- McGraw-Hill Connect course registration

8/29--9/4 – All due 9/4 at 10:00 p.m.
Chapter 1. The Exceptional Manager: What You Do, How You Do It
- Read/study chapter 1 in D2L
- Chapter 1 SmartBook
- Chapter 1 Assignment
- Chapter 1 Self-Assessment
- Chapter 1 Quiz

Chapter 2. Management Theory: Essential Background for the Successful Manager
- Read/study chapter 2 in D2L
- Chapter 2 SmartBook
- Chapter 2 Assignment
- Chapter 2 Quiz

9/5-9/11 – All Due 9/11 at 10:00 p.m.
Chapter 3. The Manager’s Changing Work Environment and Ethical Responsibilities: Doing the Right Thing
- Read/study chapter 3 in D2L
- Chapter 3 SmartBook
- Chapter 3 Assignment
- Chapter 3 Role Play
- Chapter 3 Self-Assessment
- Chapter 3 Quiz

9/12-9/18 – All Due 9/18 at 10:00 p.m.
Chapter 4. Global Management: Managing across Borders
- Read/study chapter 4 in D2L
- Chapter 4 SmartBook
- Chapter 4 Assignment
- Chapter 4 Self-Assessment
- Chapter 4 Quiz
9/21
Unit #1 Exam (Chapters 1 – 4 readings, information, and assignments) Exam available from Monday, September 21st at 7:00 am to 10:00 pm

Unit 2
9/19-9/25 – All Due 9/25 at 10:00 p.m.
Chapter 5. Planning: The Foundation of Successful Management
- Read/study chapter 5 in D2L
- Chapter 5 SmartBook
- Chapter 5 Assignment
- Chapter 5 Quiz

Chapter 6. Strategic Management: How Exceptional Managers Realize a Grand Design
- Read/study chapter 6 in D2L
- Chapter 6 SmartBook
- Chapter 6 Assignment
- Chapter 6 Role Play
- Chapter 6 Self-Assessment
- Chapter 6 Quiz

9/26-10/2 – All Due 10/2 at 10:00 p.m.
- Read/study chapter 7 in D2L
- Chapter 7 SmartBook
- Chapter 7 Assignment
- Chapter 7 Role Play
- Chapter 7 Self-Assessment
- Chapter 7 Quiz

10/3-10/9 – All Due 10/9 at 10:00 p.m.
Chapter 8. Organizational Culture, Structure, and Design: Building Blocks of the Organization
- Read/study chapter 8 in D2L
- Chapter 8 SmartBook
- Chapter 8 Assignment
- Chapter 8 Role Play
- Chapter 8 Self-Assessment
- Chapter 8 Quiz

Chapter 9. Human Resource Management: Getting the Right People for Managerial Success
- Read/study chapter 9 in D2L
- Chapter 9 SmartBook
- Chapter 9 Assignment
- Chapter 9 Quiz
10/10-10/16 – All Due 10/16 at 10:00 p.m.
Chapter 10. Organizational Change and Innovation: Lifelong Challenges for the Exceptional Manager
- Read/study chapter 10 in D2L
- Chapter 10 SmartBook
- Chapter 10 Assignment
- Chapter 10 Role Play
- Chapter 10 Self-Assessment
- Chapter 10 Quiz

10/19
Unit #2 Exam (Chapters 5 – 10 readings, information, and assignments)
Exam available from Monday, October 19 at 7:00 am to 10:00 pm

10/17-10/23 – All Due 10/23 at 10:00 p.m.
Chapter 11. Managing Individual Differences and Behavior: Supervising People as People
- Read/study chapter 11 in D2L
- Chapter 11 SmartBook
- Chapter 11 Assignment
- Chapter 11 Self-Assessment
- Chapter 11 Quiz

10/24-10/30 – All Due 10/30 at 10:00 p.m.
Chapter 12. Motivating Employees: Achieving Superior Performance in the Workplace
- Read/study chapter 12 in D2L
- Chapter 12 SmartBook
- Chapter 12 Assignment
- Chapter 12 Role Play
- Chapter 12 Self-Assessment
- Chapter 12 Quiz

10/31-11/6 – All Due 11/6 at 10:00 p.m.
Chapter 13. Groups and Teams: Increasing Cooperation, Reducing Conflict
- Read/study chapter 13 in D2L
- Chapter 13 SmartBook
- Chapter 13 Assignment
- Chapter 13 Self-Assessment
- Chapter 13 Quiz
11/7-11/13—All Due 11/13 at 10:00 p.m.
Chapter 14. Power, Influence, and Leadership: From Becoming a Manager to Becoming a Leader
• Read/study chapter 14 in D2L
• Chapter 14 SmartBook
• Chapter 14 Assignment
• Chapter 14 Role Play
• Chapter 14 Self-Assessment
• Chapter 14 Quiz

11/14-11/20—All Due 11/20 at 10:00 p.m.
Chapter 15. Interpersonal and Organizational Communication: Mastering the Exchange of Information
• Read/study chapter 15 in D2L
• Chapter 15 SmartBook
• Chapter 15 Assignment
• Chapter 15 Self-Assessment
• Chapter 15 Quiz
Chapter 16. Control Systems and Quality Management: Techniques for Enhancing Organizational Effectiveness
• Read/study chapter 16 in D2L
• Chapter 16 SmartBook
• Chapter 16 Assignment
• Chapter 16 Role Play
• Chapter 16 Quiz

11/21-11/27
Thanksgiving Holiday

12/2
Unit #3 Exam (Chapters 11 – 16 readings, information, and assignments)
Exam available from Wednesday, December 2nd at 7:00 am to 10:00 pm

12/4-12/8
Comprehensive Final Exam (Chapters 1 – 16 readings, information, and assignments)
Exam available from Friday December 4th at 7:00 am to Tuesday, December 8th at 10:00 pm