



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates
LOCATION: D2L
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

Instructor: Dr. Sonia Taneja
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Office: CBT 311

Phone: (The best way to contact is me through email)

REQUIRED TEXT:

Bauer, Erdogan, Short, & Carpenter. (2018). Principles of Management v. 4.0 eISBN: 978-1-4533-9210-2.

***This book can be purchased directly from Flat World Knowledge (www1.flatworldknowledge.com) with the following available options:**

Student Formats and Costs: (Prices Subject to Change)

- **Digital All Access Pass: \$54.95**
Includes—Access to online, offline, and eBook formats: online book with Study Pass, chapter PDFs, and eBook files for tablets, e-readers, and smartphones.
- **Study Pass: \$34.95**
Includes—Access to the online book only with study tools like note-taking and highlighting; study aids like flashcards; and study view, which collapses each chapter into key terms and key takeaways. ***This \$34.95 option is acceptable for my class.***
- **Color Print Textbook: \$79.95**
Includes—A color hard-copy text plus bonus access to online book.

****The digital all access pass is also available for purchase through the TAMU-Commerce bookstore.**

- **Cost New: \$48.55; New Rental: 46.15; Used Rental: \$36.45**

(Students can purchase textbook in the affordable format of their choice or redeem their Digital All Access Pass code by following course adoption link below:
<https://students.flatworldknowledge.com/course/2592566>

COURSE OVERVIEW AND OBJECTIVES:

This introductory management course focuses on planning, organizing, leading and controlling in an organizational context. It provides a framework for understanding the factors that influence how organizations evolve, function,

and perform. Students will learn about contemporary managerial topics including leadership, motivation, teams, organizational culture, organizational structures, and strategic planning.

Through completion of this course:

- Students will understand the four management functions of planning, organizing, leading, and controlling and discuss activities that are performed under each function.
- Students will study contemporary principles of management.
- Students will understand the concepts of strategic planning, organization culture, team management, motivation, and leadership.
- Students will learn, and be able to differentiate among, different levels, types, and forms of organizational control.

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the D2L course management website. Be sure to log onto D2L and check your university e-mail regularly to see what work you are required to do. All of the handouts and assignments for this course are posted under the "CONTENTS" tab in D2L. You should submit your work in a format that is compatible with **Microsoft Office 2007/2010** and post it in the appropriate "Dropboxes" when they are due. The final exam will be posted in Doc Sharing and the dropboxes for this exam can be found under the Week 5 tab. I have scheduled an introductory Class Live session at the beginning of the course in order to answer any questions or concerns about the course. If there's need will schedule more.

COURSE SCHEDULE:

A course schedule is included on the fifth page 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 so 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".

STATEMENT OF ETHICAL AND PROFESSIONAL CONDUCT:

The College of Business at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

The Academic Dishonesty Policy of the Accounting Department is governed by the following university procedures: 13.99.99.R0.03 Undergraduate Academic Dishonesty and 13.99.99.R0.10 Graduate Student Academic Dishonesty. You may read the procedure in its entirety from the University's website.

Failure to abide by these principles will result in sanctions up to and including dismissal.

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:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132

Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

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 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.

UNIVERSITY NONDISCRIMINATION STATEMENT:

Texas A&M University-Commerce is commitment to a safe, accepting environment for all students regardless of sexual orientation, gender identification, or gender expression.

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.
- **Regular and Timely Attendance and Participation:** You are expected to login to the course regularly and make a note of the deadlines. Review the lecture recordings through YouSeeU. If you do not login within the first four days when the course begins it will be notified in the Census Day roster and an appropriate action will be taken.
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.**
Students in MGT 501 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 day of class. 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. You **MUST** turn in all written assignments **ON TIME**. You will have until **8:00 AM CST** to submit the work that is listed in the far right, "All Assignments Due" column of the course schedule provided on the fifth page of this syllabus. 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 8:00 AM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 8:00 AM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.
 3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don't turn in work that is only "half-finished".
 4. **Please submit assignments in a format that is compatible with Microsoft Office 2007/2010.** Please save all documents as doc or docx files.
- **Back-ups Are Required:** You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
 - **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M- Commerce account**. Our discussion in the class is my primary mechanism for communicating to the class. I will also 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.
 - **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced in the class and e-mail. It is your responsibility to become aware of any such changes.

GRADE COMPONENTS:

| Component | Type | Point Value | % Value |
|--|------------|-------------------|-------------|
| Case Assignments (2 @ 100 Points Each) | Individual | 200 points | 40% |
| Mid-Term Exam | Individual | 100 points | 20% |
| Management Concepts Paper | Individual | 100 points | 20% |
| Final Exam | Individual | 100 points | 20% |
| Course Total | | 500 points | 100% |

GRADING SCALE:

| | | | | | |
|---|-----------|----------------|---|-----------|----------------------|
| A | 90 – 100% | 450-500 points | D | 60-69% | 300-349 points |
| B | 80 – 89% | 400-449 points | F | Below 60% | Less than 300 points |
| C | 70-79% | 350-399 points | | | |

Incomplete - I will not be giving an incomplete in this course (5 weeks)
 Withdrawal - Must be initiated by the student administratively.

CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze two short cases that can be found in the textbook. The casework is worth a total of 200 points (40% of your course grade), so take it seriously. Specific instructions for

each case will be posted on D2L, under the "ACTIVITIES" tab. The analyses should be submitted to the "Dropbox" designated for that case. The document must be compatible with Microsoft Word 2007/2010. A grading rubric for the case assignments can be found at the end of this syllabus.

FINAL EXAM:

There will be two exams, mid-term and final exam. Exam will test your comprehension of the material presented in the required textbook via selected multiple choice and short answer items. The exams will be administered online and students will be able to access the exam on the scheduled date under Week 3 and 5 tab. points.

MANGEMENT CONCEPTS PAPER:

Student will be required to write a management concepts paper covering the topics of management principles and concepts. The paper is worth 100 points. Specific instructions for the paper will be posted in D2L, under the "CONTENTS" tab. The paper should be submitted to its corresponding dropbox and must be saved in a format compatible with Microsoft Word 2007/2010 (doc/docx file). A grading rubric for the paper can be found at the end of this syllabus.

PARTICIPATION:

Attendance and engagement in your work is critical to successful course completion. I suggest that you log onto the D2L site for this course **SEVERAL TIMES** a week to make sure that you stay on track, view the feedback regarding your work, and read any additional information and/or material for this course.

I will be recording my lectures in YouSeeU. More information will be shared when the course begins.

- ❖ **THE BEST WAY TO REACH ME IS ON MY EMAIL i.e., Sonia.taneja@tamuc.edu**
- ❖ **ON THE COURSE SCHEDULE THAT APPEARS ON THE NEXT PAGE, THE GENERAL ASSIGNMENTS, ALL FOUR CASE ASSIGNMENTS, AND THE FINAL EXAM ARE DUE BY 8:00 AM (CST) ON THE DATE APPEARING AT THE BEGINNING OF THAT ROW. ALL OF THE DATES IN THE FIRST COLUMN FALL ON MONDAY & THURSDAY.**

| WEEK & DATE (MONDAY &THURSDAYS) | TOPICS: TEXT CHAPTERS | WORK DUE: BY 8:00 AM ON THIS DAY |
|---------------------------------------|--|-------------------------------------|
| 1. June 01 | Read, Initial, and Submit the Honesty Policy Introduction to Syllabus T: Chapter 1—Introduction to Principles of Management ***Introduction to Management Concept Paper | |
| 1. June 04 | T: Chapter 3—Personality, Attitudes, and Work Behaviors T: Chapter 4—Developing Mission, Vision, and Values | Honesty Policy Due |
| 2. June 08 | T: Chapter 5—Strategic Management T: Chapter 6—Goals and Objectives | Post company submission |
| 2. June 11 | T: Chapter 7—Organizational Structure and Change T: Chapter 8—Organizational Culture | |
| 3. June 15 | T: Chapter 9—Leading People and Organizations ***MID- TERM EXAM*** | Case Assignment 1 Due |
| 3. June 18 | T: Chapter 10—Decision Making T: Chapter 11—Communications in Organizations | Mid-Term Due |
| 4. June 22 | T: Chapter 12—Managing Groups and Teams | |
| 4. June 25 | T: Chapter 13—Motivating Employees T: Chapter 14—The Essentials of Control | Case Assignment 2 Due |
| 5. June 29 | ***FINAL EXAM*** | MANAGEMENT CONCEPT PAPER |
| 5. July 02 | ***HAVE A WONDERFUL SUMMER*** | FINAL EXAM DUE |

- ❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**
- ❖ **T: TEXTBOOK**

Case Analysis Grading Rubric

| | Far Exceeds Standards | Exceeds Standards | Meets Standards | Fails to Meet Standards |
|--|--|---|---|--|
| Identification of Critical Issues and Depth of Analysis I will consider how focused your analysis is, and whether you address many of the existing and critical issues in the case. Score: | Identifies all of the critical managerial issues. Thoroughly discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments. 50) | Identifies most of the critical managerial issues. Discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments, but could have gone into more depth. (45) | Identifies many of the critical managerial issues. Discusses, evaluates, and analyzes most of the managerial issues, providing convincing and supported arguments, but could have gone into much more depth. (40) | Identifies few, if any, critical managerial issues. Fails to discuss, evaluate, and analyze each managerial issue, does not provide convincing or supported arguments, and lacks any significant degree of depth. (Less than 35) |
| Supported Recommendations Regarding the Best Approaches for Handling the Problematic Issues in the Case Score: | Provided a thorough and well-supported discussion of several valid approaches for dealing with all of the critical, problematic issues in the case. (50) | Provided a sufficient and supported discussion of several valid approaches for dealing with most of the critical, problematic issues in the case, but could have gone into more depth or provided a few more (45) | Discussed some valid approaches for dealing with some of the critical, problematic issues in the case, but could have gone into much more depth, provided more support, and/or provided several more (40) | Discussed few, if any, approaches for dealing with some of the critical, problematic issues in the case, and provided little or no support. (Less than 35) |
| Turnitin.com Similarity Rating Score: (This is a part of overall grading) | Student submits a paper that scores a low similarity rating (below 25%), indicating a high degree of originality of the student's work. | Student submits a paper that scores a mid-range similarity rating (between 25 and 50%). (10-20 points will be deducted) | Student submits a paper that scores a rather high similarity rating (between 50% and 75%). (Paper will not be accepted) | Student submits a paper that scores a high similarity rating (above 75%), suggesting that there could be an issue with plagiarism. (Paper will not be graded and awarded ZERO) |
| Overall Quality of Written Communication Score: (This is a part of overall grade) | Student presented a well-written, coherent analysis that was free from any grammar and/or spelling errors. | Student presented a well-written, coherent analysis that contained a few minor errors. (5 points will be deducted) | Student presented a rather coherent analysis that contained several minor errors. (5-10 points will be deducted) | Student presented an incoherent analysis that contained several major errors. (Paper will not be graded) |
| Total Score: | _____ out of 50 | | | |

Management Concept Paper Grading Rubric

| | Far Exceeds Standards | Exceeds Standards | Meets Standards | Fails to Meet Standards |
|---|---|--|---|---|
| Identification of Management Concepts Critical to Effective Management of Organization Score: | Identifies all management concepts critical to effective management of organization. (30) | Identifies many management concepts critical to effective management of organization. (27) | Identifies a few management concepts critical to effective management of organization. (24) | Identifies one or few management concepts critical to effective management of organization. (21) |
| Depth of Your Discussion of These Concepts and Their Importance to Management of Organization Will consider how detailed your discussion is and how far into depth you go. Score: | Thoroughly discusses and evaluates each management concept and its relation to management of organization providing convincing and supported arguments. (50) | Discusses and evaluates each management concept, providing convincing and supported arguments, but could have gone into a bit more depth. (45) | Discusses and evaluates each management concept, providing convincing and supported arguments, but could have gone into much more depth. (40) | Fails to discuss and evaluate each management concept, does not provide convincing or supported arguments, and lacks any significant degree of depth. (35) |
| Literature Review of the Management Topics—Reference Support The more reference support you use, the better. The quality of the journals is also important. Score: | Provides a complete and clear review of the scholarly journal literature. Empirical research from multiple journal articles provided support for why each variable was included. Several of the journal articles used came from top-tier journals. (20) | Provides a substantial and clear review of the scholarly journal literature. Some, but not all, variables were supported by empirical research from journal articles. More references could have been used and more could have come from top-tier journals. (18) | Provides an adequate and clear review of the journal literature, but several variables lacked strong support from the empirical research presented in journal articles. Most of the articles came from lower-level journals. (16) | Provides an incomplete review of the journal literature and fails to support the knowledge associated with each identified variable. The few articles that were used came from low-level journals or websites. (14) |
| APA Formatting of References Students must cite all references | Student cited ALL references properly, formatted in accordance with | Student cited most references properly, formatted in accordance with | Student cited many references properly, formatted in accordance with | Student cited few references properly, not in accordance with the APA style |

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|---|---|---|---|---|
| in proper APA format, in-text and on reference page. Score: (This is a part of the overall grade) | the APA style guide (no errors). | the APA style guide (a few minor errors). (2 Points will be deducted) | the APA style guide (4 or more minor errors). (3 Points will be deducted) | guide (4 or more errors with at least 1 being a major error). (5 or more Points will be deducted) |
| Turnitin.com Similarity Rating Score: (This is a part of the overall grade) | Student submits a paper that scores a low similarity rating (below 25%), indicating a high degree of originality of the student's work. | Student submits a paper that scores a mid-range similarity rating (between 25 and 40%). (10-20 Points will be deducted) | Student submits a paper that scores a rather high similarity rating (between 40% and 60%). (Paper will not be graded) | Student submits a paper that scores a high similarity rating (above 60%), suggesting that there could be an issue with plagiarism. (Will be reported to Department Chair of Management) |
| Overall Quality of Written Communication Score: (This is a part of the overall grade) | Student presented a well-written, coherent analysis that was free from any grammar and/or spelling errors. | Student presented a well-written, coherent analysis that contained a few minor errors. (-5) | Student presented a rather coherent analysis that contained several minor errors. (-10) | Student presented an incoherent analysis that contained several major errors. (Revise and Re-submit with a grade reduction) |
| Total Score: | ____ out of 100 | | | |