

# Principles of Management (MNGT 3100) Spring 2014

Section 001

Meeting Time: 11:00am – 12:15pm, TR

Classroom: 19 Business Building

## **INSTRUCTOR**

**Mikhail Gorshunov**

Office: 214

Phone: 844.6540

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Office Hours: TBD

## **COURSE DESCRIPTION**

The course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This class will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

## **CLASS ORGANIZATION**

Each lecture and class activity will be based on the chapters assigned for that day (as mentioned in the schedule below) and any supplemental material provided by the instructor. In addition, videos and case studies may be used to understand the practical application of the concepts presented in the lectures.

## **TEXTBOOK**

Carpenter, M., Bauer, T., Erdogan, B. & Short, J. (2013). *Principles of Management (Version 2.0)*. Flat World Knowledge.

ISBN: 978-1-4533-5447-6

Textbook link: <https://students.flatworldknowledge.com/course/1531309>

## **SPECIAL ACCOMODATIONS**

Any student needing special accommodations should contact Instructor Gorshunov to discuss the “Accommodations Memo” as soon as possible. If you do not have an “Accommodation Memo” but need special accommodations, contact the Office of Accessibility, 1228 Haley Center, 334-844-2096 (V/TT).

## **ACADEMIC HONESTY**

All portions of the Auburn University Honesty Code (Title XII), found in the *Tiger Cub*, will apply to this class. Students may view the Auburn University Honor Code at the following web address:

<http://www.auburn.edu/academic/provost/academicHonesty.html>

## **EMAIL IS THE OFFICIAL MEANS OF COMMUNICATION FOR THIS COURSE**

Email is the university-approved form of communication. It is the **student’s responsibility** to make sure that they receive and understand emails sent using Canvas and/or Tigermail.

**GRADING AND EVALUATION PROCEDURES**

Each student's grade will be determined from scores made on the exams, activities, and papers. All student grades will be posted via Canvas. Totals posted below are as accurate as possible at the time you receive this syllabus, but are subject to change at the discretion of the instructor. Any changes made to the grading criteria in this course will be communicated to students.

<b>3 Exams; 25 points each</b>	<b>75 points</b>
<b>5 In-Class Assignments; 2 point each</b>	<b>10 points</b>
<b>Article Analysis Paper</b>	<b>20 points</b>
<b>Total Points:</b>	<b>105 points</b>

**Determination of final grade:**

A = 89.5% or better

B = 79.5 – 89.4%

C = 69.5 – 79.4%

D = 59.5 – 69.4%

F = 59.5% or less

Course grades will be rounded as follows at the end of the semester: .5 and above will round up; .49 and below will round down. There are no exceptions to this rule. Please DO NOT ask for additional credit opportunities at the end of the semester.

**EXAMINATIONS**

Three (3) exams will be given: two during regular class times and one during the University-scheduled final exam period. Exam content will include text material, class lectures, class activities, and other information as noted by the instructor. 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.

Each test will be comprised of multiple-choice and/or false-true items. The exams may also include questions in the form of essay and short answer. The multiple-choice questions will not be returned to students but each student will receive information regarding the number of questions missed and the numerical grade. All students are welcome to review the tests with the instructor during the office hours.

Because each of the tests will consist of multiple-choice and/or false-true items, the questions will deal with specific issues, concepts, and principles. For instance, questions will involve definition of terms, the results of specific research studies and cases, lists of various characteristics of concepts, integration of material, and the application of concepts in specific situations. Thus, in preparing for tests, the students must read and study the material for details, understanding, and application.

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

Bring a blue Scantron sheet (for multiple choice examinations), at least one #2 pencil, and 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 their exam for course credit. Additionally, students will not be permitted to leave the exam after (e.g., to get a Scantron sheet, pencil, or ID card) exam copies have been handed out.

Please be sure to turn all cell phones off prior to starting your exam. Any student whose phone rings (i.e., incoming call, text message, alarm, etc.) during an exam will receive a 0 for that exam.

If you are unable to take an exam during the scheduled time due to **VALID** Tiger Cub reasons, you are still required to notify the instructor **prior** to the scheduled exam time. Please see the section entitled “Missed Exam Make-Up Policy” for more information on making up exams in this course.

### **MISSED EXAM MAKE-UP POLICY**

Students who miss an exam will receive a zero (0%) grade, with no opportunity for a make-up, unless one (1) 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 absences are those outlined in the *Tiger Cub*. **In the event of illness, the excuse must be signed by a physician or nurse (not a receptionist).** 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 on the day the student returns to class, but no more than one (1) week after 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.

**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 miss a major test and have satisfied one of the above conditions will be allowed the opportunity for a make-up exam. All missed exams must be made-up within one (1) week of the original date of the exam. Make-up exams are generally the same as regularly scheduled exams; however, the instructor reserves the right to change the format of the exam at any time (e.g., essay exam).

### **A NOTE ON ATTENDANCE**

Due to the interactive nature of this course it is critical that students maintain regular in-class attendance; however, the decision to attend class is left entirely to the student. That is, attendance in this course is not mandatory. If a student misses a class meeting, do not contact the instructor for the day's lecture notes, PowerPoint slides, etc. Instead, students are encouraged to contact their team members for any missed materials and to attempt to cover the material on their own. If, after reading the material and asking a team member for his/her notes, the student has questions/concerns about the material, they are encouraged to set up a meeting with the instructor during his office hours.

### **IN-CLASS ASSIGNMENTS**

During class time, you will participate in five **unannounced** in-class activities that will be done to assist with your understanding and application of the course materials. Please come to class prepared for these activities – this means having read the chapter material, having your textbook available and being ready to discuss topics with the class and your fellow students. To earn the credit, you must attend class, turn in the activity assignment, and actively participate. There will be NO make-ups for in-class activities. I will assign a grade of zero to all activities that you miss.

### **ARTICLE ANALYSIS PAPER**

The article analysis must be based on a current news article from a known publication (e.g., The Wall Street Journal, The New York Times, etc.) and should be about two (2) typed pages. Analyses should include: a) a synopsis of the news story and b) an explanation of how the news story relates to one or two topics mentioned in the textbook and/or lecture. Please attach a copy of the article to your assignment. Your work must be submitted to my email address [mag0036@auburn.edu](mailto:mag0036@auburn.edu) by 11:00pm on April 24<sup>th</sup>, 2014.

**A NOTE ON WRITTEN WORK**

All written work turned into the instructor for a grade should conform to the following standards:

- Typed using Times New Roman size 12 font;
- Double-spaced with justified text;
- 1 inch margins;
- Include page numbers – also in Times New Roman font – in the bottom right-hand corner of each page;
- No cover pages; a header should be included at the top-left of the first page which appears as follows:
  - Student Name
  - MNGT 3100-001
  - Assignment Title
  - Date

Note that article analysis paper and other assignments will also be graded for grammar, spelling and adherence to formatting requirements (e.g. Typed, double-spaced, Times New Roman 12 point font, 1 inch margins).

**Be advised that the instructor reserves 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/or released to the class through email.**

## TENTATIVE COURSE OUTLINE

Month	Date	CLASS TOPICS**	ADDITIONAL INFO
Jan.*	9	Introduction to class	
	14	Chapter 1: Introduction to Principles of Management	
	16	Chapter 2: History, Globalization, and Ethics	
	21	Chapter 2: History, Globalization, and Ethics	
	23	Chapter 3: Personality, Attitudes, and Work Behaviors	
	28	Chapter 3: Personality, Attitudes, and Work Behaviors	
	30	Chapter 4: Developing Mission, Vision, and Values	
Feb.	4	Chapter 5: Strategic Management	
	6	Chapter 5: Strategic Management	
	11	Review	
	13	<b>Exam 1</b>	
	18	Chapter 6: Goals and Objectives	
	20	Chapter 7: Organizational Structure and Change	
	25	Chapter 7: Organizational Structure and Change	
	27*	Chapter 8: Organizational Culture	
Mar.	4	Chapter 9: Leading People and Organizations	
	6	Chapter 9: Leading People and Organizations	
	11	<b>Spring Break</b>	
	13	<b>Spring Break</b>	
	18	Chapter 10: Decision Making	
	20	Chapter 10: Decision Making	
	25	Review	
	27	<b>Exam 2</b>	
Apr.	1	Chapter 11: Communication in Organizations	
	3	Chapter 12: Managing Groups and Teams	
	8	Chapter 13: Motivating Employees	
	10	Chapter 13: Motivating Employees	
	15	Chapter 14: The Essentials of Control	
	17	Chapter 15: Strategic Human Resource Management	
	22	Chapter 15: Strategic Human Resource Management	
	24	Review	<b>Article analysis is due</b>
May	2	<b>Final Exam</b>	<b>12 noon – 2:30 p.m.</b>

\*Note. January 29, 2014 is the final day to withdrawal from this course with no grade assignment; February 27, 2014 is the final day to withdrawal from this course with no grade penalty.

\*\*Note. Textbook material is to be read prior to coming to class each day. For example, Chapter 1: Introduction to Principles of Management will be covered in class on January 14, 2014, so students should read this material prior to attending class that day.