**SYLLABUS**

**BUS 301**

**PRINCIPLES OF MANAGEMENT**

**Instructor**

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**Office Hours: See the schedule on office door**

**Catalog Description:**
This course explores the basic concepts and processes employed by management to operate an organization.  The course also deals with the impact of social, legal, technological and political environments on organizations.  General managerial topics include planning and decision-making, organizing, leading and controlling, both nationally and internationally.
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**Course Objectives**
After completing the course, the student will be able to:

1. Describe the basic management functions and the management process
2. Define organizational culture and how culture constrains managers
3. Explain the four views of ethics and the impact of social responsibility on economic performance
4. Grasp the central role that managers play in the effective management of diversity
5. Outline the steps in the decision-making process
6. Define planning and distinguish among the different types of plans
7. Describe the key elements of organizational structure
8. Define communication and explain the barriers to effective communication
9. Explain the strategic importance of human resource management
10. Describe the stages of group development
11. Define the motivation process
12. Explain the different leadership styles
13. Describe the control process

Over 15 weeks, students will spend 150 minutes per week in lectures, class discussions, and examinations (37.5 hours for the semester). Instructional time includes a 3-hour final exam. Out-of-class work includes homework (reading, current events, group research) and preparation for exams and quizzes and is estimated at around 300 minutes per week (75 hours for the semester).

**Required Supplies:**

**(No physical text) eBook is available in Canvas under Course Resources:**
**Management,** Bateman 7th Edition

 The course will be formatted in an applied format. Materials will be discussed, and students will apply the knowledge in a variety of scenario formats.

**Canvas:**

Canvas is the learning management system at Reinhardt.  If you need more information about how Canvas works you can review the training manual on-line.  The link is just below the link to Canvas.

Here are directions for logging into the Canvas:

Open a browser and go to:  [https://reinhardtuniversity.instructure.com/login/ldap](file:////login/ldap)

 **Class Participation and Performance:**

**Reading Policy: Reading and understanding of subject matter is a major component for this course.  Make sure to read all chapters, complete the reviews, and click submit. Neglecting to read chapters will result in failing assignment grades and hurt your overall grade.**

**Canvas: You are required to participate in online discussions about management and management styles. Those failing to participate not only impact their grade, but also make it more difficult for others to participate. Please make sure to post early and post often.**

**Missing an assignment:**

You must take exams and quizzes at the assigned times.  Missing a test is permitted only under dire circumstances.  The examination schedule will be followed.  Please arrange your life so that you can complete your exams and other assignments according to the course schedule.  **If you miss a graded assignment or test**, you will be required to present a doctor’s excuse the **day you return back to class** in order to make up the missed work.  A note from the campus nurse is also acceptable.  You will be required to make up the work on the date the instructor specifies, which will be outside of the regularly scheduled class time.  If a homework assignment is due and you miss class, please make sure to submit the assignment prior to missing class.

**Late Work:**

Late work and missing exams are not accepted.  Please note your calendar with the due dates for graded exercises.

If you have a medical excuse for your absence, please provide it to me the day you return to class (physician’s office or school nurse).  I will provide you with a new due date for the assignment.  I am a reasonable person, so if you are ill please take care of yourself. However, I do want to be fair to the rest of the class and I can’t allow students to turn in the work after everyone else has worked to meet the prescribed deadlines if they aren’t sick or have an emergency situation.  Travel for sports and work does not negate the submission timelines for assignments.

**Class Schedule:**

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| **Week** | **Topic** | **Assignments** |
| **1** | Introduction to the course / Expectations**Managing in a Global World** | Read Chapter 1Complete the Self-Assessment MBTI & DiSC |
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| **2** | **Evolution of Management** | Read Chapter 2 |
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| **3** | **The Organizational Environment** | Read Chapter 3Quiz #1 – Chapters 1-3 |
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| **4** | **Ethics and Corporate Social Responsibility** | Read Chapter 4**Phase 1 of Final Project Due** |
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| **5** | **Planning and Decision-making** | Read Chapter 5Quiz # 2 – Chapters – 4-5 |
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| **6** | **Entrepreneurship / Organizing for Success** | Read Chapters 6 & 7 |
|   |
| **7** | **Managing Human Resources** | Read Chapter 8**Phase 2 of Final Project Due**Quiz #3 – Chapters 6-8 |
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| **8** | **FALL BREAK – No Class (Wed-Fri)** |  |
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| **9** | Diversity / Inclusion Management | Read Chapter 9 | . |
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| **10** | **Leadership / Motivation** | Read Chapters 10 & 11Quiz #4 – Chapters 9-11 |
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| **11** | **Teamwork** | Read Chapter 12***Phase 3 of Final Project Due*** |
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| **12** | **Communicating** | Read Chapter 13 |
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| **13** | **Managerial Control** | Read Chapters 14 & 15Quiz #5 – Chapters 12-15 |
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| **14** | **Innovating and Change** | \*\*Leader Profile Paper Due\*\* Final Profile Group Presentation |

 **Additional Support for the Course:**

**ASO Students**:  Please notify me on the first day of class (after class—this is something we don’t’ need to discuss w/the entire class) that you are an ASO student and if you need a note taker or need additional time testing, so we can prepare for the assistance in advance.  If you fail to notify me in advance, I cannot help you with alternate testing schedule, etc. (meaning, when I pass out the test—don’t ask for help then!)  Students with disabilities needing accommodations must contact Academic Support Office prior to contacting me during office hours.

**Office 365**: Through your technology fee at Reinhardt, you receive Office 365, which gives you access to Office 2013 for up to 5 devices.  You can also download Office 2013 on a computer for just the time you are working on that machine (Office on Demand).  Therefore, there are never any excuses for you to not do your assigned homework outside of class.  Office 365 will be available to you as long as you are a Reinhardt student this academic year.  Through Office 365, you can view your Reinhardt email, save documents to OneDrive (cloud-based server), so you can access your files anywhere, & manage your calendar.  Connect is a web-based program and can be completed anywhere WIFI is accessible.  However, as a management student, the number one rule is to manage yourself.  Therefore, create contingencies and have a plan for travel and/or outages.  Expect the best but prepare for the worst.

 **Instructional Methods:**

* 1. Class discussions
	2. Required textbook reading
	3. Use of Canvas (LMS) and various collecting of assignments and distributing class materials.

**Grading and Evaluation Criteria:**

1. This class assumes the student is working in a business environment.
2. Considerable attention (and grading premium) will be given to following directions (both written and in class).
3. All assignments will be graded based upon the appropriateness of its presentation as well as on its content.
4. Corrections or appeals should be made within **two-weeks** of receiving your final grade.
5. **Grades:**  If you would like to discuss your grades, you may schedule a meeting outside of class.  I don’t discuss your grades in class because there isn’t time and there are privacy policies that protect your rights (so others aren’t aware of your grades).
6. **Grading:**  If you feel that you have received an “unfair” grade for an assignment you can opt to have the College Dean or any other faculty member he/she might assign to the project to grade the assignment and you will receive the grade that they feel is earned for the assignment.  However, if this grade is lower than the previously assigned grade by the instructor you will receive the final grade offered by the College Dean, so make sure you feel you have grounds for appeal.  Please speak directly with the instructor in an “out of class” meeting concerning your grades.
7. **Academic Honesty:**  Please see the section of the general catalog which describes the college policy on academic honesty. The policy provides descriptions of what violates the policy and of what penalties may be imposed for violations.  Failing grades will be assigned for any work which does not meet the standards of academic honesty.  **Any violation of academic honesty can result in a failing grade in a course.** It is very easy to copy/share your files.  However, if you don't complete the work you won't learn from it & your exam grade will reflect this failure on your part.  If I detect or observe sharing of work, you will receive an F.
8. **Attendance:**  Each student will be responsible for a variety of assignments that will include oral presentations.  If you fail to attend those class periods, you will receive an F for those projects.

**Grade Scale**

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| **Assignment Types**  |
| There will be a variety of classroom activities and team-related assignments throughout the course. All grades will be entered into Canvas. There will be a variety of quizzes throughout the semester. Grades will be entered into Canvas.   |
| **Quizzes**There will be a variety of quizzes throughout the course. The format may be a combination of essay and multiple-choice. **Final Exam** – There will be a Final Exam at the end of the semester. **In-Class Exercises**Throughout the course, students will engage in team in-class assignments on various topics. Team members will be assigned by the instructor.   |
| **Leadership Profile Project (Including Project Phases. Students will be assigned into groups prior to the first phase.**   | This final project assignment will be worth 100 points. Phase assignments will be worth 50 points each |

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| **Grading Scale** |
| **Percentage of Points Earned**          | **Corresponding Letter Grade** |
| 90 to 100% | A |
| 80 to 89%        | B |
| 70 to 79%        | C |
| 60 to 69%        | D |
| 0 to 58%                      | F |

**Attendance**

Attendance will be taken each day of class.  Although I do not grade attendance, I do take into account in final grading, especially when considering to move your grade to the next level.  If you are athlete, it is your responsibility to ensure that you notify the professor about your upcoming absence.  You may do this in an email.

 **Tardiness**

The first rule of effective management is the ability and discipline to manage yourself.  Therefore, **DO NOT WALK INTO CLASS LATE!!**  It is disrespectful to the professor and disrupting to other classmates.  You will be counted absent (unexcused).

 **Assignments:**

**Assignments will be given throughout the semester. These will be based on an application format that will enable you to demonstrate your knowledge of the subject matter.**

**Quizzes**

All quizzes will be completed in Canvas.

**In-Class Exercises**

There will a variety of assignments and classroom activities regarding application of the concepts discussed in class. Instructions for each will be provided by the instructor.

**Leader Profile Paper**

**I will assign students to groups. You will work with your group to complete the Leader Profile Analysis.** You will submit the profile analysis in phases as described in the syllabus and Canvas.  You may choose any leader (exception- anyone from Reinhardt University) but should be one on which can find research.  The topic areas that you will research is listed in the assignment found in Canvas.  For your reference, I have listed them here.

* Abstract
* Introduction
* Career Overview
* Personality and Leadership Style
* Courage and Moral Leadership
* Culture and Core Values
* Communication Style
* Motivation and Empowerment
* Power and Influence
* Vision and Strategic Direction
* References (APA Format)

The project will be divided into four phases.  Three of the phases (50 points each) will be completed during the semester with the final project (including Phase 4) due at the end of the semester. Below are the phases:

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase I** | **Phase II** | **Phase III** | **Final** |
| AbstractIntroductionCareer Overview | Personality and Leadership StyleCourage and Moral LeadershipCulture and Core Values | Communication StyleMotivation and Empowerment  | Power and InfluenceVision and Strategic DirectionReference (APA Format) |

For the Final Project, you will make corrections, as directed, put all phases together, and **submit in one document.**

**Leader Profile Presentation**

**During the last couple of weeks of the course, each team will complete and provide a PowerPoint presentation of their analysis. Each team member is required to participate in the presentation to receive credit. The grade will be based on individual effort during the presentation. The grade will not be based on a group model.**