

MNGT 3100: PRINCIPLES OF MANAGEMENT

Spring Semester, 2014

Section 002: MWF 10-10:50 a.m.

Section 003: MWF 12-12:50 p.m.

**Course
Information:**

Class meets in Room 019 of Lowder Hall. This is a 3-semester-hour undergraduate course. The course description reads as follows:

MNGT 3100 PRINCIPLES OF MANAGEMENT (3) LEC. 3
Management functions and the applications of management principles in organization.

Instructor:

William I. Sauser, Jr., PhD
Professor of Management
408 Lowder Hall

Office hours: MWF 2:30 – 3:30 p.m. and by appointment
Office email: sausewi@auburn.edu (Please use email to communicate with me regarding this class.)

Textbook:

Schermerhorn, John R., Jr. (2010). *Management, 10th edition*. Hoboken, NY: John Wiley & Sons. ISBN-978-0470-29437-6

**Course
Objectives:**

- (1) To gain an understanding of the major ideas, terms, theories, and contributors that have shaped the field of management
- (2) To explore in depth four key functions of management: Planning, organizing, leading, and controlling
- (3) To gain an appreciation for global business, entrepreneurship, the business environment, and the need for principled ethics in business
- (4) To build a solid foundation for further study in management and other fields of business
- (5) To prepare students to use their knowledge in “real world” business settings

Attendance:

Students are *strongly* encouraged to attend and participate actively in class. Material covered in class will not necessarily duplicate material covered in the textbook. *Tests will cover both class notes and the textbook.* Students are responsible to heed announcements made in class. Some lectures may be presented electronically using Canvas. Do not underestimate the difficulty of this class.

Excused Absences:

Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision.

When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Student Policy eHandbook* for more information on excused absences.

Tests and Grading:

There will be three 50-item multiple-choice exams given in this class (see the schedule for dates and chapters covered; **the final exam is not comprehensive**). There are also opportunities to earn *up to two* extra credit points. The final grade will be the average of the three test grades plus any extra credit points earned. Grades will be assigned on a 10-point scale: 102-89.5=A, 89.4-79.5=B, 79.4-69.5=C, 69.4-59.5=D, 59.4-0=F. Note that final grades will be rounded as follows: .50 and above will be rounded **up**; .49 and below will be rounded **down**. All grades will be posted via Canvas. To earn the grade you desire, come to class, study hard, do well on the three tests, and earn the two extra credit points. ***Do not request "special consideration" beyond this grading policy.***

Important note: Students are required to bring their own No. 2 pencils and Scantron forms (AU OIT General Purpose Scan Sheets) with them for the three tests. No textbooks, notes, or electronic devices may be used or consulted during the exams.

Makeup Tests:

Makeup tests will not be given *except in the case of an officially excused absence* (see above). 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. Medical excuses will be checked.

Important note: If arrangements are not made to make up an exam missed due to an excused absence *within one week of the missed exam*, the opportunity to make it up is lost; a zero will be recorded.

**Extra
Credit:**

You may earn *up to two points* of extra credit in this course. Any extra credit you earn will be added to your test score average when final grades are calculated. **All extra credit must be completed by the last day of class (April 25).** *There are no more extra credit opportunities after the last day of class.* You may earn ½ point each time you participate in one of the following activities:

- Visit a Career Coach in the Office of Professional and Career Development (101 Lowder) to discuss your career and job search plans, review your resume, participate in a mock interview, etc. Bring to me a note from the Career Coach verifying your meeting. (You may meet more than once with a Career Coach.)
- Attend any workshop, seminar, or event *provided by the Office of Professional and Career Development* (101 Lowder) and turn in to me a note from the OPCD verifying your participation. (You may attend more than one seminar, workshop, or event for extra credit.) For a schedule of OPCD seminars, workshops, and events, check the board posted in 101 Lowder or go to www.business.auburn.edu/opcd

**Academic
Honesty:**

The SGA Oath of Honor applies in this course. Also, all portions of the Auburn University student academic honesty code found in the *Student Policy eHandbook* apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee. Do not cheat.

**Classroom
Courtesy:**

Students are expected to be courteous toward one another, the instructor, and any guest speakers at all times during class. *Do not distract yourself or one another with conversation, disruptive behavior, or the use of electronic devices.*

**Reasonable
Accommodation:**

Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes - or as soon as possible if accommodations are needed immediately. You should bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting (unless the Office of Accessibility has already sent me one via email). If you do not have these forms but believe you need accommodations, make an appointment with the Office of Accessibility, 1244 Haley Center, 334-844-2096 (V/TT).

Canvas Support: This course will be supported by Auburn University's Canvas software. The syllabus, class assignments and PowerPoint presentations, occasional lectures, test grades, final grades, and important announcements will be posted to the Canvas site for this course. Check the Canvas site for this course frequently.

Email Communications: Email communications from the instructor to any student will be directed to the student's official Auburn University mailbox.

Diversity Statement: Diversity at Auburn University encompasses the whole of human experience and includes such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation, economic status, and veteran status. These and other socially and historically important attributes reflect the complexity of our increasingly diverse student body, local community, and national population. Auburn University recognizes and values the considerable educational benefits emanating from diversity as we prepare our students for life and leadership in a multicultural world. Students who interact with and learn about people from a variety of backgrounds are more apt to understand, appreciate, and excel in the community they inhabit. In this context, diversity is aligned with Auburn University's land grant mission of providing its students with a superior education in service to the needs of Alabama, the nation, and the world. Contact the Office of Diversity at www.auburn.edu/diversity

Course Schedule: The daily schedule for this course is found on the following pages.

Note: The instructor reserves the right to make changes in this course schedule in the event of emergency situations—such as closure of the University for inclement weather or pandemic illness. The instructor will post to Canvas an announcement regarding any such changes in the schedule.

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Course Schedule

Part One: Management, the Global Business Environment, and Entrepreneurship

Date	Lecture Topic	Assigned Book Chapter
01/08	Introduction to the Course	
01/10	What Managers Do, Part One	One
01/13	What Managers Do, Part Two	One
01/15	History of Management Thought, Part One	Two
01/17	History of Management Thought, Part Two	Two
01/20	University holiday honoring Dr. M. L. King, Jr.	
01/22	Organizational Culture, Part One	Three
01/24	Organizational Culture, Part Two	Three
01/27	Managing Diversity	Three
01/29	Ethics in Business, Part One	Four
01/31	Ethics in Business, Part Two	Four
02/03	Ethics in Business, Part Three	Four
02/05	Global Management	Five
02/07	Entrepreneurship	Appendix
02/10	Review for First Exam	Bring textbook
02/12	First Exam	<i>1, 2, 3, 4, 5, Appendix</i>

Part Two: Planning and Organizing

Date	Lecture Topic	Assigned Book Chapter
02/14	Information and Decision Making	Six
02/17	Decision Making Processes	Six
02/19	Planning Processes	Seven
02/21	Planning Tools and Techniques	Seven
02/24	Strategic Planning, Part One	Eight
02/26	Strategic Planning, Part Two	Eight
02/28	Organizational Structure, Part One	Nine
03/03	Organizational Structure, Part Two	Nine
03/05	Leading Organizational Change, Part One	Ten
03/07	Leading Organizational Change, Part Two	Ten
03/10-14	Spring Break	
03/17	Human Resources Management, Part One	Eleven
03/19	Human Resources Management, Part Two	Eleven
03/21	Human Resources Management, Part Three	Eleven
03/24	Review for Second Exam	Bring textbook
03/26	Second Exam	6, 7, 8, 9, 10, 11

Part Three: Leading and Controlling

Date	Lecture Topic	Assigned Book Chapter
03/28	Working with Difficult People	Twelve
03/31	Stress Management	Twelve
04/02	Ready, Willing, and Able	Thirteen
04/04	Theories of Motivation, Part One	Thirteen
04/07	Theories of Motivation, Part Two	Thirteen
04/09	The Secrets of Effective Teams	Fourteen
04/11	Effective Communication	Fifteen
04/14	Employee Coaching	Fifteen
04/16	Leadership, Part One	Sixteen
04/18	Leadership, Part Two	Sixteen
04/21	Control Processes and Systems	Seventeen
04/23	Managing Projects, Operations, and Customer Service	Eighteen
04/25	Review for Third (Final) Exam	Bring textbook
05/01	Final Exam for Section 003 (12:00 class) (Thursday) 12-2:30 p.m. in Lowder 019	<i>12, 13, 14, 15, 16, 17, 18</i>
05/02	Final Exam for Section 002 (10:00 class) (Friday) 8-10:30 a.m. in Lowder 019	<i>12, 13, 14, 15, 16, 17, 18</i>

Let's have a great semester together!