



MGMT3301-115 & MGMT3301-125, Principles of Management

Summer rev. 06.03.2022

Texas A&M University-Central Texas

Course dates, mode of instruction and course access:

MGMT3301 begins on June 6, 2022 and ends July 29, 2022. This course is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [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 [Canvas classroom](https://tamuct.instructure.com/) is at: https://tamuct.instructure.com/

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Ms. Christine Luciano

Office Hours: I will be available through the Canvas Classroom at least 5 days per week. I will answer all questions within 24-36 hours of the posting time.

Email: You can use Canvas Inbox via the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com] first OR if Canvas is down email me at (as a last resort): c.luciano@tamuct.edu. Please provide in the subject line of each Canvas Inbox message the course information "MGMT 3301" so that I can identify your class.

College of Business Administration Department Information:

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: cobainfo@tamuct.edu

Student-instructor interaction:

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. Do not use my TAMUCT email for course related matters, unless the Canvas Inbox is down. Be sure to allow plenty of lead time prior to a due date, if you are asking about an assignment.

SAFEZONE

Emergency Warning System for Texas A&M University-Central Texas: SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app. You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].



To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

COURSE INFORMATION

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

Program Student Learning Outcome (PLSO): *Students will be able to make decisions through business data analysis.* This outcome will be introduced in this course and will be *practiced* in BUSI 3311 (Business Statistics). It is part of the Bachelor of Business Management (BBA) and Bachelor of Applied Arts and Sciences (BAAS) for Business degree programs' assessment method for continuous improvement. This PLSO corresponds to the Course Objective and Student Learning Outcome 5 and is being measured in a discussion question in Module 1.

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. Additionally, as part of the academic assessment program for the BBA and BAAS degrees, students will describe the phases of decision making and apply those phases experientially.

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. Additionally, each student will describe the phases of decision making, given in Discussion Question 2, and apply the phases (after the fact) to an experience in which they had to make a major decision.

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 8-11). 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.

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.
- 5.0 Describe the phases of decision making, then, apply those phases by analyzing a major decision the student made and identify the phases as they pertain to each step of the major decision.

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***).



Required Reading and Textbook(s):

Textbook: Bateman, T. S., Snell, S. A., & Konopaske, R. (2021). *Management: Leading & collaborating in a competitive world* (14th Ed.). McGraw-Hill Education, NY, NY (with ConnectPlus access code).

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: 9781264352142;
2. **Online:** You can purchase a 1-semester ConnectPlus online access for \$141.75, which includes an e- text, following the instructions above. ISBN10: 1260785572 ; ISBN13: 9781260785579.

Please note: 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.

Suggested Course Materials:

- **Text:** American Psychological Association. (2020). *Publication manual of American Psychological Association* (7th Ed.). Washington, D.C.: Author. ISBN-13: 978-1-4338-3216-1.
- You may also rent or purchase a digital version:
 - The Publication Manual of the APA 7th Edition is available in electronic format via VitalSource at: <https://www.vitalsource.com/products/publication-manual-of-the-american-psychological-v9781433832185>
 - It is also available via RedShelf at: <https://redshelf.com/book/1281425/publication-manual-of-the-american-psychological-association-1281425-9781433832185-american-psychological-association>
 - Both VitalSource and RedShelf give you the option to rent or buy the Publication Manual.

Course Requirements and Structure

Online Course: This course is completely online and will be conducted in an asynchronous mode. The asynchronous mode does not require the students or the instructor to be online at any specified day or time. Daily work is completed by the student according to the weekly schedule in this syllabus, but at a time that is convenient to the student. This mode does require the instructor to be available (online), at least 5 days a week, to answer questions. Students are responsible for ensuring constant access to the Internet and operability of their personal computers.



Course Classroom: The classroom will be in the Canvas Learning Management System (LMS) under this course's name and section number. Please refer all technical problems to the Canvas help desk; contact information is on the Canvas login page.

Login to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

- Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
- Password: Your MyCT password

Canvas Course Navigation: Please read the "Start Here" letter (in the Canvas classroom) and become familiar with the online classroom environment.

Canvas Discussions: Select Discussions from the menu found on the left side of the Canvas class home page or within each module. All discussions and questions will be placed in their respective topics for ease of understanding by all class members and the instructor. All entries are threaded so that you may easily see a question and the respective responses to that question. All class members are invited to fully participate in the discussions, assisting their class members when they are able. This means class members may answer questions if they know the answers. Please note discussions are required as part of your grade and are highly encouraged for better understanding and clarification of the theory.

Individual Participation: To ensure successful course completion, participation is expected. Participation is defined as your substantive responses, as defined in each assignment, to both your submission and to other class members' submissions in the discussion threads in the Canvas classroom.

Access to ConnectPlus: Click the first Connect assignment in your Canvas course (through either Assignments or through the Modules). 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. 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. Ensure to note your case number when you contact the McGraw-Hill Customer Experience team. FAQs: <http://www.connectstudentsuccess.com/>.

ASSESSMENTS

Assignments: All assignments will be completed according to the course schedule and are due by midnight on the due date. Late assignments may be reduced 20% for each day they are late. Assignments will include McGraw Hill SmartBook assignments, in Connect, for each assigned chapter (Chs 1 – 16), Discussion questions (including responses to other students), and a series of organization analyses. See Appendix A for the listing of the organization analysis assignments. Your goal should be to complete each assignment, with a minimum of 80% mastery. All written assignments must be completed in MS Word. The Discussion Question



responses may be copied and pasted directly into the textbox for the given DQ.

Writing/Communication 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 instructor 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 (most current edition).

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 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 (with his or her first offense) to Student Affairs for possible university level disciplinary action.

NOTE (QUOTING): You will be required to develop your skills in paraphrasing and citing your information gained from articles and websites. Chapter 8 in the APA manual will be a great assist in this endeavor. However, you will **NOT** be allowed to use **ANY** quotations in any of the papers written in this course. In short **NO QUOTING!** Students actually have a bad habit of using quotations as a crutch when they are required to provide citation support to their writing. I shall, therefore, penalize all writing assignments 10% off the final grade if there are any quotations. For example: A paper that receives a final grade of 100% but has one quote, will be penalized 10% to a final grade of 90%. A paper that received a final grade of 80% but has one quote, will be penalized 10% to a final grade of 70%.

McGraw Hill SmartBook Assignments (SLO 1.0: 160 total points, 16 at 10 points each: Chs 1 – 16): Each week you will be responsible for completing a required SmartBook assignments 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 due date. Select the first ConnectPlus assignment to set up your account or go directly to the Connect website, as



previously stated.

McGraw Hill Connect Quizzes (4 at 75 points each): You will have four quizzes over the book and supplemental resources provided by SmartBook. The quizzes will be composed of 25 multiple-choice questions that can be accessed within ConnectPlus.

Management Discussions (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 initial response (actual response to the DQ) of 150 to 200 words that needs to be posted by Thursday and two responses to other students, of 100 to 200 words each, that are due by Sunday (see the due dates on the schedule). 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.
- 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 Thursday. 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 Thursday and Sunday. If initial posts are not posted by Thursday, points may be deducted from your weekly grade (**20% of your discussion grade per day that the initial post is late**). Remember, for full participation points you need to post at least three substantive notes throughout the week!

Fortune 500 Organization Analysis (SLO 2.0, 3.0, 4.0: 280 total points): First, you will choose a Fortune 500 company from the provided list of companies. Then, you will analyze your chosen organization throughout the term, as directed in the organization assignments. Your analysis will be in terms of their strategies, design and structure, control systems, leadership, and other management practices. The pretense for this analysis is that you would potentially apply for a management position within this organization (that doesn't mean you will actually apply, unless you desire to). **You may ONLY select one of these companies (Fortune 500).**



- **Organization Analyses (6 at 40 points):** There are 6 organization analysis assignments based on the text that challenges you to analyze and apply the concepts learned for an organization that you will choose at the beginning of the course. The organization you select will be a Fortune 500 company. The questions to be addressed are found in the Appendix. In each analysis, make sure to follow APA guidelines. Each analysis must be answered in at least 3 paragraphs (a minimum full page in length) and double-spaced. 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.
- **Selecting an Organization:** Use the information contained in the Appendix to assist you in your decision of which organization to select. Ensure you are able to obtain the given information, either from the organizational websites or from the Business Source Complete databases in the digital TAMUCT library.
- **Final Organization:** The organization used in the first analysis will be the same organization used throughout the term (even if, from your research, you decide this would not be a company you would work for). After that first assignment has been graded, you **may not** change your organization. Therefore, it is important that you conduct initial research on your chosen company, prior to completing that first assignment.
- **Organization Reflection (40 points):** At the end of the semester, you will re-assess whether you would still be interested in working for the company you identified.

Grading Criteria Rubric and Conversion

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:

Course Element	Points
Course Agreement & Forum Guidelines	10
Introduction	10
McGraw Hill SmartBook Assignments (16 @ 10 points each)	160
Management Activities/Discussions (6 at 40 points each)	240
McGraw Hill Connect Quizzes (4 at 75 points each)	300
Organization Analysis – Part 1, Organization Analyses (6 at 40 points each)	240
Organization Analysis – Part 2, Reflection Assignment	40
Total Points Possible	1000

Grade Computation: Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To pass this course satisfactorily, students must complete each of the graded items listed below. Failure to complete appropriate assignments and exams may result in a failing grade. Refusal to complete homework assignments will result



in a failing grade.

Grading Scale:

Grade	Percentage	Point Range
A	90- 100%	900-1000
B	80-89%	800-899
C	70-79%	700-799
D	60-69%	600-699
F	59% & below	0-599

COURSE SCHEDULE

All graded assignments & due dates are noted in bold, time for each is 11:59 p.m. CST

Module	Subject/Reading	Assignments
Week 1 6/6	<ul style="list-style-type: none"> Read Chapter 1- Managing and Performing and listen to or read any supplemental resources 	<ul style="list-style-type: none"> ✓ Submit Course Agreement by Thursday, 6/9; ✓ Submit Introduction by Thursday, 6/9; ✓ Submit Management Activity/Discussion #1: Original post due by Thursday, 6/9 and replies due by Sunday, 6/12.
	<ul style="list-style-type: none"> Read Chapter 2 - The External and Internal Environments and listen to or read any supplemental resources 	<ul style="list-style-type: none"> ✓ Complete SmartBook Connect assignment for Chapters 1 & 2 by Sunday, 6/12; ✓ Submit Organization Analysis #1 by Sunday, 6/12.
Week 2 6/13	<ul style="list-style-type: none"> Read Chapter 3 - Managerial Decision Making and listen to or read any supplemental resources 	<ul style="list-style-type: none"> ✓ Submit Management Activity/Discussion #2: Original post due by Thursday, 6/16 and replies due by Sunday, 6/19; ✓ Complete SmartBook Connect assignment for Chapter 3 by Sunday, 6/19.
	<ul style="list-style-type: none"> Read Chapter 4 - Planning and Strategic Management and listen to or read any supplemental resources 	<ul style="list-style-type: none"> ✓ Complete SmartBook Connect assignment for Chapter 4 by Sunday, 6/19; ✓ Quiz #1 (Chapters 1-3) must be completed by Monday, 6/20.



Week 3 6/20	<ul style="list-style-type: none">• Read Chapter 5 - Ethics and Corporate Responsibility and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 5 by Sunday, 6/26;✓ Submit Organization Analysis #2 Sunday, 6/26.
	<ul style="list-style-type: none">• Read Chapter 6 - International Management and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Submit Management Activity/Discussion #3: Original post due by Thursday, 6/23 and replies due by Sunday, 6/26;✓ Complete SmartBook Connect assignment for Chapter 6 by Sunday, 6/26.
Week 4 6/27	<ul style="list-style-type: none">• Read Chapter 7 - Entrepreneurship and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 7 by Sunday, 7/3;✓ Submit Organization Analysis #3 by Sunday, 7/3.
	<ul style="list-style-type: none">• Read Chapter 8 – Organization Structure and listen to or read any supplemental	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 8 by Sunday, 7/3;✓ Quiz #2 (Chapters 4-7) must be completed by Monday, 7/4.
Week 5 7/4	<ul style="list-style-type: none">• Read Chapter 9 – Organizational Agility and listen to or read any supplemental	<ul style="list-style-type: none">✓ Submit Management Activity/Discussion #4: Original post due by Thursday, 7/7 and replies due by Sunday, 7/10;✓ Complete SmartBook Connect assignment for Chapter 9 by Sunday, 7/10.
	<ul style="list-style-type: none">• Read Chapter 10 – Human Resource Management and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 10 by Sunday, 7/10;✓ Submit Organization Analysis #4 by Sunday, 7/10.
Week 6 7/11	<ul style="list-style-type: none">• Read Chapter 11 – Managing the Diverse Workforce and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Submit Management Activity/Discussion #5: Original post due by Thursday, 7/14 and replies due by Sunday, 7/17;✓ Complete SmartBook Connect assignment for Chapter 11 by Sunday, 7/17.



Week 6 7/11	<ul style="list-style-type: none">• Read Chapter 12 – Leadership and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 12 by Sunday, 7/17;✓ Quiz #3 (Chapters 8-11) must be completed by Monday, 7/18.
Week 7 7/18	<ul style="list-style-type: none">• Read Chapter 13 – Motivation for Performance and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Submit Organization Analysis #5 by Sunday, 7/24;✓ Complete SmartBook Connect assignment for Chapter 13 by Sunday, 7/24.
	<ul style="list-style-type: none">• Read Chapter 14 – Teamwork and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Submit Management Activity/Discussion #6: Original post due by Thursday, 7/21 and replies due by Sunday, 7/24;✓ Complete SmartBook Connect assignment for Chapter 14 by Sunday, 7/24.
Week 8 7/25	<ul style="list-style-type: none">• Read Chapter 15 – Communicating and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 15 Thursday 7/28;✓ Submit Organization Analysis #6 by Thursday, 7/28.
	<ul style="list-style-type: none">• Read Chapter 16 – Managerial Control and listen to or read any supplemental resources	<ul style="list-style-type: none">✓ Complete SmartBook Connect assignment for Chapter 16 by Thursday, 7/28;✓ Quiz #4 (Chapters 12-16) must be completed by Friday, 7/29;✓ Submit Organization Reflection Assignment by Friday, 7/29.

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

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 data protection and information privacy TAMUCT uses Single Sign On through TAMUS. To update your password select [Texas A&M University System Single Sign On](#).

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

General University Resources

Please select the following link: [University Resources](https://www.tamuct.edu/University%20Resources.html), URL:
<https://www.tamuct.edu/University%20Resources.html>

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%2FStar%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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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].

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](https://tamuct.instructure.com/courses/717) 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/pregnant-and-parenting-students.html) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [<https://tutormatchingservice.com/TAMUCT>] or visit the Tutoring Center in 111



Warrior Hall.

Chat live with a remote 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

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. 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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite 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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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 Wellness and 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/bit) website for more information [https://www.tamuct.edu/bit]. 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

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.



Important University Dates:

Please use the following link to download the current [Academic Calendar and Registration Schedule](https://www.tamuct.edu/registrar/docs/2020-2021-academic-calendar.pdf): <https://www.tamuct.edu/registrar/docs/2020-2021-academic-calendar.pdf>. You can find previous and updated calendars at: <https://www.tamuct.edu/registrar/academic-calendar.html>



APPENDIX (ORGANIZATION ANALYSIS ASSIGNMENT INSTRUCTIONS)

Part 1 –Getting to Know Your Company

When you submit the responses for each analysis, you must write in a **grammatically correct double-spaced paragraph/essay format**, as well as have proper APA style citations in the body of the paper and references at the end. You may not “bulletize” your responses. Each requirement in each assignment should be either in its own section or its own paragraph, depending on its length. Use APA’s headings to separate each requirement, maintaining a logical flow in the writing. All assignments will be submitted in MS Word. **Each analysis must be answered in at least 3 paragraphs (a minimum full page in length) and double-spaced.**

Citing/Citations (see APA Chapter 8): Any source that you cite will only be paraphrased (No Quoting Allowed in this course). Additionally, any assertions you make must be supported with the citations of at least two other sources (authors/journals: Look in the TAMUCT Library’s digital database).

Analysis 1: Company Identification In order to ensure you have enough researchable information about a selected organization, choose a company that is listed in the top 500 of Fortune’s Fortune 500 (they actually go on to the top 1000). Select one of the companies that you might aspire to work for, or that is interesting to you. After identifying a company give a brief history including age, products or services, and how it interested you for this assignment. Additionally, describe the organization’s mission, vision, values, and major goals. Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company’s website and the digital database in TAMUCT’s library for information/sources.

NOTE: After completing the first analysis, you may not change organizations.

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 (or a combination: one of each). Identify and describe the concepts, discussed in the textbook, that may have contributed to the failure or success. Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company’s website and the digital database in TAMUCT’s library for information/sources.

Analysis 3: Ethics and Corporate Social Responsibility

1. How would you characterize the ethical climate of your organization? 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?



Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company's website and the digital database in TAMUCT's library for information/sources.

Analysis 4: Describe your organization's major competitors and compare them to your organization's performance. Conduct a detailed SWOT analysis for your organization and describe your organization's core capabilities and unique challenges in the future. Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company's website and the digital database in TAMUCT's library for information/sources.

Analysis 5: Identify and describe your organization's main approach for staffing the organization. How do they appear to value diversity? Cite examples, including any legal issues they have had from a labor and/or employment discrimination standpoint. Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company's website and the digital database in TAMUCT's library for information/sources.

Analysis 6: Identify the CEO and develop a biography of the CEO discussing tenure in the position, and career track that led to the CEO position. Discuss the CEO's leadership style. How would you characterize the CEO as a leader, and what leadership style best fits this CEO? How would you explain his or her success or lack thereof based on concepts provided in the textbook? Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade. Use the company's website and the digital database in TAMUCT's library for information/sources.

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 organization analysis assignment. This reflection assignment should be a minimum full page in length, double-spaced. Remember: There is no quoting allowed. Any paper with quotations will be penalized 10% off the final assignment grade.