

MNGT 3100 SECTION 001 SYLLABUS
PRINCIPLES OF MANAGEMENT
Fall 2014

Instructor: Joel Carnevale
Phone: TBA
Office: Lowder 213
Office Hours: T 2:00 – 4:00 pm or by appointment
E-mail Address: jbc0033@auburn.edu

CLASS MEETING TIMES: MWF 1:00pm -1:50pm in Lowder Room 19

COURSE DESCRIPTION

Management functions and the applications of management principles in organizations

COURSE OBJECTIVES:

- To become familiar with the basic activities & skills of managers in organizations
- To become aware of the social, legal, political, economic, and international influences on organizations
- To provide a foundation for further study of business organizations and management activities

PREREQUISITES

The prerequisite for enrolling in MNGT 3100 is Junior-level standing. All students not satisfying this prerequisite must receive a special waiver to enroll in the course. Students seeking a waiver should check with College of Business Academic Advisor, located in the Office of Student Affairs in Suite 023 of the Lowder Business Building.

REQUIRED TEXTS

Carpenter, M., Bauer, T. Erdogan, B., & Short, J. *Principles of Management*. (2013) Version 2.0
ISBN: 9781453354476

Online: <https://students.flatworldknowledge.com/course/book/1227483>

Please bring your textbook with you to class particularly on days when we will be discussing Cases.

GRADING AND EVALUATION PROCEDURES:

FINAL GRADES will be determined on the following basis (in points):

- A = 90 and above
- B = 80 – 89.99
- C = 70 – 79.99
- D = 60 – 69.99
- F = 59.99 or less

There are no exceptions to this grading scale. **No rounding** will take place on final grades.

Grade Components

Exams (4 @ 25 points each)	100
Attendance/Participation	*see below*

Attendance/Extra Credit

Attendance is **not** required but will instead serve as an opportunity for extra credit. Extra credit points will be allocated as follows: three absences or less for the semester will equal two extra credit points allocated to the final grade; two absences or less for the semester will equal four extra credit points allocated to the final grade; and one absence or less for the semester will equal six extra credit points allocated to the final grade. While attendance is not required, it is highly recommended. Because no rounding will take place on final grades these extra credit points can be very helpful at the end of the term.

****A maximum of 6 points can be earned through the above attendance/extra credit system****

COURSE ORGANIZATION AND REQUIREMENTS:**Lecture**

Each lecture is based on the chapter assigned for the day (see the course schedule in Canvas) and any supplemental materials provided by the instructor. Videos, case studies, and other supplemental reading may be used to assist students' understanding of the concepts presented in the lectures. Students should come to class having read the assigned reading(s) for the day.

Exams

Exams will account for **100 points** (100% of the course grade) and are **not** cumulative. Each exam is worth **25 points**. Questions will come primarily from information presented in lecture but may also include information from videos shown in class, class activities, class discussions, text material, and supplemental readings discussed in class. In preparing for exams, students should study the material for details, understanding, **and** application. The format for regular exams will be multiple-choice. Make-up exams may be of a different format (e.g., essay).

POLICY ON ASSIGNMENT SUBMISSIONS

Instructions for all assignments appear in Canvas under the "Assignments" tab. All assignment write-ups **must be submitted electronically through the "Submit Assignment" option in Canvas** under each respective assignment. Hard copy or e-mailed assignments will not be accepted. Assignment write-ups may either be typed directly into Canvas or uploaded as a file into Canvas with any of the following extensions: .doc, .docx, or .pdf. No other formats will be accepted. Instructions and a grading rubric are provided for all assignments under each assignment in Canvas.

POLICY ON LATE ASSIGNMENTS

Unless otherwise noted in Canvas, all assignment submissions are due in Canvas by **9:30 AM** on their due date. **Any assignment submitted after the deadline (even if just by a minute) for any reason will be considered late.** Extra credit opportunities will not be accepted past the deadline. Case write-ups and projects will be accepted in Canvas **up to 24 hours after the deadline** for a **maximum of half credit**. Students may turn in assignments early.

POLICY ON EXAMS

Students should be **on time** for all exams. Any student arriving after the first exam has been turned in will NOT be permitted to take the exam. **Students should bring a blue Scantron sheet, a #2 pencil and an AU Student ID card to all exams.** Students are welcome to review their exams during office hours or by appointment.

MISSED EXAM MAKE-UP POLICY

Students who miss a major test will receive a zero, with no opportunity for make-up work, unless one of the following conditions has been met:

- A. The absence was **APPROVED IN ADVANCE** by the instructor. This will only occur in rare situations involving sickness, required participation in official University events, or extenuating circumstances. Approved absence will be those outlined in the Tiger Cub. In the event of illness, the excuse must be signed by a physician or nurse (not a receptionist), and must indicate in writing that the student was too ill to participate in an exam on the given date. Excuses with boxes checked that indicate a student was seen in, for example, the University Health Center, do not indicate that the student was too ill to participate in the exam and are not sufficient. Copies of excuses will not be accepted. You must provide the original excuse. Excuses must be presented in person within one week of the missed exam. Medical excuses **WILL** be checked. The penalty for a falsified excuse is determined by the Academic Honesty Committee, and may result in receiving an "F" in the course and suspension from school for a semester. Lack of preparation for an exam is not a valid excuse and students should not be tempted to "fake" a doctor's excuse due to lack of preparation. The penalty for this is severe and could affect you for the rest of your career. **STUDENTS WHO FAIL TO GET APPROVAL IN ADVANCE FOR ABSENCES OF THIS TYPE WILL FORFEIT ANY OPPORTUNITY FOR MAKE-UP WORK.**
- B. The absence was due to a **LEGITIMATE EMERGENCY FOR WHICH IT WAS NOT POSSIBLE TO OBTAIN ADVANCED APPROVAL**. In this situation, the student must contact the instructor as soon as possible and must provide documentation that: (1) the emergency was legitimate; AND (2) advanced notification/approval was not possible.

STUDENTS WHO FAIL TO MEET REQUIREMENTS (1) AND (2) WILL FORFEIT ANY OPPORTUNITY FOR MAKE-UP WORK.

Students who miss a major test and have satisfied one of the above conditions will be allowed the opportunity for a make-up test. **THE MAKE-UP TEST WILL BE DIFFERENT AND MAY USE A DIFFERENT FORMAT.**

POLICIES ON UNANNOUNCED QUIZZES AND CLASS ATTENDANCE

Unannounced quizzes will not be given. Attending class is strongly encouraged but is not required. Test questions will come primarily from lecture and other material presented in class (e.g., videos) that go beyond the information in the course textbook.

SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who need special accommodations should make an appointment to discuss the Accommodations Memo with me during my office hours as soon as possible. If scheduled office hours conflict with classes, please arrange an alternate appointment time. If you do not have an Accommodations Memo, but need special accommodations, please contact the **Office of Accessibility**, 1244 Haley Center, 334-844-5943.

ACADEMIC HONESTY

All portions of the Auburn University Academic Honesty Code (Title XII) found in the Student Policy eHandbook (<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>) will apply to this class.

E-MAIL AND CANVAS ARE THE OFFICIAL MEANS OF COMMUNICATION

E-mail is the university approved form of communication. It is the student's responsibility to check his/her e-mail frequently and to check for any announcements posted on Canvas. Students are responsible

for being aware of any information communicated by the instructor via e-mail and Canvas.

OTHER COURSE POLICIES:

- Changes may be made to the syllabus, as necessary, and will be communicated in class and/or via Canvas or e-mail. It is the student's responsibility to be aware of these changes.
- **Grades may be contested for 5 business days after they are posted.** After 5 business days, all grades become final.
- **Please silence all cell phones before class.** Please be courteous, and do not text during class.
- Laptops are allowed in class for note-taking purposes only.

FINAL EXAM TIME

The final exam is currently scheduled for Monday, December 8 from 12:00 – 2:30pm. This time is subject to change. Check the Auburn website for updates.

OTHER IMPORTANT DATES:

- **Sep. 8** – Last day to drop from course with no grade assignment. Last day for potential tuition refund for dropped classes
- **Oct. 7** – Last day to withdraw from course with no grade penalty. "W" assigned.

MNGT 3100-001 Fall 2014 TENTATIVE* COURSE SCHEDULE

Course Outline: Subject to change at the discretion of the professor.

Day	Topic	Assigned Reading (to be completed prior to the class it is listed with)
WEEK 1		
Monday, August 18	Introductions and Syllabus	Introductions
Wednesday, August 20	Ch. 1: Intro to Principles of Management	Read Chapter 1
Friday, August 22	Ch. 1: Intro to Principles of Management	Goodwill case
WEEK 2		
Monday, August 25	Ch. 2: History, Globalization, and Ethics	Read Chapter 2
Wednesday, August 27	Ch. 2: History, Globalization, and Ethics	
Friday, August 29	Ch. 2: History, Globalization, and Ethics	
WEEK 3		
Monday, September 1	Ch. 3: Personality, Attitudes, and Work Behaviors	Read Chapter 3
Wednesday, September 3	Ch. 3: Personality, Attitudes, and Work Behaviors	Using the Big 5: http://www.outofservice.com/bigfive/
Friday, September 5	Ch. 3: Personality, Attitudes, and Work Behaviors	
WEEK 4		
Monday, September 8	Ch. 4: Developing Mission, Vision, and Values	Read Chapter 4
Wednesday, September 10	Ch. 4: Developing Mission, Vision, and Values	
Friday, September 12	Ch. 4: Developing Mission, Vision, and Values	EXAM #1 Review
WEEK 5		
Monday, September 15	EXAM #1	
Wednesday, September 17	Ch. 5: Strategic Management	Read Chapter 5
Friday, September 19	Ch. 5: Strategic Management	
WEEK 6		
Monday, September 22	Ch. 5: Strategic Management	Netflix Case
Wednesday, September 24	Ch. 6: Goals and Objectives	Read Chapter 6
Friday, September 26	Ch. 6: Goals and Objectives	
WEEK 7		
Monday, September 29	Ch. 6: Goals and Objectives	
Wednesday, October 11	Ch.7: Organizational Structure and Change	Read Chapter 7

Friday, October 3	Ch.7: Organizational Structure and Change	
WEEK 8		
Monday, October 6	Ch.7: Organizational Structure and Change	Blockbuster Case
Wednesday, October 8	Ch. 8: Organizational Culture	Read Chapter 8
Friday, October 10	Ch. 8: Organizational Culture	
WEEK 9		
Monday, October 13	Ch. 8: Organizational Culture	EXAM #2 Review
Wednesday, October 15	EXAM #2	
Friday, October 17	Fall break	NO CLASS
WEEK 10		
Monday, October 20	Ch. 9: Leading People and Organizations	Read Chapter 9
Wednesday, October 22	Ch. 9: Leading People and Organizations	
Friday, October 24	Ch. 9: Leading People and Organizations	Indra Nooyi Case
WEEK 11		
Monday, October 27	Ch. 10: Decision Making	Read Chapter 10
Wednesday, October 29	Ch. 10: Decision Making	
Friday, October 31	Ch. 10: Decision Making	Space Shuttle Challenger Case
WEEK 12		
Monday, November 3	Ch. 11: Communication and Organizations	Read Chapter 11
Wednesday, November 5	Ch. 11: Communication and Organizations	
Friday, November 7	Ch. 11: Communication and Organizations	
WEEK 13		
Monday, November 10	Ch. 12: Managing Groups and Teams	Read Chapter 12
Wednesday, November 12	Ch. 12: Managing Groups and Teams	EXAM #3 Review
Friday, November 14	EXAM #3	
WEEK 14		
Monday, November 17	Ch. 13: Motivating Employees	Read Chapter 13
Wednesday, November 19	Ch. 13: Motivating Employees	
Friday, November 21	Ch. 14: The Essentials of Control	

WEEK 14		
Monday, November 24	Thanksgiving Break	NO CLASS
Wednesday, November 26	Thanksgiving Break	NO CLASS
Friday, November 28	Thanksgiving Break	NO CLASS
WEEK 15		
Monday, December 1	Ch. 14: The Essentials of Control	Read Chapter 14
Wednesday, December 3	Ch. 15: Strategic HR Management	Read Chapter 15
Friday, December 5	Ch. 15: Strategic HR Management	Last Day of Classes Final EXAM Review
WEEK 16		
Monday, December 8	Final exam week	FINAL EXAM

*This schedule is subject to change. Any changes will be communicated in Canvas and/or in class. Students are responsible for being aware of any changes