



MGMT 3301-115 Principles of Management- 8-week Spring 2021
Tuesday's and Thursday's 6:00 p.m.- 8:45 p.m.
Founders Hall 304

Instructor: Sonia B. Aguilar, Ph.D.
Cell Phone: 254-493-9847
E-mail: sonia.aguilar@tamuct.edu
Office Hours: Tuesday 5:00-6:00
Schedule an appointment for any other times.

College of Business Administration Department Information:

COBA Department Main Phone Number: 254-519-5437
COBA Department Main Email: cobainfo@tamuct.edu
COBA Department Main Fax#: 254-501-5825

Access to the Canvas classroom is at: <https://tamuct.instructure.com/>
Access to the McGraw-Hill ConnectPlus is through the Canvas Classroom

This is a Web-Enhanced Course and students will meet on campus at **Founder's Hall in room 304** on Tuesday's from 6:00-8:45 pm. Course work will be performed on Thursday's with materials made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. [Technology Requirements](#).

Method of Instruction: This face-to-face course uses the TAMUCT Canvas Learning Management System, which can be accessed at <https://tamuct.instructure.com>. For information on how to access Canvas, please refer to section "Technology Requirements and Support" in this syllabus. Access to the McGraw-Hill ConnectPlus is through the Canvas Classroom. There are prerequisites to this course such as solid knowledge of APA style, familiarity with the use of PowerPoint, Microsoft Word, the Internet, and attaching documents. You will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course website.

Student/Professor Email: I am accessible through Canvas Inbox, which I check several times a day during the week and usually once a day on weekends. I will try to get back to you within 24 hours during the week and within 36 hours during the weekend. If you have a concern that needs my immediate attention, please send me a text and I will reply as soon as possible. Please provide in the subject line of each Canvas Inbox message the course information "MGMT 3301" so that I can identify your class. If you text me on my cell phone, please mention the same information in your text.

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.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. 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. 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.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
 - 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 that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

I. COURSE INFORMATION

- a. Course Overview and description:** A study of the basic managerial functions of planning, organizing, staffing, directing and controlling resources to accomplish organizational resources.

MGMT 3301 – F2F 8-week-Sp21

The systems concept of management and the role of the manager at each level of the organization are emphasized.

b. 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.

c. 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 with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

Module 2: Planning (SLO 1.0, 2.0, 3.0, 4.0; Chapters 4-7). Demonstrate understanding of planning, in particular strategic management, ethics and corporate responsibility, international management, entrepreneurship with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

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 with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

Module 4: Leading (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 with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

Module 5: Controlling (SLO 1.0, 2.0, 3.0, 4.0, Chapters 16). Demonstrate understanding of controlling, in particular managerial control and creating and leading change with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

d. Student Learning Outcomes (SLOs):

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.

MGMT 3301 – F2F 8-week-Sp21

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.
- _ Familiarize themselves with the Canvas classroom.
- _ Thoroughly read and understand the information in each chapter reading.
- _ Fully participate in all classroom discussions.
- _ 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***).

- d. **Required Textbook and Supplemental Materials:** The required textbook for this course is *Management: Leading & Collaborating in a Competitive World*, 13th Edition, by Bateman, Snell, & Konopaske and has been one of the leading books in Principles of Management for many years. Over the duration of the semester, you will also be required to complete a variety of assignments that will be delivered via ConnectPlus, an innovative online learning system that is integrated with the text and proven to help students achieve greater success. Assignments completed in ConnectPlus will make up a significant portion of your total grade in this course so you should arrange access immediately.

To access and purchase ConnectPlus:

Click the first Connect assignment in your Canvas course. You'll be prompted to either login with an existing Connect account username and password, or to create a new account. Then enter your access code, purchase access online or begin a free trial period. Once you've completed your selection, you'll arrive at the start of your first Connect assignment.

Student Options for Purchasing

1. **Campus Bookstore:** You can purchase your package in the bookstore, which includes the loose-leaf version and the ConnectPlus access code. ISBN: 9781260513486;
2. **Online:** You can purchase a 1-semester ConnectPlus online access for \$125, which includes an e-text, following the instructions above. ISBN10: 1260194213; ISBN13: 9781260194210
<https://www.mheducation.com/highered/product/M1259927644.html#buying-options>

SUPPORT: *If you need any Technical Support for Connect, please contact McGraw-Hill Customer Experience at (800) 331-5094 or the chat or email features found on the help button within Connect.* Please be sure to make note of your case number when you contact the McGraw-Hill Customer Experience team. **FAQs:**
<http://www.connectstudentsuccess.com/>

Suggested Course Material:

Publication Manual of the American Psychological Association, 7th Edition
American Psychological Association
Paperback, 428 pages
©2019, ISBN-978-1-4338-3216-1

It is highly advisable that that you keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.

II. COURSE REQUIREMENTS/ASSESSMENTS

a. Learn Smart Completion activities (SLO 1.0: 160 total points, 16 at 10 points each): Each week you will be responsible for completing a required Learn Smart activity with ConnectPlus that helps measure and improve your understanding of key concepts. The end score is what you make it in terms of effort. You can continue to work at each activity until you earn the full points available. These always must be completed by the end of the day on **Sundays** (CST), with the exception of the very last week of class when it must be completed by Thursday.

b. Discussion Postings (SLO 3.0, 4.0: 240 total points, 6 at 40 points each): Six times this semester, you will complete an activity either practicing or reflecting on some of the necessary tools for good management, as well as participate in a discussion question with your classmates. You are required to post three messages per discussion to receive credit for each forum: one opening point of 150 to 200 words that needs to be posted by Wednesday and two counterpoints of 100 to 200 words each that are due by Sunday. Both quantity and quality are important considerations when posting substantive messages. For example, "I agree" or "I see your point" are not considered quality participation because neither adds substance to the discussion. Effective responses might share personal experience, ask for clarification, or add additional information, so feel free to analyze, interpret, critique, and suggest. Do not use any attachments, instead, cut and paste your questions/responses directly into a forum message. Be sure to restate the question you are answering and address your classmates by their names.

Your postings/insights on the discussion topic should be based on the following:

- Application of text concepts;
- Ability to articulate assigned analysis clearly; and
- Integration of student colleagues' contributions and insights leading the discussion to a deeper level of understanding.

IMPORTANT!!! To allow for a discussion, which is an ongoing process that cannot be achieved by submitting all three required posts on the last day of the week, your first post has to be submitted by Wednesday. This will allow for your classmates to read your opening post and reply to you and for you to reply to them in turn. The remaining two posts can be completed between Wednesday and Sunday. Remember, for full participation points you need to post at least three substantive notes throughout the week!

c. Quizzes (300 Total Points, 4 at 75 points each): You will have four quizzes 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 25 multiple-choice questions that can be accessed with ConnectPlus. The quizzes are very thorough in ensuring that you have read and listened to the materials provided, as these help substitute for an in class lecture.

MGMT 3301 – F2F 8-week-Sp21

d. Company Analysis Assignment (SLO 2.0, 3.0, 4.0: 300 total points): In this course, you will be learning about how organizations differ from each other in terms of its strategies, design and structure, control systems, leadership, and other management practices.

There are **two** main components with the Company Analysis Assignment:

1. **Company Analysis** - There are 6 company analysis assignments due that challenges you to analyze and apply the concepts learned for a company that you will choose at the beginning of the course. The organization you select should be a Fortune 500 company or another business that has enough written about it in the press (e.g., *Business Week*, *Fortune*, *Forbes*, *The Wall Street Journal*) and online (**not Wikipedia**) for you to do an in-depth analysis. The questions to be addressed are found in Appendix A and in the Canvas course room assignments tab. In each analysis, make sure to follow APA guidelines. Each analysis should be approximately 1-2 paragraphs in length. Make sure to cite your sources in answering the questions posted and include the associated references at the end. **Each analysis assignment is worth 40 points (10 points are devoted to grammar, citations and references), thus they're worth 240 total points of your final course grade.**
2. **Reflection Assignment** – At the end of the semester you will re-assess whether or not you would still be interested in working for the company you identified. This component will be worth **60 of the 300 points.**

For information on APA standards and correct citation formats consult the following sources:

<http://www.tamuct.edu/departments/library/citingsources.php>

<http://owl.english.purdue.edu/owl/section/2/10/>

http://www.library.cornell.edu/newhelp/res_strategy/citing/apa.html

<http://research.lesley.edu/content.php?pid=36436&sid=374698>

Evaluation criteria for these analysis submissions also include:

1. Effective and accurate use of management terminology and principles.
2. Appropriate application of management principles and theories.
3. Quality and sophistication of writing and expression.

A detailed grading rubric will be available with the assignment instructions and submission locations in Canvas. See Appendix A.

NOTE: DO NOT RECYCLE PAPERS FROM OTHER COURSES (I Will be able to tell)!

III. GRADING POINTS AND POLICIES

- a. There are a total of 1,000 grading points possible in this course. The points and percentages associated with each assignment as it contributes to your final grade include:

Learn Smart (16 @ 10 points each)	16%	160
Class Discussions (6 @ 40 points each)	24%	240
Quizzes (4 at 75 points each)	30%	300

MGMT 3301 – F2F 8-week-Sp21

1. Company Analyses (6 at 40 points each)	24%	240
2. Company Reflection Assignment	6%	60
	100 %	1000

NO LATE WORK ACCEPTED!

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.

Course Grades are assigned as follows:

LETTER GRADE	Point Ranges	Performance
"A"	900 - 1000	Excellent
"B"	800-899	Good
"C"	700-799	Acceptable
"D"	600-699	Needs Improvement
"F"	599-below	Unsatisfactory

- b. Grading Policy:** Minimum points required for a specific course grade are noted on the above table. There are NO expectations that I may deviate from these required point ranges.
- c. 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.
- d. 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.
- e. Identifying Submissions:** Submissions must clearly identify the student and the title of the assignment.
- f. Submission Style Requirements:** For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references 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.**

- g. Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. As such, it is expected that all work will be submitted **on time**, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. Questions concerning one's grade on a particular task (e.g., test, case) should be resolved within one week after receiving the graded material. **Late work is NOT accepted.**
- h. 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.
- i. 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.

V. PROFESSIONAL WRITING AND COMMUNICATION STANDARDS

- a. Course Standards:** 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. For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references in accordance with American Psychological Association (APA) standards.

NOTE: Regardless of the device you are using to complete this course (phone, tablet, computer, etc.), your writing must be grammatically correct, with few to no errors, complete sentences, and, ***under no circumstances*** reflect a "text message" style of shortened writing.

Plagiarism: Plagiarism is the *intentional or unintentional* claiming of the statements or ideas by others, as their own (APA, 2010, p. 15; Owl Purdue Online Writing Lab, 2018, para 1). For Owl see: [Plagiarism](https://owl.english.purdue.edu/owl/resource/589/01/) at <https://owl.english.purdue.edu/owl/resource/589/01/>. Both of these sources (APA and Owl) show you how to avoid plagiarism. Plagiarism is considered a grievous offence in academia and is not tolerated in the TAMUCT, Management and Marketing Department, and will not be tolerated in this course. Plagiarism is an ethical decision someone makes and as undergraduate students, you must decide to learn how to avoid plagiarism and make avoiding plagiarism your standard in writing throughout your academic career and beyond.

If any student is caught plagiarizing within any assignment in this course, that student will receive a zero for that assignment. If any student is caught continuously plagiarizing assignments in this course, I have the option of failing that student. Additionally that student will be reported to Student Affairs for possible university level disciplinary action.

VI. TECHNOLOGY REQUIREMENTS AND SUPPORT

a. TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

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

Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.

VIII. Policies/Expectations

- a. **What You Can Expect of Me:** I will be prepared and ready to engage in active learning. I will work to create a respectful learning environment where all of us can express our thoughts and ask questions. While we do not have to agree with each other, we will do so in respectful ways. I expect to learn from you as we spend the next 8 weeks together! I will be available to answer your questions and help you be successful in this course.
- b. **I reserve the right to make reasonable alterations to the course calendar and syllabus. It is a guide, not a hard and fast rule. Changes will only be made that benefit the class as a whole.** Attendance is essential in a class of this nature. In order to successfully pass this course a student must engage in the classroom discussions and complete all assignments.
- c. **Copyright Notice.** Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to

the Office of Student Conduct.

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IX. COURSE OUTLINE

All times are Central Standard Time.

Module	Subject/Reading	Assignments
Week 1 1/19	Read Chapter 1- Managing and Performing and listen to or read any supplemental resources Read Chapter 2 - The External and Internal Environments and listen to or read any supplemental resources	<ol style="list-style-type: none"> 1. Complete the LearnSmart activity for Chapters 1 & 2 by Monday Jan. 25 2. Submit Company Analysis #1 by Monday Jan 25.
Week 2 1/25	Read Chapter 3 - Managerial Decision Making and listen to or read any supplemental resources Read Chapter 4 - Planning and Strategic Management and listen to or read any supplemental resources	<ol style="list-style-type: none"> 1. Discussion #1 will take place in class on Jan. 26 2. Complete the LearnSmart activity for Chapter 3 by Monday Feb 1; 3. Quiz #1 (Chapters 1-4) must be completed by Monday Feb. 1. 4. Complete LearnSmart activity for Chapter 4 by Monday Feb. 1
Week 3 2/1	Read Chapter 5 - Ethics and Corporate Responsibility and listen to or read any supplemental resources Read Chapter 6 - International Management and listen to or read any supplemental resources	<ol style="list-style-type: none"> 1. Class Discussion #2 will take place in class on Feb. 2 2. Complete LearnSmart activity for Chapter 5 by Monday Feb. 8; 3. Submit Company Analysis #2 Monday Feb. 8. 4. Complete LearnSmart activity for Chapter 6 by Monday Feb. 8;
Week 4 2/8	Read Chapter 7 - Entrepreneurship and listen to or read any supplemental resources Read Chapter 8 – Organization Structure and listen to or read any supplemental	<ol style="list-style-type: none"> 1. Class Discussion #3 will take place in class on Feb. 9 2. Complete LearnSmart activity for Chapter 7 by Monday Feb 15; 3. Submit Company Analysis #3 by Monday Feb. 15. 4. Quiz #2 (Chapters 5-8) must be completed by Monday Feb. 15; 5. Complete LearnSmart activity for Chapter 8 by Monday Feb. 15;

MGMT 3301 – F2F 8-week-Sp21

<p>Week 5 2/15</p>	<p>Read Chapter 9 – Organizational Agility and listen to or read any supplemental</p> <p>Read Chapter 10 – Human Resource Management and listen to or read any supplemental resources</p>	<ol style="list-style-type: none"> 1. Class Discussion #4 will take place in class on Feb. 16 2. Complete LearnSmart activity for Chapter 9 by Monday Feb. 22; 3. Complete LearnSmart activity for Chapter 10 by Monday Feb. 22; 4. Submit Company Analysis #4 by Monday Feb. 22
<p>Week 6 2/22</p>	<p>Read Chapter 11 – Managing the Diverse Workforce and listen to or read any supplemental resources</p> <p>Read Chapter 12 – Leadership and listen to or read any supplemental resources</p>	<ol style="list-style-type: none"> 1. Class Discussion #5 will take place in class on Feb. 23 2. Complete Learnsmart activity for Chapter 11 by Monday March 1; 3. Quiz #3 (Chapters 9-12) by Monday March 1; 4. Complete LearnSmart activity for Chapter 12 by Monday March 1
<p>Week 7 3/1</p>	<p>Read Chapter 13 – Motivation for Performance and listen to or read any supplemental resources</p> <p>Read Chapter 14 – Teamwork and listen to or read any supplemental resources</p>	<ol style="list-style-type: none"> 1. Class Discussion #6 will take place in class on March 2 2. Complete LearnSmart activity for Chapter 13 by Monday March 8; 3. Submit Company Analysis #5 by Monday March 8. 4. Complete LearnSmart activity for Chapter 14 by Monday March 8;
<p>Week 8 3/8</p>	<p>Read Chapter 15 – Communicating and listen to or read any supplemental resources</p> <p>Read Chapter 16 – Managerial Control and listen to or read any supplemental resources</p> <p>(NO CLASS THIS WEEK;WORK ONLINE ON ALL ASSIGNMENTS)</p>	<ol style="list-style-type: none"> 1. Complete LearnSmart activity for Chapter 15 by Thursday March 11; 2. Submit Company Analysis #6 by Thursday March 11. 1. Complete LearnSmart activity for Chapter 16 by Thursday; 2. Quiz #4 (Chapters 13-16) due by Thursday March 11. 3. Submit company analysis reflection assignment by Thursday March 11.

This Syllabus is subject to change by the Professor. Should changes be made, it will be announced via the course Canvas web site, and a revised Syllabus with new information will be posted.

Important Dates:

Jan. 19, Classes Begins

Feb. 3, Deadline to drop 16-week classes with no record

Feb. 26, Deadline to drop 16-week classes with a Q or W

Mar. 15-19, Spring Break

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors 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, signed and returned. Once you return the signed 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, 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 reported 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://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel), [https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel]. 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].

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 at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

MGMT 3301 – F2F 8-week-Sp21

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 the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [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, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@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 FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. 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.**

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/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

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].

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.

Appendix A

Management Analysis Assignment Instructions

Part 1 –Getting to Know Your Company

When you submit the answers for each analysis, it must be cited and grammatically correct, as well as have proper APA style references at the end. Each chapter's questions should be answered in one or two paragraphs **(no more than a half page)** total and double-spaced.

Analysis 1) Company Identification A good, approach to this assignment should probably begin with choosing a company you might like to work for some day that would allow you to fulfill your ultimate career aspirations. After identifying a company give a brief history including: How old is it? What products or services does it sell? Why did you choose it? What are the company's mission, vision, values, and major goals?

Analysis 2) Find two examples of a significant strategic error or a significant strategic success that managers at the organization have made over the last decade? What concepts discussed in the text contributed to the failure or success?

Analysis 3) Ethics and Corporate Social Responsibility (*This one should approach a page in length*)

1. How would you characterize the ethical climate of your company? What evidence is there to support your conclusion? If there have been any problems, try to determine whether this was due to the isolated actions of rogue managers or to more systemic, organization wide problems.
2. Does the organization undertake investments related to corporate social responsibility or the natural environment and sustainability that go beyond its narrow economic self-interest? If so, what kind of investments has it made?

Analysis 4) Who are your organization's major competitors and how is your company performing in comparison? Also, conduct a detailed SWOT analysis for your company. What are your company's core capabilities and what unique challenges does it face in the future? How does your organization manage change? Is there evidence that your organization is a change agent, responsive and/or flexible?

Analysis 5) What is your company's main approach for staffing the organization? Do they appear to value diversity? Cite examples, including any legal issues they have had from a labor and/or employment discrimination standpoint.

Analysis 6) Who is the CEO? How long has she or he been in this position? What has been the career track of the CEO? Discuss the CEO's leadership style. Would you characterize the CEO as an effective leader? How would you explain his or her success or lack thereof based on text principles? (Cite examples)

Part 2 – Lessons Learned

Reflection Assignment: You are to re-assess whether you are still interested in working for your chosen company. Expand on Why or Why Not? Also, discuss management lessons learned in doing the company analysis assignment. This reflection assignment should be a minimum full page in length, double-spaced.