



## Principles of Management

MGMT 3301 – 110 (CRN 81021)

Online 16 Week Course

Fall 2021 – 23 August – 10 December

### Mode of instruction:

This is an online course via TAMUCT's Canvas Learning Management System: <https://tamuct.instructure.com>

### Contact information:

Instructor: Dr. Anne Sluhan

Email: [asluhan@tamuct.edu](mailto:asluhan@tamuct.edu)

*Kindly always include "MGMT 3301" in the email subject line so that I can easily identify your class.*

*CANVAS messages are not the appropriate mode of communication. Kindly ONLY use email.*

College of Business Administration (COBA): Ms. Melanie Mason

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu)

COBA Department Main Fax#: 254-501-5825

### Office hours:

Virtual office hours are held on Tuesdays & Thursdays from 12.00 – 14.00 via ZOOM & by appointment.

Join Zoom Meeting:

<https://cbs-dk.zoom.us/j/9911115052?pwd=NE1Vb1NxdHB3MWtkQ1BkQS9RMytqQT09>

When you log on to ZOOM during office hours, you will land in the waiting room. Since office hours are conducted one-on-one, if you remain in the waiting room, it means other(s) are ahead of you in the queue. Zoom pings every time someone enters the waiting room, so I know when you are there, and I welcome students in the order you arrive. Looking forward to talking with you!

### Student-instructor interaction:

Emails ([asluhan@tamuct.edu](mailto:asluhan@tamuct.edu)) are checked regularly and I endeavor to respond swiftly during weekdays (48h during weekend and holidays). In days up to deadlines, it is not unusual for a wave of emails with similar questions to arrive.

To avoid this inefficiency, always first check in the **H.I.V.E. (Knowledge pool)** area under **General course information** for the answer. If the answer is not there, submit your question that will benefit the entire class.

Based on student performance in past semesters, it is clear that as long as you plan your work in good time and submit critical questions about your assignments ahead of time, you will get helpful answers in due time so you need not feel last-minute stress up to your deadline.

Due some CANVAS messaging system issues in the recent past, you must **email me** ([asluhan@tamuct.edu](mailto:asluhan@tamuct.edu)) with any course-related issues. Always provide your course section (i.e. MGMT3301) in the subject line of each email so I can quickly identify your group.

## Warrior Shield

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account. Connect to Warrior Shield by 911Cellular <https://portal.publicsafetycloud.net/Account/Login> to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## Course Overview and description

A study of the basic managerial functions of planning, organizing, staffing, directing and controlling resources to accomplish organizational resources. The systems concept of management and the role of the manager at each level of the organization are emphasized.

**Course Objective:** The objective of this course is for each student to know, comprehend, apply, analyze, synthesize and evaluate the fundamentals needed to manage organizations. Students will complete specific activities, as identified in the syllabus, related to each of the four functions of management: planning, organizing, leading and controlling, according to the five modules and their associated goals.

## Module Goals:

**Module 1:** Foundations of Management (SLO 1.0, 2.0, 3.0, 4.0; Chapters 1-3). Demonstrate understanding of the foundations of management, in particular managing and performing, external and internal environments, and managerial decision making.

**Module 2:** Planning (SLO 1.0, 2.0, 3.0, 4.0; Chapters 4-6). Demonstrate understanding of planning, in particular strategic management, ethics and corporate responsibility, international management.

**Module 3:** Organizing (SLO 1.0, 2.0, 3.0, 4.0; Chapters 8-10). Demonstrate understanding of organizing, in particular organization structure, organizational agility, and human resources management.

**Module 4:** Leading & controlling (SLO 1.0, 2.0, 3.0, 4.0; Chapters 12-15). Demonstrate understanding of leading, in particular leadership, motivating for performance, teamwork, and communicating.

## Student Learning Outcomes

**1.0** Develop a working knowledge of fundamental terminology and frameworks in the four functions of management: planning, organizing, leading, and controlling.

**2.0** Analyze a self-chosen Fortune 500 organization and determine its methods of using each of the four functions of management.

**3.0** Identify and apply appropriate management techniques for managing modern organizations.

**4.0** Describe the skills, abilities, and tools needed to obtain a job on a management track in an organization of their choice.

## Meeting the Course Objective and Student Learning Outcomes

In meeting the course objectives and learning outcomes, students must:

- Become familiar with the Canvas classroom space
- Thoroughly read and understand the course syllabus
- Take responsibility for the learning pace, content, and required quality for assignments
- Thoroughly read and understand the information in each chapter reading
- Complete all required work for this course on time (the essence of a good manager and leader)
- Ask questions about any course material you do not understand.

## Textbook

Bateman, T., & Konopaske, R. (2021). *Management: Leading & Collaborating in Competitive World*. (14<sup>th</sup> ed.). McGraw-Hill.

ISBN10: 1260261522

ISBN13: 9781260261523

## COURSE REQUIREMENTS

a. Management Activities (5 at 10 points each):

Six times this semester, activities will be assigned. Students are responsible for completing 5 of them (if you do all 6, the top five will be counted). See weekly modules for assignments for more information.

b. Tests (2 at 25 points each):

Students will write two tests which covers textbook material and over the book and supplemental resources provided in the module content folders, such as the audio lectures, readings or other videos. The quizzes will be composed of 50 multiple-choice questions that can be accessed in Canvas.

The quizzes are very thorough in ensuring that you have read and listened to the materials provided, as this substitutes for an in-class lecture.

## Grading Criteria

There are a total of 100 grading points possible in this course: 50 for activities and 50 for tests.

Any assignments (with the exception of the tests) received *past the due date* might be accepted with a 10% deduction per day. The decision whether to accept late work rests with the instructor.

NOTE #1: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances where the majority of the course at a minimum has already been completed. Any request for an incomplete grade in this course must be approved by the professor and department chair prior to the end of the course. Where possible, requests should be submitted in written form and must include an address and/or telephone number where you may be contacted throughout the following semester. TAMUCT uses the grade of 'K' on transcripts and grade reports to identify incomplete grades.

NOTE #2: Questions concerning one's grade on a particular task (e.g., test, case) should be resolved within one week after receiving the graded material.

1. Individual Performance: It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.
2. Quality Work: All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc. matter. Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence.
3. Identifying Submissions: Submissions must clearly identify the student and the title of the assignment.
4. Submission Style Requirements: For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references (when required) in accordance with The Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format.
5. Changes to Syllabus: This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to modify the plan. If changes must be made, written notice will be posted as soon as possible
6. Posting of Grades: All student grades will be posted in the Canvas Grade book and students should monitor their grading status through this tool. Exams grades will be posted soon after the availability period has expired. Grades for longer written assignments will be posted within one week from the due, date unless announced otherwise.

## COURSE OUTLINE AND ASSIGNMENTS

Week	Subject	Assignment(s) due
1	Ch. 1	
2	Ch. 2	Submit Activity #1 (deadline posted in CANVAS)
3	Ch. 3	
4	Ch. 4	Submit Activity #2 (deadline posted in CANVAS)
5	Ch. 5	
6	Ch. 6	Submit Activity #3 (deadline posted in CANVAS)
7	Ch. 8 ( <i>no work on Ch. 7</i> )	
8	<b>Test 1</b>	Test 1 opens at the beginning of the week, closes at midnight on Sunday)
9	Ch. 9	
10	Ch. 10	Submit Activity #4(deadline posted in CANVAS)
11	Ch. 11	
12	Ch. 12	Submit Activity #5 (deadline posted in CANVAS)
13	Ch. 13	
14	Ch. 14	Submit Activity #6 (deadline posted in CANVAS)
15	Ch. 15	
16	<b>Test 2</b>	Test 2 opens at the beginning of the week, closes at midnight on Sunday)

### IMPORTANT UNIVERSITY DATES

<https://www.tamuct.edu/registrar/academic-calendar.html>

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

**Other Technology Support** For log-in problems, students should contact Help Desk Central 24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web:

<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>]

Faculty cannot drop students; **this is always the responsibility of the student**. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring

reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

### Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website

[<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu) .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### University Writing Center

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru

Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help! Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [<http://tamuct.libguides.com/index>].

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create



environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [<https://www.tamuct.edu/compliance/titleix.html>].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

### **Copyright Notice**

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