

**MNGT 3100 SECTION 001 SYLLABUS**  
**PRINCIPLES OF MANAGEMENT**  
**Fall 2014**

**Instructor:** Joel Carnevale  
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Office Hours: T 2:00 – 4:00 pm or by appointment  
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**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)
<b>WEEK 1</b>		
<b>Monday, August 18</b>	<b>Introductions and Syllabus</b>	<b>Introductions</b>
<b>Wednesday, August 20</b>	Ch. 1: Intro to Principles of Management	<b>Read Chapter 1</b>
<b>Friday, August 22</b>	Ch. 1: Intro to Principles of Management	<b>Goodwill case</b>
<b>WEEK 2</b>		
<b>Monday, August 25</b>	Ch. 2: History, Globalization, and Ethics	<b>Read Chapter 2</b>
<b>Wednesday, August 27</b>	Ch. 2: History, Globalization, and Ethics	
<b>Friday, August 29</b>	Ch. 2: History, Globalization, and Ethics	
<b>WEEK 3</b>		
<b>Monday, September 1</b>	Ch. 3: Personality, Attitudes, and Work Behaviors	<b>Read Chapter 3</b>
<b>Wednesday, September 3</b>	Ch. 3: Personality, Attitudes, and Work Behaviors	<b>Using the Big 5:</b> <a href="http://www.outofservice.com/bigfive/">http://www.outofservice.com/bigfive/</a>
<b>Friday, September 5</b>	Ch. 3: Personality, Attitudes, and Work Behaviors	
<b>WEEK 4</b>		
<b>Monday, September 8</b>	Ch. 4: Developing Mission, Vision, and Values	<b>Read Chapter 4</b>
<b>Wednesday, September 10</b>	Ch. 4: Developing Mission, Vision, and Values	
<b>Friday, September 12</b>	Ch. 4: Developing Mission, Vision, and Values	<b>EXAM #1 Review</b>
<b>WEEK 5</b>		
<b>Monday, September 15</b>	<b>EXAM #1</b>	
<b>Wednesday, September 17</b>	Ch. 5: Strategic Management	<b>Read Chapter 5</b>
<b>Friday, September 19</b>	Ch. 5: Strategic Management	
<b>WEEK 6</b>		
<b>Monday, September 22</b>	Ch. 5: Strategic Management	<b>Netflix Case</b>
<b>Wednesday, September 24</b>	Ch. 6: Goals and Objectives	<b>Read Chapter 6</b>
<b>Friday, September 26</b>	Ch. 6: Goals and Objectives	
<b>WEEK 7</b>		
<b>Monday, September 29</b>	Ch. 6: Goals and Objectives	
<b>Wednesday, October 11</b>	Ch.7: Organizational Structure and Change	<b>Read Chapter 7</b>

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

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

\*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