



NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

Instructor: Dr. Alex Williams
E-mail: Alex.Williams@tamuc.edu
Office: COB 3rd Floor
Office Hours: Tues & Thurs 1pm – 2:00pm and by Appointment (or send me an email anytime!)

REQUIRED TEXT:
MGMT 10th Edition
ISBN-13: 9781337116756
Author: Chuck Williams

I'm fairly certain the 9th Edition will work as well. The chapter titles are the same and the page numbers are very close.

COURSE OBJECTIVES:

This course is a comprehensive study of managerial functions (planning, organizing, leading, and controlling) for the purpose of achieving organizational goals. Its primary aim is to provide a knowledge base for addressing challenges inherent in managing people. Through completion of this course students will:

- Explain the role, purpose and functions of management
- Understand the environmental forces that affect managers and organizations.
- Compare and contrast ethical systems and their influence on decisions made by managers

COURSE FORMAT:

This is a face-to-face course. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. All of the handouts and assignments for this course are posted under the "Doc Sharing" tab in eCollege. You should submit your work in a format that is compatible with **Microsoft Office** and post it in the appropriate "Dropboxes" when they are due.

COURSE SCHEDULE:

A course schedule is included at the end of this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the "Doc Sharing" tab. You should read this document, initial it, and submit it to me via its corresponding "Dropbox".

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Student Disability Resources & Services
Texas A&M University-Commerce

CAMPUS CONCEALED CARRY STATEMENT:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

UNIVERSITY NONDISCRIMINATION STATEMENT:

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Assignments (General Comments):**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM CST** to submit the work that is listed in the far right, “Work Due” column of the course schedule. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.
- **E-mail:** Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do, as I will be using emails to communicate with the class. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

GRADE COMPONENTS:

Component	Type	Point Value
Participation/Attendance/Exercises/Quizzes	Individual	100 points
Article Summaries (3 x 20 pts each)	Individual	60 points
Ethics Assignment	Individual	40 points
Group Project	Group	100 points
Exams (3 x 100 pts each)	Individual	300 points
Final Exam (Comprehensive)	Individual	200 points
Course Total		800 points

GRADING SCALE:

A	90 – 100%	720-800 points	D	60-69%	480-559 points
B	80 – 89%	640-719 points	F	Below 60%	Less than 480 points
C	70-79%	560-639 points			

Incomplete - I will not be giving an incomplete in this course.
Withdrawal - Must be initiated by the student administratively.

Class Attendance/Participation/Exercises/Quizzes

Class attendance and participation (e.g., providing insightful comments and questions about the readings, contributing to class discussions, class exercises) are expected and will be graded. Additionally, role will be taken on a regular basis.

Article Summaries

The ability to write clearly using precise business language, readable sentences, and coherent paragraphs is an essential skill of all business men and women. Keeping up-to-date on current business trends is also a great asset for business men and women. Therefore, these article summaries will help develop written communication skills and expose students to popular press articles. A few examples of popular press outlets are Wall Street Journal, Business Week, U. S. News and World Report, and Fortune. See the Article Summaries handout for details.

Ethics Assignment

Understanding the role of ethics in decision making is a major part of success in today's business environment. Therefore, this assignment will help you increase your ability to evaluate business decisions from an ethical standpoint. See the Ethics Assignment handout for more details.

Group Project

Similar to the written communication skill mentioned above, the ability to present in front of a group is another essential skill for business people. Therefore, each student will be assigned to a group of approximately 4-5 individuals and will choose an organization (from a list provided by the professor). Groups will create and present a PowerPoint presentation on that organization to the class. See the Group Project handout for details.

Exam Information

Exams will be given to assess your understanding of course material. Exams will consist of multiple-choice questions as well as a written component.

- Multiple Choice: This portion of the exam will be online. It will be available the week of the exam. timed and can only be accessed once; therefore, once you begin, you may not stop and come back to it later.
- Short Answer: This portion of the exam will be in-class.
- Final Exam: The final exam will be comprehensive (cumulative) and completely in-class (not available online). It will consist of both multiple choice and short answer questions.

Please note: If a student misses an exam, the student will earn a grade of zero. Makeup exams will not be given. Please see the schedule for the due dates.

	DATE	TOPICS: TEXT CHAPTERS	WORK DUE: BY 11:59 PM ON THIS DAY
1.	August 29 - 31	Introduction to Principles of Management Chapter 1: Management	Read, Initial, and Submit the Honesty Policy (Due:)
2.	September 5 - 7	Chapter 2: The History of Management Chapter 3: Organizational Environments and Cultures	Culture Exercise
3.	September 12 - 14	Chapter 4: Ethics and Social Responsibility	Ethics Exercise
4.	September 19 - 21	Chapter 8: Global Management Review (Ch. 1-4, 8)	Ethics Assignment Due
5.	September 26 - 28	Exam 1 (Ch. 1-4, 8) Chapter 5: Planning and Decision Making	
6.	October 3 - 5	Chapter 6: Organizational Strategy Chapter 7: Innovation and Change	Innovation Exercise
7.	October 10 - 12	Chapter 9: Designing Adaptive Organizations Job design, departmentalization, org authority Review (Ch. 5-7, 9)	Article Summary 1 Due
8.	October 17 - 19	Exam 2 (Ch. 5-7, 9) Chapter 10: Managing Teams	Groups Exercise
9.	October 24 - 26	Chapter 11: Managing Human Resources	Legal Issues Exercise
10.	October 31 Nov 2	Chapter 12: Managing Individuals and a Diverse Workforce	Personality Exercise
11.	November 7 - 9	Chapter 13: Motivation Chapter 14: Leadership	Article Summary 2 Due
12.	November 14 - 16	Review & Exam 3 (Ch10-14)	
13.	November 21 - 23	THANKSGIVING WEEK	
14.	November 28 - 30	Chapter 15: Managing Communication Chapter 16: Control	Communications Exercise
15.	December 5 - 7	Group Presentations Review for FINAL (Comprehensive)	Article Summary 3 Due
16.	December 12 - 14	FINAL EXAMS WEEK FINAL EXAM (Comprehensive)	

- ❖ **Due dates are firm; if changed, I will notify you in writing.**
- ❖ **Dates for Topics and Readings (middle column) are suggested. In order for you to maintain a good pace in the course, I suggest you not start any later than these dates. However, feel free to start early! All material and assignments will be available at the start of the course.**