

**Principles of Management (MNGT 3100) Section 003
Fall 2014**

Course Instructor:

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Office Hours: 1:00p – 2:00p, M or by appointment

Classroom: 019 Lowder Business Building

Meeting Time: 12:00pm – 12:50pm, MWF

Course Objectives:

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

Textbook:

- Daft, R., & Marcic, D. (2012). *Understanding Management*, 8th Edition. Thompson Southwestern.

BRING YOUR TEXTBOOK TO CLASS WITH YOU

Pre-requisites:

- 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 Lowder 147.

Special Accommodations:

- Any student needing special accommodations should contact Instructor Hersel to discuss the “Accommodations Memo” as soon as possible. If you do not have an “Accommodation Memo” but need special accommodations, contact the Program for Students with Disabilities, 1244 Haley Center, 334-844-5943 (Voice T/O)

Academic Honesty:

- All portions of the Auburn University Honesty Code (Title XII), found in the *Tiger Cub*, will apply to this class.

Course Organization and Requirements:

- **Examinations.** Four (4) exams will be given, three (3) of which will be given during regular class times. The non-cumulative final exam will be administered during the regular final exam period. Exam content will be comprised of text material, class lectures, class activities, and other information as noted by the instructors. It will not be possible to cover all of the material during lecture, so students will be responsible for all textbook materials assigned even if not covered by the instructor.

Be ON TIME for all exams. If you arrive late for an exam, you will NOT be allowed to take the exam if any student has already turned in their exam.

Bring your AU Student ID card to all exams. Students who do not bring their ID cards with them to the exam will not be permitted to submit the exam for course credit.

- **Quizzes.** Quizzes will be given during class every week. Quizzes are worth five (5) points apiece. Students who anticipate missing quizzes are encouraged to utilize the extra credit opportunities available in this course.

- **Extra Credit.** There are a maximum of 20 extra credit points available in this course. The 20 extra credit points are available by completing no more than two (2) of the three (3) possible extra credit projects, outlined below. Projects cannot be repeated.
 - *Interview.* Students may choose to interview a manager or a person in a supervisory position and write a short paper describing the interview. Interviewees must be approved by the instructors prior to conducting the interview. Papers must be three (3) to five (5) double-spaced, typed pages. This project is worth a maximum of ten (10) extra credit points.
 - *Ethical Dilemma.* Included at the end of each chapter in the textbook are one (1) ethical dilemma scenario and several follow-up questions. Students are to choose one (1) ethical dilemma from the textbook, read the scenario, and respond to all questions. Each question should receive a one (1) to two (2) paragraph response. This project is worth a maximum of ten (10) extra credit points.
 - *Article Summary.* Students may choose to complete an article summary. The article summary must be based on a current-events article from a known publication (e.g. The Wall Street Journal, The New York Times, etc.) and is limited to no more than two (2) double-spaced, typed pages. Summaries should include a synopsis of the article and must be related back to a topic discussed in class. This project is worth five (5) extra credit points.
- **Course Project.** Students will be divided into five (5)-member teams to complete this project. The primary goal of this project is for groups to thoroughly examine an organization of their choosing. Groups will write a paper and give a brief presentation to the rest of the class. More details about this project will become available as we progress through the semester. There will be three (3) parts to this project; a paper (100 points), a presentation (75 points), and peer evaluations (25 points).
- **Attendance.** While students are strongly encouraged to attend all class meetings, course attendance is entirely optional. It is to the student's advantage to regularly attend class and to keep track of his/her attendance as it can be helpful information when meeting with the instructors. If a student misses a class meeting, do not contact the instructors for the day's lecture notes, PowerPoint slides, etc. Instead, students should attempt to cover the material on their own, asking their colleagues for any missed notes as a supplement for their own readings. If, after reading the material and asking a colleague for his/her notes, the student has questions/concerns about the material, they are encouraged to set up a meeting with the instructor during office hours.
- **Missed Exam Make-Up Policy.** Students who miss an exam or quiz will receive a zero (0%) grade, with no opportunity for a make-up, unless the absence is approved in advance and the student has documentation for the absence. All missed exams and quizzes will be made up on Friday, December 5, 2014 during regularly scheduled class time. **Students who fail to get approval in advance for absences of this type will forfeit any opportunity for make-up work.**

If arrangements are not made to make up exams missed due to an excusable absence within one (1) week of the missed exam, the opportunity to make it up is lost.

Important information about Medical Excuses:

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 or come to class 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 or attend class. Copies of excuses will not be accepted. You must provide the original excuse. Excuses must be presented in person within one (1) week of the missed exam or class.

- **Grading.** Each student's grade will be determined from scores made on the exams, quizzes, extra credit, and the course project. Course grades will be rounded as follows: .5 and above will round up; .49 and below will round down. All grades will be posted via Blackboard.

Totals posted below are as accurate as possible at this time, but are subject to change at the discretion of the instructors. Any changes made to the possible points in this course will be communicated to the students.

Exams: 4 exams x 100 points/exam	400 points
Quizzes: 10 quizzes x 5 points/quiz	50 points
<u>Course Project:</u>	<u>200 points</u>
Total Points:	650 points*

A = 89.5% (582 points)

B = 79.5% (517 points)

C = 69.5% (452 points)

D = 59.5% (387 points)

F < 59.5%

*Note: because extra credit points are not required, it is not included in the total points for this course. However, should a student take advantage of any extra credit opportunities, they will be added to the student's grade.

Note: Be advised that the instructors reserve the right to change any of the information contained in this syllabus. Should any information change, sufficient notice will be given during class time and will be posted on Canvas and announced in class.

TENTATIVE COURSE SCHEDULE

Month	Date	CLASS TOPICS
Aug. 2014	18	Introduction of Class/Explanation of Syllabus
	20	Chapter 1: Innovation for Turbulent Times
	22	Chapter 1: Innovation for Turbulent Times
	25	Chapter 2: The Environment and Corporate Culture
	27	Chapter 2: The Environment and Corporate Culture
	29	Chapter 2: The Environment and Corporate Culture
Sept. 2014	1	LABOR DAY
	3	Chapter 4: Ethics and Social Responsibility
	5	Chapter 4: Ethics and Social Responsibility
	8	Chapter 5: Planning and Goal Setting 15TH DAY OF CLASS
	10	Chapter 5: Planning and Goal Setting
	12	Chapter 5: Planning and Goal Setting
	15	Exam 1: Chapters 1, 2, 4, and 5
	17	Chapter 10: Dynamics of Behavior in Organizations
	19	Chapter 10: Dynamics of Behavior in Organizations
	22	Chapter 10: Dynamics of Behavior in Organizations
	24	Chapter: 11: Leadership
	26	Chapter: 11: Leadership
	29	Chapter: 11: Leadership
Oct. 2014	1	Chapter 12: Motivation
	3	Chapter 12: Motivation
	6	Chapter 12: Motivation MID-SEMESTER IS OCT. 7
	8	Exam 2: Chapters 10, 11, and 12
	10	Chapter 9: Human Resources and Diversity
	13	Reading Day - NO CLASS
	15	Chapter 9: Human Resources and Diversity
	17	FALL BREAK – NO CLASS
	20	Chapter 6: Decision Making
	22	Chapter 6: Decision Making
	24	Chapter 14: Teamwork
	27	Chapter 14: Teamwork
	29	Exam 3: Chapters 6, 9, and 14
31	Reading Day - NO CLASS	
Nov. 2014	3	Chapter 7: Designing Adaptive Organizations
	5	Chapter 7: Designing Adaptive Organizations
	7	Group Project Presentations
	10	Group Project Presentations
	12	Group Project Presentations
	14	Group Project Presentations
	17	Group Project Presentations
	19	Group Project Presentations
	21	Chapter 8: Change and Innovation
	24	THANKSGIVING BREAK – NO CLASS
	26	THANKSGIVING BREAK – NO CLASS
28	THANKSGIVING BREAK – NO CLASS	
Dec. 2014	1	Chapter 8: Change and Innovation
	3	Chapter 15: Productivity through Quality Control Systems
	5	TEST/QUIZ MAKE-UP
12 noon – 2:30 p Wed Dec. 10, 2014		Exam 4 (Chapters 7, 8, & 15)