



**Monte Ahuja College of Business
Department of Management, Fall 2020**

Course Title:	Principles of Management	Faculty:	Dr. Candice Vander Weerd
Credit Hours:	3	Office:	BU 444
Course/Section:	MGT 301 – Section 501	Office Hours:	By appointment; Instructor will be online Tuesday: 6 – 8 PM and Thursday: 10 – 2 PM
Class Meets:	Online	Office Phone:	216-687-5546 (email preferred) or MGT Dept. 216-687-4754
Classroom:	Online	Email:	c.vanderweerd@csuohio.edu

Last Day to Drop: September 4, 2020

Last Day to Withdraw: October 30, 2020 (Section and “W” will appear on transcript.)

Textbook: Great news: your textbook for this class is available for free online!

Principles of Management, ISBN-10: 0-9986257-7-9; ISBN-13: 978-0-9986257-7-5. Available at <https://openstax.org/details/books/principles-management>

You have several options to obtain this book:

View online at: <https://cnx.org/contents/c3acb2ab-7d5c-45ad-b3cd-e59673fedd4e>

Download a PDF: https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP_rU5O3X1.pdf

Purchase a print copy – CSU Bookstore has several copies and options (Rent, Buy, Used)

Print information: ISBN-10: 0-9986257-6-0; ISBN-13: 978-0-9986257-6-8

You can use whichever formats you want. Web view works well on any device.

COURSE DESCRIPTION:

Prerequisite: Junior standing. Introduces students to managerial roles and functions; covers planning, organizing, controlling, leading, staffing, and problem-solving in contemporary organizations; reviews foundations of management thought and managerial processes that lead to organizational effectiveness.

COURSE OBJECTIVES:

- Explain the roles and functions of management along with current challenges, historical perspectives, and general principles.
- Explore personal management styles and preferences; reflect on self-assessment.
- Apply management principles and knowledge to real-world situations and examples.
- Use analytical thinking and ethical reasoning to discuss management decisions, practices, and policies.
- Practice and demonstrate the ability to communicate effectively.

- Identify specific issues arising from multicultural work environments, technological advancements, and interpersonal relations.

BLACKBOARD:

We will be using the Blackboard system as our primary way of submitting assignments. Please contact Blackboard or CSU distance learning with technical issues and record the ticket number for the issue. **Student specific technical issues will not extend deadlines so please plan accordingly.**

COURSE POLICIES:

- **Attendance:** Online course attendance is expected. Please login in at least two (2) times per week and submit one (1) assignment per week to avoid being removed from the class.
- **Late work:** All assignments are due at **11pm Sunday** evenings. A detailed list of all due dates is posted on the last page of the syllabus. Late work will not be accepted, and extensions will only be granted by using an “oops” token (details below).
- **“Oops” Tokens.** All students are allowed **2** “oops” tokens. An “oops” token can be thought of as a “Get-out-of-jail-free” card. You may redeem a token for a no-questions-asked deadline extension or an opportunity to revise and resubmit an assignment.
 - **To redeem an “oops” token for an extension deadline** – please email the instructor within 48 hours of the original due date. A one-week extension will be granted from the original due date.
 - **To redeem an “oops” token to revise and resubmit an assignment** – please email the instructor within 48 hours of the score being posted. You will have one week from the day the score was posted to resubmit the assignment.

Any redemption combination is allowed. In other words, you may use both tokens for extensions, both for resubmissions, or one on each. There is a column in Blackboard specifying how many tokens have been redeemed. Unit exams may not be resubmitted, though tokens can be used for exam deadline extensions.

- **Grading:** Customarily, assignments will not be graded until after the due date and grades will be posted within a week of the due date.
- **Scores:** Students are responsible for checking all scores and kindly notifying the instructor of any errors. Any grade dispute must be made within 5 days of the posted grade.
- **Email:** Email will be the primary mode of communication with the instructor. **Communication with the instructor should be business formal and appropriate.** Some points to remember when emailing:
 - Begin with a greeting and end with a closing (Good Morning Dr. Vander Weerd... Sincerely,)
 - Make sure the spelling and grammar is correct.
 - Be organized. Be clear. Be respectful.
 - DO NOT TYPE IN ALL CAPS! Do not write in all lower case (capitalize “I”)
 - Allow 36 hours for a reply. **The instructor will not monitor (or respond to) email on evenings and weekends.** Please plan accordingly.
 - The instructor will not answer email written in a rude or demanding way.

ASSIGNMENTS & GRADING CRITERIA:

1. **Readings:** Students are expected to complete reading assignments before completing assignments.
2. **Chapter Review Quizzes:** After reading each chapter, the chapter quiz must be completed. Each quiz consists of 10 questions worth 1/2 point each, for a total of 5 points per quiz. Students are welcome to use the textbook and notes while completing the quizzes. There are no time limits on the quizzes. Each quiz may be attempted up to three times and the highest score will be recorded. Each attempt may have different questions. Quiz due dates are listed on the syllabus. 18 chapters x 5 points= 90 points.
3. **Self-Assessments:** During this course you will explore your management style and preferences through a

series of self-assessments. The assessments focus on your personal management style as opposed to organizational effectiveness. Assessments will be accessed by clicking the link from the Blackboard quiz, results will be emailed to you immediately, along with a Blackboard test code. Enter the test code into the Blackboard test by the due date for full credit. Quizzes and SA assignments are mobile friendly and should work on most devices. Each assessment is worth 5 points. 30 assessments x 5 points = 150 total points.

4. **Self-Assessment Journal:** Please reflect on what you learn from each of the 30 assessments in a self-reflection journal. You will be scored for: Completeness 30 assessments x 1 point each; Insight 15 points; Writing and Grammar 5 points= 50 points (30+15+5). **Please include 32 paragraphs:** 1 introduction paragraph (including your expectations before starting the assessments), 30 reflection paragraphs (one for each self-assessment), and 1 conclusion (summary of what you learned).
5. **Exams:** Three exams are scheduled, each worth 50 points. At the end of this syllabus, there is a schedule for the course, which specifies exam dates. Each test will need to be completed through **Respondus lock-down browser**, please download and test out the software prior to taking the exam. I will not reopen tests. 3 Exams x 50 points = 150 total points.
6. **Discussion Board Presentation:** A series of discussion board topics has been posted in the course. In the first week of class each student must choose a specific topic to “present”. Presenting the topic includes posting a short video to the discussion board and moderating a discussion of the information. Detailed instructions may be found on Blackboard. *Please note: the due date for the presentation is **one week before the comments are due**.* Specific details of the assignment are on the Blackboard course site. The presentation is worth 20 points.
7. **Discussion Board Comments:** Please view student presentations in each discussion board forum and make 2 comments to the discussion board. You are not required to make 2 comments for each video, but instead 2 comments per forum. Posts need to be well written and insightful for full credit. Points will be deducted for posts that are not beneficial to a meaningful discussion of the material. Each discussion board topic is worth 8 points. 5 topics x 8 points = 40 total points.

GRADE DISTRIBUTION AND GRADING SCALE:

Grade Distribution	Points Possible	
Chapter Review Quizzes (20 @ 5)	90	18%
Self-Assessments (30 @ 5)	150	30%
Self-Assessment Reflection Journal	50	10%
Discussion Board Presentation	20	4%
Discussion Board Comments (5 @ 8)	40	8%
Unit Exams (3 @ 50)	150	30%
Total Points Possible	500	

Grade	Percent Range
A	93-100%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	70-76%
D	60-69%
F	below 60%
-/+ not reflected on transcript	

THIS SYLLABUS MAY BE MODIFIED AT ANY TIME. It does not constitute a contract.

STUDENT CODE OF CONDUCT:

Students are expected behave professionally and with integrity and courtesy at all times. You are expected to do your own work unless group work is assigned. Academic misconduct, student misconduct, cheating, and plagiarism are not tolerated. See college’s policy.

DISABILITY SERVICES: Reasonable accommodations will be made for students with disabilities. Please contact Disability Services and submit accommodations to me before due dates.

EDUCATIONAL ACCESS AND ACCOMMODATION

Educational access is the provision of classroom accommodation, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in RW 210. Accommodations need to be requested in advance and will not be granted retroactively. More information can be found at <http://www.csuohio.edu/disability/for-students>

GENERAL COURSE SCHEDULE:

Week	Topics Covered	Assignments Due	Date Due (11 PM)
1	Introduction to the Course, Peer Introduction, Chapter 1 – Managing & Performing	Discussion Board 1 (DB1), Q1, SA1, Sign-up for Presentation on Wiki	August 30
2	Chapter 3 – History of Management,	Q2, SA2	September 6
3	Chapter 2 – Decision-Making	Q3, SA3, SA4, SA5, SA6, DB2 Presentation Extra Credit Quiz	September 13
4	Chapter 5 – Ethics Chapter 16 – Communication	Q4, Q5, SA7, SA8, SA9 DB2 Comments	September 20
5	Chapter 6 – International Management	Q6, SA10, UNIT 1 EXAM	September 27
6	Chapter 4 – Organizational Culture	Q7, SA11, SA12, DB3 Presentation	October 4
7	Chapter 10 – Organizational Structure & Change Chapter 11 – Human Resource Management	Q8, SA13, SA14, DB3 Comments	October 11
8	Chapter 14 – Motivation	Q9, Q10, SA15, SA16, DB4 Presentation	October 18
9	Chapter 12 - Diversity	Q11, SA17, SA18, DB4 Comments	October 25
10	Chapter 15 – Teams	Q12, SA19, SA20, UNIT 2 EXAM	November 1
11	Chapter 7 – Entrepreneurship	Q13, SA21, SA22	November 8
12	Chapter 8 – Firm’s Environment Chapter 9 – Competitive Advantage	Q14, Q15, SA23, SA24, SA25, DB5 Presentation	November 15
13	Chapter 13 – Leadership	Q16, SA26, SA27, SA28, DB5 Comments	November 22
14	Chapter 17 – Planning & Control Chapter 18 – Innovation	Q17, Q18, SA29, SA30, Extra Credit Survey	November 29
15	Finish and submit Self-Reflection Journal	Self-Assessment Reflection Journal	December 6
	UNIT 3 EXAM	WEDNESDAY, DECEMBER 9TH 11 PM	