MGMT 3370- 023 MANAGEMENT PRINCIPLES

STEPHEN F. AUSTIN STATE UNIVERSITY
NELSON RUSCHE COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT & MARKETING

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.

PREREQUISITE(S)
Sophomore standing.

COURSE OBJECTIVES

LEARNING GOALS AND OBJECTIVES FOR THE BACHELOR OF BUSINESS ADMINISTRATION (BBA)
The BBA degree has four distinct learning goals, all of which are included in this course:

- **Critical Thinking.** Our graduates will be able to use critical thinking skills to make business decisions informed by data analysis and quantitative methods.
- **Communication Skills.** Our graduates will have effective business writing, speaking, and interpersonal communication skills for team and leadership contexts.
- **Ethical Responsibility.** Our graduates will be able to explore and analyze ethical duties and dilemmas inherent in a diverse and global business environment.
- **Business Acumen.** Our graduates will be able to apply key business concepts from across the business foundation curriculum.

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).

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.
Students are expected to go beyond rhetoric and ideology to develop critical thinking about the principles of management. As a result, students are encouraged to ask questions and to challenge assumptions of class discussions while respecting the logical and reasoned positions of others.

COURSE CONTENT

REQUIRED TOPICS:
- Evolution of Management
- Environmental Forces
- Global Considerations
- Ethics & Social Responsibility
- Planning and Strategy Formation
- Decision Making
- Organizational Design
- Motivation
- Leadership
- Organizational Communication
- Managing Work Teams
- Organizational Culture & Workforce Diversity
- Controlling in Organizations

OPTIONAL TOPICS:
- Entrepreneurs
- Small Business
- Planning and Decision Aids
- Human Resource Management
- Organizational Change & Development
- Information Management
- Technology
- Operations Management
- Self-Management
- Organizational Politics

ABOUT THIS COURSE

REQUIRED BOOKS/READINGS


ISBN: 9781265615901 (Connect Access Card Only)

There are several purchasing options available to you. More information is provided in your course content on Brightspace (D2L).

Additional readings and materials will be provided through Brightspace by D2L by the instructor.

OTHER REQUIRED MATERIALS

No other materials required.
CLASS PREPARATION

To fully understand the concepts covered in this course, you will likely need to review the assigned material more than once. Keeping up with the course requirements throughout the semester helps you better comprehend the content being covered and improves your likelihood of success in a course.

CLASS TIME AND OFFICE HOURS

4:00-6:30 pm Wednesday in room 161, business building.

OFFICE HOURS: TUESDAY 1:45 PM-4 PM, WEDNESDAY 12:15 PM-4 PM

ONLINE OFFICE HOURS: THURSDAY 1:45 PM-5:45 PM

FRIDAY-by appointment

TECHNOLOGY REQUIREMENT

It is each student’s responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated.

BRIGHTSPACE (D2L) & ZOOM 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. https://www.sfactl.com/student-support If you call after regular business hours or on a weekend, please leave a voicemail.

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.

GENERAL TECHNICAL SUPPORT

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.

GRADING & EVALUATION

- Exams= 3*25=75
- Classwork/Homework=15
- Attendance= 10

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.

EXAMS

There will be three examinations in this course. Exams will be administered online through Brightspace by D2L and will consist of multiple-choice, matching, true/false, fill-in-the-blank, and/or short answer questions.

All exams must be taken as scheduled unless prior arrangements are made due to official university absences.
### EXTRA CREDIT OPPORTUNITIES

Extra credit opportunities are available at the instructor’s discretion.

### TENTATIVE COURSE SCHEDULE*

<table>
<thead>
<tr>
<th>Week / Dates</th>
<th>Topic</th>
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<tbody>
<tr>
<td><strong>Week 4. Sept 13 – Sept 17</strong></td>
<td>Chapter 6. Strategic Management: How Exceptional Managers Realize a Grand Design &lt;br&gt;Exam 1 review</td>
</tr>
<tr>
<td><strong>Week 7. Oct 4 – Oct 8</strong></td>
<td>Chapter 10. Organizational Change and Innovation: Lifelong Challenges for the Exceptional Manager</td>
</tr>
<tr>
<td><strong>Week 8. Oct 11 – Oct 15</strong></td>
<td>Chapter 11. Managing Individual Differences and Behavior: Supervising People as People &lt;br&gt;Exam 2 review</td>
</tr>
<tr>
<td><strong>Week 11. Nov 1 – Nov 5</strong></td>
<td>Chapter 14. Power, Influence, and Leadership: From Becoming a Manager to Becoming a Leader</td>
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<tr>
<td><strong>Week 12. Nov 8 – Nov 12</strong></td>
<td>Chapter 15. Interpersonal and Organizational Communication: Mastering the Exchange of Information</td>
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<tr>
<td><strong>Week 14. Nov 22 – Nov 26</strong></td>
<td>Fall Break.</td>
</tr>
<tr>
<td><strong>Week 15. Nov 29 – Dec 3</strong></td>
<td>Study for final exam.</td>
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<tr>
<td><strong>Week 16. Dec 6 – Dec 10</strong></td>
<td>Exam 3 (final exam, Chapter 12 - 16) <a href="#">Exam schedule</a> available on Registrar’s website.</td>
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Calendar subject to change at the discretion of the instructor. Additional readings/videos may also be assigned for certain modules.
UNIVERSITY POLICIES

ACADEMIC INTEGRITY (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 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 (UNIVERSITY 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.

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-code-of-conduct-10.4.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.

ACCESSIBILITY (UNIVERSITY POLICIES 6.1, 6.6)

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.
## IMPORTANT UNIVERSITY DATES

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 23, 2021</td>
<td>Start of 16-week</td>
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<tr>
<td>August 26, 2021</td>
<td>Last day to change schedules other than to drop courses;</td>
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<tr>
<td></td>
<td>Last day to register</td>
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<tr>
<td>October 12, 2021</td>
<td>End of 1st 8-week term</td>
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<tr>
<td>October 13, 2021</td>
<td>Start of 2nd 8-week term</td>
</tr>
<tr>
<td>October 20, 2021</td>
<td>Last day to drop courses;</td>
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<td></td>
<td>Last day to withdraw from the university without a WP or WF</td>
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<tr>
<td>November 22 – 26, 2021</td>
<td>Fall Break</td>
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<tr>
<td>November 29, 2021</td>
<td>Last day to withdraw from the University</td>
</tr>
<tr>
<td>December 6 – 10, 2021</td>
<td>Finals week</td>
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<tr>
<td>December 10, 2021</td>
<td>End of 16-week term</td>
</tr>
<tr>
<td>December 11, 2021</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 15, 2021</td>
<td>Final grades due in mySFA by 12 noon</td>
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UNIVERSITY RESOURCES

ACADEMIC ASSISTANCE RESOURCE CENTER (AARC) TUTORING SERVICES

The AARC is an award-winning program that provides free peer tutoring for many entry-level courses. Some services provided by the AARC that you may find of benefit include online resources (including the Online Writing Lab [OWL]), on-call tutoring at walk-in tables, 1:1 appointments, student instructor groups, and learning teams. For additional information, go to http://sfasu.edu/aarc.

COUNSELING SERVICES

Counseling Services assists SFA students in overcoming obstacles to their personal and academic goals through individual and group counseling for students and outreach, presentations, training, and consultation for the campus community. For additional information, go to http://sfasu.edu/counselingservices.

COUNSELING CLINIC (HUMAN SERVICES)

The SFASU Counseling Clinic is a service provided by the Department of Human Services Counselor Education Programs. It is a training clinic in which services are provided by graduate students who are in the Practicum and Internship portion of their education. All services are supervised by fully licensed Counselor Education faculty. The Stephen F. Austin State University (SFASU) Counseling Clinic combines a therapeutic and community focus which offers a full continuum of counseling care. The service is geared to each person's needs. Client progress is based on the person's ability to move through counseling according to individual readiness. For additional information, go to http://www.sfasu.edu/humanservices/139.asp.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long career success through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements. For additional information, go to http://www.sfasu.edu/ccpd.

FINANCIAL LITERACY

Student Financial Advisors are available to help you with your finances through one-on-one appointments, presentations, and workshops. Topics covered include budgeting, credit cards, debt management, insurance, identity theft, fraud prevention, investing, savings, retirement, banking, and paying for college. For additional information, go to http://www.sfasu.edu/studentaffairs/1691.asp.

HEALTH CLINIC

The Health Clinic offers a full range of medical services to enrolled or registered students. For additional information, go to http://sfasu.edu/life-at-sfa/health-safety/health-clinic.

INvolvement CENTER

The SFA Involvement Center a one-stop shopping site for involvement on campus. The program is the center for student involvement on our campus, a distribution and receiving site for applications for any number of opportunities on campus and a place for involved students to meet, hang out and collaborate with other students. For additional information, go to http://www.sfasu.edu/studentaffairs/69.asp.

NUTRITION COUNSELING (ARAMARK DINING SERVICES)

Dining Services' Dietitian provides nutrition counseling for students with allergies and special dietary needs as well as other nutrition related medical issues, weight concerns, exercise nutrition questions, and more. For additional information, go to https://sfasu.campusdish.com/HealthAndWellness/MeetOurDietitian.
RESEARCH AND INSTRUCTIONAL SERVICES (RIS)

Develop research skills from hands-on and classroom experience with the Research and Instructional Services department. For additional information, go to https://library.sfasu.edu/services#/research?_k=hjbdvf.

SFA FOOD PANTRY

The SFA Food Pantry exists to reduce food insecurity on the SFA campus. For additional information, go to http://sfasu.edu/studentaffairs/1319.asp.

VETERAN’S RESOURCE CENTER

The Veterans Resource Center (VRC) provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize, and form relationships with others that can provide networks of support and access to veterans' resources provided by the university and outside agencies. For additional information, go to http://sfasu.edu/vrc/.

TECHNICAL SUPPORT

Brightspace by D2L Support: https://www.sfactl.com/student-support; d2l@sfasu.edu; 936.468.1919
Technical Support Center/Help Desk: https://help.sfasu.edu; helpdesk@sfasu.edu; 936.468.4357