

MGT 497.01W
Principles of Management
Spring 2018 Course Syllabus

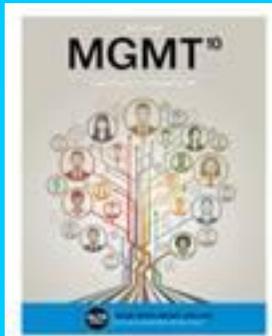
Instructor: Dr. Saurabh Srivastava
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Office: BA 305
Office Hrs: By appointment as needed

***Important information regarding e-mail *** (Read this carefully.)

E-mail is the best method of contact for me. I check e-mail regularly. This is an online course; therefore, expect most communication to be online. I do not frequent the Virtual Office, but you may feel free to use it if you have a question that you think will benefit the entire class. If I do not respond in a timely manner to a question you've posted there, please e-mail me.

Each time you send an e-mail the subject line should read MGT497 (e.g., MGT 497: Exam 2 Question; or MGT 497: Presentation Question; etc.) If you follow these directions exactly, I will respond to emails within a 48 hour time period. If you do not follow these instructions exactly, I cannot assure you that I will respond as quickly because your e-mail may be lost in a sea of other e-mail messages.

Textbook: Principles of Management, 10th Edition, by Williams
Student Edition 978-1-337-11675-6



Course Description: This course is a comprehensive study of managerial functions (planning, organizing, leading, and controlling) for the purpose of achieving organizational goals. Its primary aim is to provide a knowledge base for addressing challenges inherent in managing people. Through completion of this course students will:

Objectives:

- Explain the role, purpose, and functions of management
- Understand the environmental forces that affect managers and organizations.
- Compare and contrast ethical systems and their influence on decisions made by managers

Grading:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 00-59

Chapter Exams:	40% (4 exams @ 10% each)
Journal Entries:	20% (5 entries @ 4% each)
Ethics Assignment:	15%
Group Term Paper:	25%
TOTAL	100%

Chapter Exams: 40% of overall grade. There are 4 exams worth 10% each.

The exams **will be timed** and can only be accessed once; therefore, once you begin, you may not stop and come back to it later. A missed exam equals a missed exam grade *regardless of the reason* unless you contact me immediately, within 12 hours. I will only allow a make-up exam if there is a legitimate reason (sickness, family emergency, etc.). If you just forget to take the exam, you are getting a zero, no matter what. *To clarify, this also means that I will not reset any exams. You need to make sure that you have a secure connection upon beginning the exam. If you lose connection, then you will need to contact me immediately (that very second) to reschedule a time to take the exam.* I will warn you that the make-up exam is purposely more difficult than the scheduled exam because it means you have had more time to prepare. You will need to e-mail me **(always remember to put MGT 497 in the subject line)** to set up a day and time that works for both of us.

Group Term Paper: 25% of overall grade.

Instructions for the term paper can be found by clicking on COURSE MATERIALS and TERM PAPER. The group leader will submit the paper for the group to the Term Papers Drop Box. Please do not e-mail these papers to me. If you can see it in your drop box, then I can also see it.

****NOTE**** All papers will automatically be submitted to Turnitin.com when uploaded to the dropbox. If your paper is above 25% on the similarity index, it will be reviewed for plagiarism. I highly recommend that you avoid direct quotes, but rather you use your own wording and cite all sources.

Journal Entries & Discussions: 20% of overall grade. There are 5 required journal entries, each worth 4%.

Topics are posted related to the assigned journal entries under assigned weeks.

Instructions: You should post your Journal Entry and comment on at least on two journal entries of your classmates by the deadline for each individual Journal Entry and comment. **JOURNAL ENTRIES POSTED AFTER INDIVIDUAL DUE DATES WILL NOT BE GRADED.**

Ethics Assignment: 15% of overall grade.

Understanding the role of ethics in decision making is a major part of success in today's business environment. Therefore, this assignment will help you increase your ability to evaluate business decisions from an ethical standpoint. See the Ethics Assignment in Doc Sharing for more details.

Class Live: I will also be available to facilitate six Class Live sessions during the semester. The purpose of these sessions is to briefly review the course material, exams, assignments, and answer students' course related questions. It is not required that you participate in the live session, but it is a great opportunity to communicate with me and your fellow students and to ask questions and gain clarification on any issues you may have. In order to get to the Class Live session: (1) Click the "Live" tab at the top of the eCollege course screen; (2) Click "Class Live" to enter the main discussion room for this course; Then "Join the Class Live Pro" session. Please see the course schedule for all class live sessions' schedule.

(Note: To access Class Live make sure you have an updated version of JAVA installed on your computer. Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>)

First time eCollege users: eCollege is user-friendly, but I do recommend that you complete the tutorial that is on the same page where you enter the course (the welcome page). For any technical questions you may contact the eCollege Help Desk at 1-866-656-5511 or by e-mail at helpdesk@online.tamuc.org.

Comment on Academic Honesty: There seems to be a belief among many that anything found on the Internet is free to use as one wishes. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. If you have any questions, please let me know.

DATE	TOPICS: TEXT CHAPTERS	WORK DUE: BY 11:59 PM ON THIS DAY
Week 1 Jan 15 – Jan 21	<i>Part 1: Introduction to Principles of Management</i> Chapter 1: Management	Read, Initial, and Submit the Honesty Policy (Due: Jan 21) Introductions
Week 2 Jan 22 – Jan 28	Chapter 2: The History of Management <i>Class Live: Jan 22, 7:00 PM (Overview of Class)</i>	Journal Entry 1 (Due: Jan 26) (Comments Due Jan 28)
Week 3 Jan 29 – Feb 04	Chapter 3: Organizational Environments and Cultures	
Week 4 Feb 05 – Feb 11	Chapter 4: Ethics and Social Responsibility <i>Class Live: Feb 5, 7:00 PM (Overview Ch. 1-4, Exam 1)</i>	Exam 1 (Chapters 1- 4) (Available: Feb 5 – Feb 11) Group Formation
Week 5 Feb 12 – Feb 18	<i>Part 2: Planning</i> Chapter 5: Planning and Decision Making	Ethics Assignment (Due: Feb 18) Finalize Company Selection (Due: Feb 18)
Week 6 Feb 19 – Feb 25	Chapter 6: Organizational Strategy <i>Class Live: Feb 19, 7:00 PM (Overview Ch. 5-6, Term Paper)</i>	Journal Entry 2 (Due: Feb 23) (Comments Due Feb 25)
Week 7 Feb 26 – Mar 04	Chapter 7: Innovation and Change	Journal Entry 3 (Due: Mar 02) (Comments Due Mar 04)
Week 8 Mar 05 – Mar 11	Chapter 8: Global Management <i>Class Live: Mar 5, 7:00 PM (Overview Ch. 7-8, Exam 2)</i>	Exam 2 (Chapters 5-8) (Available: Mar 5 – Mar 11)
Week 9 Mar 12 – Mar 18	<i>Spring Break</i>	
Week 10 Mar 19 – Mar 25	<i>Part 3: Organizing</i> Chapter 9: Designing Adaptive Organizations	Journal Entry 4 (Due: Mar 23) (Comments Due Mar 25)
Week 11 Mar 26 – Apr 1	Chapter 10: Managing Teams Chapter 11: Managing Human Resources	
Week 12 Apr 02 – Apr 08	Chapter 12: Managing Individuals and a Diverse Workforce <i>Class Live: Apr 2, 7:00 PM (Overview Ch. 9-12, Exam 3)</i>	Exam 3 (Chapters 9-12) (Available: Apr 2 – Apr 8)
Week 13 Apr 09 – Apr 15	<i>Part 4: Leading</i> Chapter 13: Motivation Chapter 14: Leadership	
Week 14 Apr 16 – Apr 22	Chapter 15: Managing Communication <i>Class Live: Apr 16, 7:00 PM (Overview Ch.13 -15)</i>	Journal Entry 5 (Due: Apr 20) (Comments Due Apr 22)
Week 15 Apr 23 – Apr 29	<i>Part 5: Controlling</i> Chapter 16: Control	Group Term Paper (Due: Apr 29)
Week 16 Apr 30 – May 06	Chapter 17: Managing Information Chapter 18: Managing Service and Manufacturing Operations	
Week 17 May 07 – May 11		Exam 4 (Chapters 13-18) (Available: May 7 – May 11)

University Rules/Procedures 12.01.99.RO.05:

(See Student's Guide Handbook, Policies and Procedures, Conduct)

1.9: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.

1.10: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services, Gee Library, Room 132

Phone: (903) 886-5150 or (903) 886-5835; Email: StudentDisabilityServices@tamu-commerce.edu

1.11: Nondiscrimination notice: A&M – Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

1.12: Campus Concealed Carry Statement: Campus Concealed Carry – Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.