

**MNGT 3100-008
PRINCIPLES OF MANAGEMENT
FALL 2014**

MW 5:00 PM – 6:15 PM, Room 014 Lowder Hall

SYLLABUS

Kunal Sevak, Instructor

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Office Hours: Mondays, 1:30 pm – 3:30 pm and by appointment.
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COURSE DESCRIPTION: A broad introductory course that will focus on management functions and applications of management principles.

COURSE OBJECTIVES:

1. Provide an opportunity for a deeper understanding of the theories and techniques of management in organizations.
2. Use these theories and techniques to improve your dealings with other professionals in your current and future work settings. Additionally, you should gain insight into both micro- and macro-practices in management.

PREREQUISITES: A junior level standing is required for enrollment in this course. If you do not meet this requirement, please make sure that you have an approval from your academic advisor/s before continuing. A waiver may be required.

MODE OF INSTRUCTION: The mode of instruction will include lecture, class discussions, practical examples of key concepts, and a written assignment.

REQUIRED TEXT:

Carpenter, M., Bauer, T., Erdogan, B. & Short, J. (2013). *Principles of management v2.0*. Irvington, NY: Flat World Knowledge.

Website: <http://students.flatworldknowledge.com/course?cid=1717031&bid=1227483>

eISBN: 978-1-4533-5447-6

Note: You may want to purchase an eBook version due to its cost effectiveness. A paperback version is not required.

GRADING AND EVALUATION PROCEDURES:

Grade Components:

Exams:

Exam 1 (Chapters 1,2,3)	20
Exam 2 (Chapters 4,5,6)	20
Exam 3 (Chapters 7,8,9)	20
Exam 4 (Final) (Chapters 10,11,12,13,14)	<u>30</u>
	90 Total Exam Points
Class Paper	10
TOTAL	<u>100 Points</u>

Exams: You will be tested on materials presented in class, on the slides, and from the text. The tests cover all materials reviewed to that point in the semester. Tests are *IN-CLASS* during the scheduled class time. All the exams will be in multiple choice and true/false formats. The exams are closed-book, and you will have full class time to take them. Please make sure to be familiar with the materials prior to the exam and to bring a BLUE SCANTRON, YOUR STUDENT ID and a NUMBER 2 PENCIL with you to class on the exam day. You will be required to show your Student ID when turning in each of your completed exams.

Make-up Exam policy for Exams 1, 2 & 3: If you are unable to take the exam due to valid Tiger Cub reasons, *you are still required to notify the instructor prior to the scheduled exam time if at all possible, and to schedule a make-up exam as close to the original exam time as possible.* Thus, I expect an email sent prior to the exam time indicating your absence.

Class Paper: As a part of your overall grade, you will be required to submit a course paper for this class. The paper is supposed to serve as an evaluation of your understanding of management principles as well as a self-evaluation of your personal management style. The paper should provide details on your career aspirations, those aspects of the text which were most appealing to you, and how you might apply the knowledge gained in this class to the development of your professional career. This includes determining your personal management style which may be autocratic, participative, etc. I will provide further details on the content expected in your paper and its grading components, later in the semester.

Extra Credit Opportunities: A maximum of 3 extra-credit points can be earned in this class by way of attendance. Attending class is important to achieving the learning goals of the course. Attendance will be taken in 6 lectures (not including the exams) which have been randomly distributed in the entire semester. For each day that you are present in class when the attendance is taken, you will receive “.50” or half a point. Thus, you can earn a maximum of 3 points by attending all classes. I will total your points at the end of the semester and add to your final grade as extra credit. Please note that a university approved excuse for missing a class will not be entertained in calculating your attendance score as these points are extra-credit.

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, contact The Program for Students with Disabilities, Office of Accessibility, 1228 Haley Center, 334.844.2096.

ACADEMIC HONESTY:

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

STATEMENT REGARDING EMAIL AS OFFICIAL MEANS OF COMMUNICATION:

Email is the university approved form of communication. It is the student's responsibility to check his/her email frequently. In case Tigermail is experiencing technical difficulties, Canvas will be used as a medium to send all class announcements.

OTHER COURSE POLICIES:

1. **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. **HOWEVER, THE MAKE-UP TEST MAY BE DIFFERENT AND MAY USE A DIFFERENT FORMAT (e.g. ESSAY).**

2. Final grades will be determined on the following basis:

A = 90.0% or better

B = 80.0 – 89.9%

C = 70.0 – 79.9%

D = 60.0 – 69.9%

F = 59.9% or less

3. The instructor reserves the right to make changes in the syllabus as necessary; it is the student's responsibility to be aware of these changes.
4. Grades can be contested for only 5 days after they are posted.

HEALTH CONTINGENCY PLAN

In the event we would contract an illness (e.g., H1N1, Ebola) that would make it a health risk to continue in-person lecturing, we will convert the class to an online format. Some points will have to be redistributed and we reserve the right to determine the appropriate redistribution given the timing and extent of the illness. You will all be informed about the specifics of the changes through updates to the syllabus. For your benefit, we will hold discussion boards on Canvas where you can post questions about material for us to respond to. Again, this change will only occur if the university informs you that it is so.

COURSE SCHEDULE / CALENDAR

See the next page

TENTATIVE COURSE SCHEDULE*

Date	Topic	Additional Information
Aug. 18	Course Introduction and Overview of Syllabus	
Aug. 20	Chapter 1 – Introduction to Management	
Aug. 25	Chapter 2 – History, Globalization & Ethics	
Aug. 27	Chapter 2 – History, Globalization & Ethics	
Sep. 1	<i>Labor Day Holiday</i>	<i>No Class</i>
Sep. 3	Chapter 3 – Personality, Attitudes & Behaviors	
Sep. 8	Exam 1 (Ch. 1, 2, 3)	5:00 PM to 6:15 PM Room 014
Sep. 10	Chapter 4 – Company Mission, Vision & Values	
Sep. 15	Chapter 4 – Company Mission, Vision & Values	
Sep. 17	Chapter 5 – Strategic Management	
Sep. 22	Chapter 5 – Strategic Management	
Sep. 24	Chapter 6 – Goals & Objectives	
Sep. 29	Exam 2 (Ch. 4, 5, 6)	5:00 PM to 6:15 PM Room 014
Oct. 1	Chapter 7 – Organizational Structure & Change	
Oct. 6	Chapter 7 – Organizational Structure & Change	
Oct. 8	Chapter 8 – Organizational Culture	
Oct. 13	Chapter 8 – Organizational Culture	
Oct. 15	Chapter 9 – Leading People & Organizations	
Oct. 20	Chapter 9 – Leading People & Organizations	
Oct. 22	Exam 3 (Ch. 7, 8, 9)	5:00 PM to 6:15 PM Room 014
Oct. 27	Chapter 10 – Decision Making	
Oct. 29	Chapter 10 – Decision Making	
Nov. 3	Chapter 11 – Communication in Organizations	
Nov. 5	Chapter 11 – Communication in Organizations	
Nov. 10	Chapter 12 – Managing Groups & Teams	
Nov. 12	Chapter 12 – Managing Groups & Teams	
Nov. 17	Chapter 13 – Motivating Employees	
Nov. 19	Chapter 13 – Motivating Employees	
Nov. 24	<i>Thanksgiving Break</i>	<i>No Class</i>
Nov. 26	<i>Thanksgiving Break</i>	<i>No Class</i>
Dec. 1	Chapter 14 – The Essentials of Control	
Dec. 3	Chapter 14 – The Essentials of Control	Course Paper Due
Dec. 11	Final Exam (Ch. 10, 11, 12, 13, 14)	7:00 PM to 9:30 PM Room 014

* The above schedule is tentative. The instructor reserves the right to make changes to it depending on circumstances and the progress of the class.