

MNGT 3810 SYLLABUS

Course: MNGT 3810

Title: Management Foundations

Section: 001

Meeting Times: Fall 2014

M W F: 8:00 a.m. – 8:50 a.m.

Lecture: LBB 113A

Instructor: Donovan Collier

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Office: LBB 217

Office Hours: Monday 9:00 a.m. – 11:00 a.m.

REQUIRED TEXT

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

eISBN: 978-1-4533-5447-6

Link: <https://students.flatworldknowledge.com/course/1433221>

*This is an e-text version available at the Flat World Knowledge website.

COURSE DESCRIPTION

Management Foundations is designed to be a broad-based introductory course that focuses on management functions and the application of management principles.

COURSE OBJECTIVES

- Become familiar with fundamental theories of management and management techniques.
- Understand both macro- and micro-aspects of management practice.
- Develop ways to leverage the newly acquired management knowledge to improve professional interaction in your current and future work settings.

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 primary mode of instruction will be lecture accompanied by class discussion and experiential exercises in addition to reading assignments.

CLASS ATTENDANCE & PARTICIPATION

Attendance is not mandatory. Students should, however, be aware that they are responsible for all material presented during lecture, class discussions/exercises, and in assigned readings. As such, students are strongly encouraged to attend all classes and make a concerted effort to grasp the material presented.

Participation is not mandatory. However, engaging in class discussions and exercises can greatly enhance students' learning of management concepts. As such, students are strongly encouraged to actively participate as much as possible.

COURSE EVALUATION & GRADING

EXAMS

Exams are in-class during scheduled class time and closed-everything. Students will need to have an unused blue scantron, student ID number, and a #2 pencil with them on exam days.

Exam I & Exam II will consist of 40 multiple choice & true/false questions worth ½ point each. Exam questions will be taken from lecture, assigned readings, and class discussions/exercises. Students will be given 50 minutes to complete the exam.

The **Final Exam** (optional) is comprehensive and will consist of 90 multiple choice & true/false questions worth ½ point each. Exam questions will be taken from lecture, assigned readings, and class discussions/exercises. Students will be given 150 minutes to complete the exam.

- If a student elects to take the Final Exam and has **TAKEN BOTH** Exam I and Exam II, then the score achieved on the Final Exam will count **ONLY** for the Final Exam.
- If a student elects to take the Final Exam and has **MISSED AN EXAM** (with no make-up), then the Final Exam score will count for the Final Exam **AND** one missed exam.
- If a student elects to forego the Final Exam and has **TAKEN BOTH** Exam I and Exam II, then the **AVERAGE OF** Exams I and II will be used to determine the Final Exam score. For example, if Exam I score = 76% and Exam II score = 82% then the Final Exam score = 79%.
- If a student elects to forego the Final Exam and has **MISSED AN EXAM** (with no make-up), then a score of zero will be assigned for the Final Exam **AND** will remain so for the missed exam.

Missed Exams & Make-up Exams:

Any student that misses an exam without giving the instructor **PRIOR** notification and fails to provide documentation of a valid Tiger Cub excuse will receive a score of zero for the missed exam. Make-up exams will only be permitted for students with documentation of a valid Tiger Cub excuse **AND** have either notified the instructor in advance of the absence **OR** have documented evidence of an emergency that prevented the student from notifying the instructor in advance of the absence. No exceptions will be made to this policy under any circumstances. In the event that a make-up exam is permitted, the instructor reserves the right to administer a different exam than that which was taken by other members of the class.

Except in extreme circumstances, make-up exams must be taken during regular campus hours (7:45 a.m. – 4:45 p.m.) within 5 weekdays of the missed exam. If the make-up exam has not been taken within 5 weekdays of the missed exam, the student will receive a score of zero for the exam.

“REFLECTIONS ON MANAGEMENT” ESSAY PROJECT (Due by 5:00 p.m., Friday, December 5)

As a part of your overall grade, you are required to submit a 2 – 3 page (double-spaced) reflective essay regarding fundamental management theory and practice. The essay will serve as a mechanism to explore your own thoughts and opinions regarding management principles touched upon throughout the course. Further details will be provided later in the semester.

GRADING

| <i>Item</i> | <i>Points</i> |
|-------------------------------------|---------------|
| Exam 1 | 20 |
| Exam 2 | 20 |
| Final Exam | 45 |
| "Reflections on Management" Project | 15 |
| | |
| TOTAL | 100 |

Grading Scale

A = 90 – 100 pts

B = 80 – 89.9 pts

C = 70 – 79.9 pts

D = 60 – 69.9 pts

F < 59.9 pts

EXTRA CREDIT OPPORTUNITY

There is a standing offer to "team-teach" and earn up to 5 extra credit points twice throughout the semester. The opportunity is first-come, first-served from August 25, 2013 to November 26, 2013. Any student interested in taking advantage of this opportunity should notify the instructor no less than one week in advance of the desired "team-teaching" date. In general, no more than 2 students will be allowed to team-teach during any given lecture period, however, this is at the discretion of the instructor in accordance with course needs.

ACADEMIC HONESTY

All portions of the Auburn University Honesty Code (Title XII) found in the Student Policy Handbook will apply in this class.

SPECIAL ACCOMODATIONS 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 the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. 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, (334) 844-2096 (V/TT).

STATEMENT REGARDING EMAIL AS OFFICIAL MEANS OF COMMUNICATION

Email is the university-approved form of communication. It is the responsibility of the student to make sure they receive email at their Tigermail account and that it is checked regularly and often.

ADDITIONAL INFORMATION

This syllabus should be considered tentative. The instructor reserves the right to alter this syllabus at any time. Alterations are at the discretion of the instructor.

TENTATIVE CLASS SCHEDULE

| <i>Week</i> | <i>Material</i> |
|--------------------------|--|
| Week 1: Aug 18 – Aug 22 | Introduction to MNGT 3810; Chp. 1 & Chp. 2 |
| Week 2: Aug 25 – Aug 29 | Chp. 2 & Chp. 4 |
| Week 3: Sep 1 – Sep 5 | (NO CLASS SEPTEMBER 1 – Labor Day); Chp. 4 & Chp. 5 |
| Week 4: Sep 8 – Sep 12 | Chp. 5; Chp. 6 |
| Week 5: Sep 15 – Sep 19 | Chp. 6 & Chp. 7 |
| Week 6: Sep 22 – Sep 26 | (NO CLASS SEPTEMBER 22); Chp. 7 & Chp. 8 |
| Week 7: Sep 29 – Oct 3 | EXAM I; Review of Exam I; Chp. 3 |
| Week 8: Oct 6 – Oct 10 | Chp. 3 & Chp. 9 |
| Week 9: Oct 13 – Oct 17 | Chp. 9 & Chp. 10 |
| Week 10: Oct 20 – Oct 24 | Chp. 10 & Chp. 11 |
| Week 11: Oct 27 – Oct 31 | Chp. 11 & Chp. 12 |
| Week 12: Nov 3 – Nov 7 | EXAM II; Review of Exam II; Chp. 13 |
| Week 13: Nov 10 – Nov 14 | Chp. 13 & Chp. 14 |
| Week 14: Nov 17 – Nov 21 | Chp. 14 & Chp. 15 |
| Week 15: Nov 24 – Nov 28 | (NO CLASS – Thanksgiving Break) |
| Week 16: Dec 1 – Dec 5 | REFLECTIVE ESSAYS DUE; Chp. 15 |
| | |
| Final Exam Period: Dec 8 | 8:00 a.m. – 10:30 a.m. |