

**MNGT 3100 SECTION 004 SYLLABUS  
PRINCIPLES OF MANAGEMENT  
FALL 2014**

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**CLASS MEETING TIMES:** Tuesday/Thursday 9:30 – 10:45 AM 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**

Daft, R., & Marcic, D. (2013). *Understanding Management*, 8<sup>th</sup> Edition. South-Western College Pub.  
ISBN-13: 978-1111580247 ISBN-10: 1111580243

**GRADING AND EVALUATION PROCEDURES:**

**Grade Components**

Exams (3 at 25 points each)	75
<u>Cases (5 at 5 points each)</u>	<u>25</u>
<b>Total Points</b>	<b>100</b>

**Determination of Final Grade (in points)**

A = 89.5 and above
B = 79.5 – 89.49
C = 69.5 – 79.49
D = 59.5 – 69.49
F = 59.49 and below

Grades are based on your individual performance not on effort, personality, potential, or need. No student's final grade will be increased for any reason other than calculation error. It is the student's responsibility to earn the desired grade. I am only the "grade keeper" not a grade giver.

**ACADEMIC HONESTY**

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

## **POLICY ON CLASS ATTENDANCE AND UNANNOUNCED QUIZZES**

Students are expected to attend each class and be prepared to discuss the assigned material. Students who attend *every* class session will receive three (3) extra credit points to their final grade average. Students who miss no more than *one* class session will receive two (2) extra credit points, and those miss no more than *two* class sessions will receive one (1) extra credit point to their final average. Students who miss more than *two* classes will receive no extra credit points. In the case of a University excused absence that is approved *in advance*, the absence will not count against attendance provided the required documentation is provided within five (5) business days. It is each student's responsibility to document their attendance in each class. Unannounced quizzes will not be given.

## **COURSE ORGANIZATION AND REQUIREMENTS:**

### **Lecture**

Lecture is based on the assigned reading for the day and any supplemental materials provided by the instructor. Videos, case studies, and other supplemental reading may be used to assist in understanding the concepts presented in lecture. Class is more enjoyable when you are prepared and ready to contribute.

### **Cases**

Six case write-ups will be assigned. Only the **5 best case grades** will be used in the course grade determination. Instructions will appear in Canvas under the "Assignments" tab. All case 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 (exception: in the event Canvas is not available, assignments may be emailed directly to me). 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. Please be sure to verify the correct file was submitted. Unless otherwise noted, all case 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 NOT be accepted for credit.** Students may (and are encouraged to) turn in assignments early.

### **Exams**

Exam 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. The format for make-up exams will be a combination of multiple choice and fill-in-the blank.

## **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. All make-up tests are scheduled by the instructor, regardless of the reason for the absence. The **make-up test** will be *different* and will use a **different format**.

### **SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours (or other arranged time) the first week of classes or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

### **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:**

1. **Tentative Syllabus.** 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.
2. **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**
3. **Classroom behavior and electronic devices.** Students are expected to follow classroom behavior standards (see: [http:// www.auburn.edu/academic/provost/handbook](http://www.auburn.edu/academic/provost/handbook)). Use of cell phones and comparable devices during class time is prohibited. Laptops are welcome for class-related purposes, but, if abused, this privilege (e.g., complaints from other students) can be revoked.
4. **Grades may be contested for 5 business days after they are posted** and then become final.
5. **Canvas.** Most course materials (e.g., syllabus, schedule, lecture notes, assignment instructions, extra reading, grades, etc.) are provided in Canvas.
6. **Late assignments.** *No* late assignments will be accepted for *any* reason. It is students' responsibility to be aware of deadlines and plan accordingly.

### **Other Important Dates:**

- **September 8** – Last day to drop course with no grade assignment or for potential tuition refund
- **October 7** – Last day to withdraw from course with no grade penalty. "W" assigned. Student deadline for request to move finals.
- **October 14**– Student deadline for request to move finals to Associate Deans.
- **December 9 (Tuesday)** – Final exam currently scheduled for 8:00 – 10:45 AM (subject to change).

**MNGT 3100-004 FALL 2014 TENTATIVE\* COURSE SCHEDULE**

<b>Date</b>	<b>Reading Assignment/ Lecture Topic</b>	<b>Assignments Due</b>
Aug. 19	Introduction / Explanation of Syllabus	
21	Ch. 1: Innovative Management for a Changing World	
26	Ch. 2: The Environment & Corporate Culture	
28	Ch. 2: The Environment & Corporate Culture	
Sept. 2	Ch. 4: Managing Ethics & Social Responsibility	
4	Ch. 4: Managing Ethics & Social Responsibility	Case 1 due: We Googled You
9	Ch. 5: Managerial Planning & Goal Setting	
11	Ch. 5: Managerial Planning & Goal Setting	Case 2 due: The Upstart's Assault
16	Review and catch up day	
<b>18</b>	<b>EXAM #1 (Chapters 1, 2, 4, 5)</b>	
23	Ch. 6: Managerial Decision Making	
25	Ch. 6: Managerial Decision Making	
30	Ch. 7: Designing Adaptive Organizations	
Oct. 2	Ch. 7: Designing Adaptive Organizations Ch. 8: Managing Change & Innovation	
7	Ch. 8: Managing Change & Innovation	Case 3 due: The Micromanager
9	Ch. 9: Managing Human Resources & Diversity	
14	Ch. 9: Managing Human Resources & Diversity	Case 4 due: When Salaries Aren't Secret
16	Fall Break	
21	Review and catch up day	
<b>23</b>	<b>Exam #2 (Chapters 6, 7, 8, 9)</b>	
28	Ch. 10: Understanding Individual Behavior	
30	Ch. 10: Understanding Individual Behavior	
Nov. 4	Ch. 11: Leadership	
6	Ch. 11: Leadership	
11	Ch. 12: Motivating Employees	
13	No in-class meeting. Use class time to complete the remaining cases.	
18	Ch. 12: Motivating Employees	Case 5 due: Why Are We Losing All Our Good People?
20	Ch. 14: Leading Teams	
25	Thanksgiving Break	
27	Thanksgiving Break	
2	Ch. 14: Leading Teams	
4	Review and catch up day	Case 6 due: Is the Rookie Ready?
Tues., Dec. 9	<b>FINAL EXAM (EXAM #3) (Chapters 10, 11, 12, 14)</b> <i>Tentatively</i> scheduled for 8:00 – 10:30 a.m (check Auburn website for any changes).	

\*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