SYLLABUS: MGT 370 – MANAGEMENT PRINCIPLES
Section 022, T 4:00 - 6:30 PM
R.E. McGee Business Building 161
Spring 2020 - 3 Credit Hours

Instructor: Cody Derouen
*Email: derouencw@sfasu.edu
Phone: 936.468.4103
Department: Management & Marketing

Office Hours: Tuesday 6:30 - 7:30 pm (by appointment)
Other times by appointment or email
Office Location: BU #403EE
Class Time: T 4:00 - 6:30 pm

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.

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

Textbook:

You are not required to purchase a traditional text. If you prefer you can access the text via McGraw-Hill Connect website. If you do prefer to also have a traditional text, the Connect website is also available bundled with a loose-leaf text. The McGraw-Hill Connect website course access code and the McGraw-Hill Connect website course access code bundled with the loose-leaf text are both available from the bookstores. 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. Access to the McGraw-Hill Connect website will be required for course assignments.

* Email Communications
Please send all MGT 370 related emails through the D2L website.

To ensure emails do not get lost or mistakenly deleted, students are required to include the course code, students name and general description of the email in the subject line for all emails sent to the instruction [Example: MGT370 (Stephen Austin) – 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 and/or participation grade.
Evaluation: Student performance will be determined through a combination of measures. This includes three major exams and a variety of class assignments. Class assignments consist of D2L assignments and chapter discussion questions.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Possible</th>
<th>Final grades are determined on the following point basis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>160</td>
<td>900 points &amp; above A</td>
</tr>
<tr>
<td>Exam 2</td>
<td>160</td>
<td>800 – 899 points B</td>
</tr>
<tr>
<td>Exam 3</td>
<td>160</td>
<td>700 – 799 points C</td>
</tr>
<tr>
<td>Chapter Quizzes (D2L)</td>
<td>150 (10 Points Each)</td>
<td>600 – 699 points D</td>
</tr>
<tr>
<td>Connect Assignments (D2L)</td>
<td>150 (10 Points Each)</td>
<td>599 points &amp; below F</td>
</tr>
<tr>
<td>Attendance</td>
<td>150 (10 Points Each)</td>
<td></td>
</tr>
<tr>
<td>TypeFocus Assignments</td>
<td>70</td>
<td></td>
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<tr>
<td>Total</td>
<td>1000</td>
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Student’s Responsibility & Time Requirements

MGT 370 “Management Principles” (3 credits) typically meets once a week (Tuesday) in 150-minute segments for 15 weeks. The student should come to class prepared to discuss the assigned readings.

Attendance is mandatory but does count for a grade. Unless otherwise noted, students will have weekly reading assignments and are required to complete a weekly quiz and discussion post submitted through D2L. Missed or incomplete quizzes, discussion posts or other class assignments cannot be made up. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.

Exams: There will be three (3) exams worth 160 points each. At the discretion of the professor, these may be a combination of multiple choice, True/False and short answer questions. Exams will cover book content, class discussions, and additional assignments.

The use of mobile devices (cell phones) will not be allowed during exams. Any student caught or suspected of using such device during an exam will be asked to leave and receive a zero grade for the exam.

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 missing an exam)

Chapter Assignments & Quizzes

Students will be required to complete chapter assignments and quizzes via the D2L and McGraw-Hill Connect websites prior to the due dates stated in this syllabus. Quizzes will be completed for each chapter and will be an opportunity to understand and gain familiarity with exam questions. Students will also be required to complete various Chapter Assignments for each chapter.

TypeFocus

Each student will complete a TypeFocus Assessment to determine where their personality, interests, and values are to better understand how various majors and careers align with those areas. Students will complete the assessment online and attend a mandatory in class assessment interpretation through the Center for Career and Professional Development Office (CCPD).

Please Note: Extra credit or additional projects will not be provided to increase one’s individual grade at any time.

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 [http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources](http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources)

Course Content

<table>
<thead>
<tr>
<th>Evolution &amp; Scope of Management</th>
<th>History of Management Thought</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal, Social, Internal/External</td>
<td>Job Design</td>
<td>Decision Making</td>
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<tr>
<td>Environments of Organizations</td>
<td>Decision Making</td>
<td>Leadership</td>
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<td>Strategy &amp; Planning</td>
<td>Controlling</td>
<td>Group Dynamics</td>
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<td>Ethics</td>
<td>Facilitating Effective Behavior</td>
<td>Communication</td>
</tr>
<tr>
<td>Human Resource Issues and</td>
<td>Operations Management</td>
<td>Demographic Diversity</td>
</tr>
<tr>
<td>Contemporary Issues involving</td>
<td>Information Control</td>
<td>Organizational Cultures</td>
</tr>
<tr>
<td>International &amp; Small Business</td>
<td>Management and Organizational</td>
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<tr>
<td></td>
<td>Culture</td>
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Class Attendance, Behavior & Participation

Each student is expected to attend every class session having read and/or prepared that day’s assignment prior to class starting.

Class attendance (150 points): Attendance is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions. For every unexcused absence you incur or for every class meeting you are late to, a deduction of 10 points will be taken from the possible 150 points to be earned. Students will be considered late as of 4:05 p.m.

- More than four unexcused absences will result in a ZERO for class attendance and participation.
- Excused absences will be evaluated on a case by case basis by the instructor. All requests for excused absences must be emailed 24 hours in advance unless there are extenuating circumstances.
- Having headphones on in class, being on your cell phone without authorization, sleeping, and other disruptive activities will result in an unexcused absence and the student will be asked to leave the class.
- You can track any absences in D2L in the Gradebook. The number of absences you have, along with the date you were absent will be listed.

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 may 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.

*This syllabus is not a contract and is subject to change as necessary.*
This course is conducted using D2L (the SFA learning management system). Students will be expected to be familiar with using the D2L website. Students will be expected to read, and study ALL assigned material and complete any related class assignments by the designated due date/time. D2L 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 are available on D2L. You will be tested thoroughly over all assigned information, including all text information and D2L content, lecture information, class assignments, D2L assignments, cases, articles, and videos, etc.

To log into D2L and access this course, go to https://d2l.sfasu.edu/ and log in using your SFA username and password.

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. Here you will find both written instructions and video tutorials for using the various D2L tools: http://www.sfaonline.info/supportandtutorials.

For D2L technical support, contact student support in the Office of Instructional Technology (OIT) 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 helpdesk@sfasu.edu.
This tentative schedule is provided to you as a guide for the class content this semester and is subject to change as necessary.

**MGT 370-022 Spring 2020 Tentative Schedule**  
See D2L for changes and/or updates to schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>CLASS DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>DUE DATE Mondays by 11:00 pm</th>
</tr>
</thead>
</table>
| Week 1 | 1/21/20 | Course Introduction & Syllabus Review  
Ch.1 – The Exceptional Manager | D2L  
Chapter Quiz & Connect Assignment | Monday, January 27th by 11:00pm |
| Week 2 | 1/28/20 | (Complete Ch. 1)  
Ch. 2 – Management Theory | D2L  
Chapter Quiz & Connect Assignment | Monday, February 3rd by 11:00pm |
| Week 3 | 2/4/20 | Ch. 3 – The Manger’s Changing Work Environment and Ethical Responsibilities | D2L  
Chapter Quiz & Connect Assignment | Monday, February 10th by 11:00pm |
| Week 4 | 2/11/20 | Ch. 4 – Global Management | D2L  
Chapter Quiz & Connect Assignment | Monday, February 17th by 11:00pm |
| Week 5 | 2/18/20 | Exam #1  
Ch. 1-4 | Ch. 1-4 | Tuesday, February 18th |
| Week 6 | 2/25/20 | Ch. 5 – Planning  
Ch. 6 – Strategic Management | D2L  
Chapter Quiz & Connect Assignment | Monday, March 2nd by 11:00pm |
| Week 7 | 3/3/20 | Ch. 7 – Individual and Group Decision Making | D2L  
Chapter Quiz & Connect Assignment | Monday, March 9th by 11:00pm |
| Week 8 | 3/10/20 | Spring Break | | |
| Week 9 | 3/17/20 | Ch. 8 - Organizational Culture, Structure, and Design | D2L  
Chapter Quiz & Connect Assignment | Monday, March 23rd by 11:00pm |
| Week 10 | 3/24/20 | Ch. 10 - Organizational Change and Innovation | D2L  
Chapter Quiz & Connect Assignment | Monday, March 30th by 11:00pm |
| Week 11 | 3/31/20 | Exam #2  
Ch. 5-10 | Ch. 5-10 | Tuesday, March 31st |
| Week 12 | 4/7/20 | Ch. 12 – Motivating Employees  
Ch. 13 – Groups and Teams | D2L  
Chapter Quiz & Connect Assignment | Monday, April 13th by 11:00pm |
| Week 13 | 4/14/20 | Ch. 11 - Managing Individual Differences and Behavior  
Ch. 14 – Power, Influence, and Leadership | D2L  
Chapter Quiz & Connect Assignment | TypeFocus Assignment Due Monday, April 20th by 11pm |
| Week 14 | 4/21/20 | Ch. 15 – Interpersonal and Organizational Communication | D2L  
Chapter Quiz & Connect Assignment | Monday, April 27th by 11:00pm |
| Week 15 | 4/28/20 | Ch. 16 - Control Systems and Quality Management | D2L  
Chapter Quiz & Connect Assignment | Monday, May 4th by 11:00pm |
| Week 16 | 5/5/20 | Exam #3 (Final Exam)  
Ch. 11-16 | Ch. 11-16 | Tuesday, May 5th |
**Important Dates and Events**

**MGT 370 Exams**
- Exam 1 – Chapters 1, 2, 3, 4 – Tuesday, February 18th
- Exam 2 – Chapters 5, 6, 7, 8, 10 – Tuesday, March 31st
- Exam 3 – Chapters 11, 12, 13, 14, 15, 16 – Tuesday, May 5th

**Spring Break (No Class)** – Tuesday, March 10th

**TypeFocus Competition Date** – Monday, April 20th by 11pm

**2020 Spring Career and Internship Expo** - Wednesday, February 19, 2019, 1:00 pm - 4:00 pm, Grand Ballroom

**Other Important Information**

**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. Here you will find both written instructions and video tutorials for using the various D2L tools:
http://www.sfaonline.info/supportandtutorials-

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**McGraw-Hill Connect**
Additional information can be found on page eight (8) of this syllabus.
General Student Policies

Student Academic Dishonesty (University Policy 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 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/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.

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.
Welcome! In this course we will use Management: A Practical Introduction (9th Edition) Angelo Kinicki and Brian William to purchase your text you have the option of purchasing an online only access code, or an access code with your printed textbook. Connect uses technology that adapts content to your skill level to make more-efficient use of your study time and create a more-effective reading experience.

Here is your **REQUIRED** course material:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>EDITION</th>
<th>AUTHOR</th>
<th>PUBLISHER</th>
<th>ISBN</th>
</tr>
</thead>
</table>

**What is Connect?**

Connect is an online homework and learning management platform from McGraw-Hill Education. Many of your course assignments will be delivered through Connect.

**Connect helps you:**

- Stay organized with assignments – both in and out of class
- Target difficult material to practice and improve your skills
- Review for exams with self-assessment tests and quizzes
- Track your performance with personalized reports
- Save time on studying
- Save money on textbooks

**STUDENT PURCHASE & REGISTRATION INFORMATION**

For this course, you will purchase access to McGraw-Hill Education’s Connect. Here’s how:

**Purchase from Connect integrated in Desire2Learn (D2L)**

Purchase Connect access through your D2L account. Login to your D2L account, and enter your course, then click on the Connect link, which will take you to the Connect registration page where you can follow the prompts.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf, print-version of the text through Connect. This is optional. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you.
If you are having trouble registering for or accessing Connect, please contact McGraw-Hill Education’s Customer Support. Live chat, email, and phone support are available 7 days a week.

When contacting a support agent, you will always receive a case number. It will be important to save this case number if additional follow up or documentation is needed.

**Website:** [www.mhhe.com/support](http://www.mhhe.com/support) | **Phone:** (800) 331-5094 **Hours (EST)**

- Sunday: 12 PM - 12 AM
- Monday - Thursday: 24 hours
- Friday: 12 AM - 9 PM
- Saturday: 10 AM - 8 PM

Ensure your computer meets system requirements by going to this link: [http://connect.mheducation.com/connect/troubleshoot.do](http://connect.mheducation.com/connect/troubleshoot.do)