MGT 305-Principles of Management ONLINE
Texas A&M University-Commerce
FALL 2019

Tentative Course Syllabus

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Please leave a clear message when leaving a voice mail.
Office Hours: MW-11:00am-2pm; T-1:00pm-2:00pm; appts. as needed.

REQUIRED TEXT: Contemporary Management, 10th Edition
AUTHOR: Jones and George

This class utilizes the Connect learning tool. Be sure to purchase this through the bookstore. It will include a digital (online) version of the textbook along with the Connect material.

COURSE OBJECTIVES:
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:

- 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

COURSE FORMAT:
This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the D2L course management website. A portion of your grade will be assessed using the Connect learning tool purchased with your text. You will be expected to submit your work in a format compatible with Microsoft Word as indicated.

COURSE SCHEDULE:
A course schedule is included at the end of this syllabus.

STATEMENT ON ACADEMIC INTEGRITY:
Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted in D2L. You should read this document, initial it, and submit it via email as indicated.

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:
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:

Student Disability Resources & Services
Texas A&M University-Commerce
Gee Library, Room 162
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

CAMPUS CONCEALED CARRY STATEMENT:
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.

TENETS OF COMMON BEHAVIOR STATEMENT:
All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

UNIVERSITY NONDISCRIMINATION STATEMENT:
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.

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:
Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during "electronic communication". Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is "electronic" nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to log onto MyLeoOnline (D2L) regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams. Course weeks end on Sunday at 11:59pm and begin on Monday 12:00am. Assignments are due on Sunday for online classes unless otherwise indicated.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via MyLeoOnline and e-mail. It is your responsibility to become aware of any such changes.

ASSIGNMENTS:

1. **Format & Naming Convention:** All submitted assignments should be MS Word (.doc or docx) documents unless otherwise posted in the assignment instructions. Put your "LastnameFirstname" in the title of all submitted documents. Example: "WilliamsAlex_Assignment_1.docx"
2. **Due Dates & Times: Due Dates & Times:** Assignments are due at the **date** and **time** listed in MyLeoOnline. You will have until **11:59 PM CST on the due date** to submit assignments.
3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don't turn in work that is incomplete.
4. **Late Policy:** NO LATE EXAMS WILL BE ALLOWED. Late assignments should NOT be submitted without my approval. Late assignments (past due date)submitted without approval **will NOT be graded**. Approval will be granted based on appropriate circumstances based on instructor discretion. Should you feel you have extenuating circumstances and would like to submit, contact the instructor via email please.
5. **No make-up assignments for poor performance on a previous assignment/exam**.

GRADE COMPONENTS:

Component	Type	Grade Percentage
Article Summaries	Individual	5 %
Discussion Boards	Individual	10 %
Presentation	Individual	10 %
Connect Activities	Individual	10 %
Exams - Multiple Choice	Individual	60 %
Participation	Individual	5%
Course Total		**100 %**

Grading Scale:	
A	90 – 100%
B	80 – 89%
C	70-79%
D	60-69%
F	Below 60%

Article Summaries
The ability to write clearly using precise business language, readable sentences, and coherent paragraphs is an essential skill of all business men and women. Keeping up-to-date on current business trends is also a great asset for business men and women. Therefore, these article summaries will help develop written communication skills and expose students to popular press articles. A few examples of popular press outlets are Wall Street Journal, Business Week, U. S. News and World Report, and Fortune.

Discussion Boards
The discussion boards are an important part of your learning, as they facilitate student-to-student participation and promote diversity in thought. Each student is required to make thoughtful posts as well as replies to other students' posts. In order to achieve the highest possible score for discussion participation**, post an original response to the topic**. Postings are graded on three critical elements: participation (shows high degree of engagement and interaction with others); timeliness (responses are on a consistent basis and throughout the semester); and critical thinking (addresses the question completely and in-depth; shows a clear grasp of content and elaborates with explanation and relevant examples).

Presentation
As professional communication reflects on managerial skill and abilities, you will be required to present as part of a self-selected team of four or five (4 or 5) to the class on the managerial aspect of an organization chosen by the team. More details on the presentation will be provided as the semester progresses. Presentations will be done Week 15 and 16, Dec. 2nd and 9th-teams will sign up.

Connect Activities
McGraw-Hill's Connect is a web-based assignment solution that is required for this course. We will utilize the Connect learning tool in conjunction with readings from the book to emphasize and reinforce key material associated with Principles of Management.

Exam Information
Exams will be given to assess your understanding of course material. Exams will consist of multiple-choice questions as well as a written component. **Please note:** If a student misses an exam, the student will earn a grade of zero.

Participation
Logging in to D2L, communication throughout the course, activities, etc. are easy ways to earn your participation credit. Full credit will be awarded to those who are as active as the average course member. Participation will be awarded at the end of the course.

DUE		TOPICS: TEXT CHAPTERS	
1.		August 26th	Introduction to Principles of Management **Planning, Leading, Organizing and Controlling** Chapter 1: Managers and Managing **Read, Initial, and Submit the Honesty Policy**
2.	Article Summary 1	September 2nd	Chapter 2: The Evolution of Management Chapter 3: Values, Attitudes, Emotions, and Culture: The Manager as a Person
3.	Discussion 1	September 9th	**Exam 1 (Chapters 1-3)**
4.		September 16th	Chapter 4: Ethics and Social Responsibility
5.	Article Summary 2	September 23rd	Chapter 5: Managing Diverse Employees in a Multicultural Environment Chapter 6: Managing in the Global Environment
6.	Discussion 2	September 30th	**Exam 2 (Chapters 4-6)**
7.		October 7th	Chapter 7: Decision Making, Learning, Creativity, and Entrepreneurship Chapter 8: The Manager as a Planner and a Strategist
8.	Article Summary 3	October 14th	Chapter 9: Value Chain Management: Functional Strategies for Competitive Advantage
9.	Discussion 3	October 21st	**PLANNING Exam 3 (Ch. 7-9)**
10		October 28th	Chapter 10: Managing Organizational Structure and Culture Chapter 11: Organizational Control and Change
11	Article Summary 4	November 4th	Chapter 12: Human Resource Management
12	Discussion 4	November 11th	**ORGANIZING and CONTROLLING Exam 4 (Ch10-12)**
13		November 18th	Chapter 13: Motivation Performance
14		November 25th	THANKSGIVING
15		December 2	Chapter 14: Leadership
16	Article Summary 5	December 9	Chapter 15: Effective Groups and Teams Chapter 16: Promoting Effective Communication
17	Discussion 5 All Connect Completed	December 13th	FINAL EXAMS WEEK **LEADING AND COMPREHENSIVE-FINAL EXAM**

Dates for Topics, Readings, and Exams are tentative.