



**MGMT 3301-110 Principles of Management
Spring 2021**

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This is an online course that can be accessed through Canvas.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Robert Zinko

Phone: 512-826-2578 (Canvas messenger is the best way to reach me)

Email: robert.zinko@tamuct.edu

Student-instructor interaction

Although you can email, the best way to contact me is Canvas in box.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas

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) [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.

Coronavirus Safety Measures

Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, transitioning to and between classes, study spaces, academic services, etc.)

Self-monitoring

Before you return to campus you should review the self-monitoring CDC recommendations that are available and hyperlinked below:

[Self-monitoring CDC Recommendations](#)

Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction or visit campus.

Face Coverings

Face coverings (cloth face covering, surgical mask, neck gaiters, etc.) must be properly worn in all common areas including classrooms, lobbies and hallways, and offices.

- To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report the incident to Carlos Pinkerton (cpinkerton@rellis.tamus.edu). Carlos will follow-up with the student and initiate the student conduct process. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Students who refuse to wear face coverings may be subject to possible sanctions for violations including failure to comply with university official, failure to comply with federal, state and local laws, disorderly conduct, and disruptive activity.

Physical Distancing

Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

Within the building, we ask that you

- Follow marked pathways for entering and exiting classrooms.
- Leave classrooms promptly after course activities have concluded.
- Avoid congregating in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

Outside of the building we ask that you:

- Practice physical distancing of at least 6 feet
- Wear a mask unless you can maintain an appropriate physical distance of 6 feet

Quarantine

Students required to quarantine must participate in courses and course-related activities remotely and **must not attend face-to-face course activities**. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

Remote Learning

Every face-to-face class will have a remote learning option. As this is a hybrid course, it is already set up for remote if needed.

Excused Absence

Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence.

COVID-19 Reporting Process

If you are exhibiting signs of COVID-19, we ask that you do not come to class.

Report your signs and/or testing outcome using the A&M System Portal available and hyperlinked below:

[Texas A&M University System Portal](#)

You should utilize the portal if:

- You tested positive for COVID-19
- You are experiencing COVID-19 symptoms
- You have been in close contact (within 6 feet for more than 15 minutes) of someone who has or is suspected to have COVID-19
- Someone in your household (including roommate or housemate) has tested positive for COVID-19

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 basic fundamentals of managing 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 contemporary 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 objective and learning outcomes, students must:

- Become familiar with the Canvas classroom
- Thoroughly read and understand this course syllabus.
- Thoroughly read and understand the information in each chapter reading.
- Complete all required work in this course, submitting on time (the essence of a good manager and leader).
- Finally, ask questions about information or materials you do not understand (also the essence of a good manager and leader). Competency Goals Statements (certification or standards)

Textbook

Management: Leading & Collaborating in a Competitive World
14th Edition
By Thomas Bateman and Robert Konopaske
ISBN10: 1260261522
ISBN13: 9781260261523
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COURSE REQUIREMENTS

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

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

b. Tests (2 at 25 points each): You will two tests 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 that are received after their due date are accepted (with the exception of the tests), but with a 10% deduction per day.

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.

a. 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.

b. Quality Work: All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc. 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.

c. Identifying Submissions: Submissions must clearly identify the student and the title of the assignment.

d. 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, 6th ed. **All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format.**

e. 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 make

changes to the syllabus. In such events, changes will be announced and students will receive written notice as soon as possible.

- f. **Posting of Grades:** All student grades will be posted in the Canvas Grade book and students should monitor their grading status through this tool. Grades for Exams will be posted the day 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 CALENDAR

COURSE OUTLINE AND ASSIGNMENTS			
<i>Week of</i>	<i>WK</i>	<i>Subject</i>	<i>Assignments</i>
18-Jan	1	Ch 1	
25-Jan	2	Ch 2	Submit Activity #1 by Saturday, 30 Jan
1-Feb	3	Ch 3	
8-Feb	4	Ch 4	Submit Activity #2 by Saturday , 13 Feb
15-Feb	5	Ch 5	
22-Feb	6	Ch 6	Submit Activity #3 by Saturday, 27 Feb
1-Mar	7	Ch 8 (No Ch 7)	
8-Mar	8	Test 1	Test 1 (opens the 7th, closed midnight on the 14th)
15-Mar	Spring Break		
22-Mar	9	Ch9	Submit Activity #4 by Saturday, 27 Mar
29-Mar	10	Ch 10	
5-Apr	11	Ch 11	Submit Activity #5 by Saturday, 10 Apr
12-Apr	12	Ch 12	
19-Apr	13	Ch 13	Submit Activity #6 by Saturday, 24 Apr
26-Apr	14	Ch 14	
3-May	15	Ch 15	
10-May	16	Test 2	Test 2 (opens the 4th, closes midnight the 12th)

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 strongly 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

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>].

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].

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.

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/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at 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].

For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

OPTIONAL POLICY STATEMENTS

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) [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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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.

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