

**MNGT 3100 SECTION 006 SYLLABUS
PRINCIPLES OF MANAGEMENT
FALL 2014**

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CLASS MEETING TIMES: TR 3:30 PM – 4:45 PM 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 Lowder 147.

REQUIRED TEXTS

Daft, R, & Marcic, D. (2011). *Understanding Management*, 8th Edition. Cengage South-Western. ISBN 9781111580247

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. Please **do not** ask for additional extra credit opportunities at the end of the semester to “bump up” to the next grade level. **No rounding** will take place on final grades.

Grade Components

Exams (3 at 25 points each)	75
Projects (2 at 7.5 points each)	15
Case write ups (2 at 5 points each)	<u>10</u>
TOTAL	100

Extra Credit

An opportunity for **one** extra credit point will be offered before or during each exam for a maximum of **3 extra credit points**. Any earned extra credit will be applied to the exam for which the extra credit applies. For example, if a student successfully completes the extra credit assignment relating to exam 1, an exam grade of 20/25 (80%) will become 21/25 (84%). **No late extra credit assignments will be accepted.**

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 practical applications of the concepts presented in the lectures. Students should come to class having read the assigned reading(s) for the day.

Projects

Students will complete two projects (a company analysis and an article summary and discussion) during the semester. The company analysis will be a team project with groups of 5-6 students. Each project is worth **7.5 points** (a combined total of 15% of the course grade). More information regarding the specifics of each project will be made available later in the semester.

Case Write-ups

Case write-ups will account for **10 points** (10% of course grade). Each assignment is worth **5 points**. More information regarding the specifics of each case will be made available later in the semester.

Exams

Exams will account for **75 points** (75% 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. Students should bring a blue scantron and pencil to each exam.

POLICY ON ASSIGNMENT SUBMISSIONS (Extra credit, Case Write-ups, and Projects)

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 must be uploaded as a file into Canvas with any of the following extensions: .doc, .docx., .pdf, or .txt. 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 **11:00 AM** on their due date. Any assignment submitted after the deadline (even if just by a minute) 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 who do not bring their ID cards to the exam will not be permitted to submit their exam for course credit. 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 WILL USE A DIFFERENT FORMAT.** Make-up tests will consist of multiple choice and fill-in-the-blank questions. Students will have 5 business days to complete the make-up test.

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. The instructor **will not** provide completed notes to students who miss class for any reason.

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

Currently scheduled for Thursday, December 11 at 4:00 p.m. – 6:30 p.m. This time is subject to change. Check the Auburn website for updates.

OTHER IMPORTANT DATES:

- **September 8** – Last day to drop from course with no grade assignment.
- **October 7** – Last day to withdraw from course with no grade penalty. "W" assigned. Student deadline for request to move finals.