SYLLABUS: MGT 370 – Management Principles
Section 501 and 502, Online
Spring 2020 – 3 credit hours

Instructor: Jamie N. Derrick
Department: Management & Marketing

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Pronouns: She/Her/Hers

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

Online Office Hours: Tuesday & Wednesday 9:30 – 11:00am
Friday 8:00 – 9:00pm
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). Web camera.
SFASU email account: In order to access mySFA for class email and communication.
Prerequisite: Junior standing
Textbook: Management: A Practical Introduction 9th Edition, by Angelo Kinicki and Brian K. Williams, McGraw-Hill Education. Connect access, which includes an ebook, is required for this course. (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.

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.

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

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<th>Points Possible</th>
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<tbody>
<tr>
<td>Exam #1</td>
<td>100</td>
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<td>Exam #2</td>
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<tr>
<td>Exam #3</td>
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<tr>
<td>Comprehensive Final Exam</td>
<td>100</td>
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<tr>
<td>Reading Assignments</td>
<td>80</td>
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<td>Chapter Assignments</td>
<td>80</td>
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<td>Role Play Assignments</td>
<td>40</td>
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<tr>
<td>Chapter Quizzes</td>
<td>80</td>
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<tr>
<td>Self-Assessment / Video Reflections</td>
<td>120</td>
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<td><strong>Total</strong></td>
<td><strong>800</strong></td>
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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.

**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.

**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 / Video Reflections (Connect & Brightspace by D2L):** Certain chapters have a self-assessment available in Connect. There are two parts to a self-assessment assignment: 1) complete the self-assessment survey in Connect, 2) post a 2-5 minute video responding to the questions posed for each assessment.
Course Schedule: A tentative schedule will be distributed the first week of class. 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.

Time Commitment: This course being solely online and asynchronous in nature, there is no defined time in which students must participate in the course. Students are given adequate windows of time to determine when they will complete required coursework and exams.

Some may be able to complete the readings, assignments, quizzes, and video reflections quicker than others, but on average, students should expect to spend three (3) to four (4) hours per week committed to this course. Weeks that cover multiple chapters will require a greater time commitment than weeks covering a single chapter, have holidays, or involve end of semester exams.

To assist students in planning their week, instructions for each course assignment in Brightspace (D2L) include an estimated time to complete and/or the number of questions in the assignment.

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).

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.

Communication 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.

**Communication from Instructor:** When communicating to the class as a whole (or defined subsets of students), the instructor will use the News/Announcements feature in Brightspace (D2L). If the instructor needs to contact a student individually, she will send a message via Brightspace (D2L) email. Students are highly encouraged to setup email and announcement notifications to ensure communications are not missed.

**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](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](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-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.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/course-grades-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/.