



TEXAS A&M
UNIVERSITY
COMMERCE

SUMMER SEMESTER 2022
MGT 305—01W:
PRINCIPLES OF MANAGEMENT

CLASSROOM: YouSeeU (Web Enhanced)
LOCATION: YouSeeU (Video Meeting links will be available)
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
E-mail: Sonia.Taneja@tamuc.edu
Office: Virtual
Office Hours: Online by Appointment due to COVID-19
(The best way to contact me is through email/Schedule an appointment)

REQUIRED TEXT:

Bauer, Erdogan, Short, & Carpenter. (2021). Principles of Management v. 5.0 eISBN: 978-1-4533-3771-4 (Feel free to use the 4.0 version)

***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 \$29.95 option is acceptable for my class. **
- **Online Access (required) + Color Textbook: \$59.95**
- **Black & White Print Textbook: Print on demand**
Includes—A black and white hard-copy text plus bonus access to online and eBooks.
- **Color Print Textbook: Print on demand**
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.**

- **(Prices Subject to Change)**

(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/2600638>

COURSE OVERVIEW AND 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

CLASS MEETING:

This is a fully online course; virtual meetings will be scheduled due to COVID 19 pandemic. We will be having synchronous meetings. Virtual meeting time is Mondays 7:00 – 8:00 p.m. CST. Details about meeting via Zoom through D2L (synchronous format) schedule will be provided.

STUDENTS ARE REQUIRED TO FOLLOW IN RESPONSE TO THE PANDEMIC:

“A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct. “

“Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.”

TECHNOLOGY REQUIREMENTS:

LMS: All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COURSE FORMAT:

This course is a fully online course (Web Enhanced). Due to COVID-19 the course will be taught completely online. Lectures will be provided via YouSeeU. They will be recorded. Please follow the schedule on page 7 for class day and time. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the course management website. Be sure to attend the virtual live sessions regularly 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 "Assignments" tab in course shell. 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. Mid-Term and final exam will be held online.

COURSE SCHEDULE:

A course schedule is included on the seventh 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 and as the situation transpires due to COVID-19. 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.

UNIVERSITY SPECIFIC PROCEDURES

STUDENT CONDUCT

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC ATTENDANCE

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

ACADEMIC INTEGRITY

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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:

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

NONDISCRIMINATION NOTICE

Texas A&M University-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.

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.

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 attend class regularly using YouSeeU and participate in live sessions. Submit all course work as scheduled. Failure to submit the work on time would result in a grade “F”. Failing to login in the course will also be reported on the 4th day class roster submitted to the registrar’s office. If any student has any problem login to the class due to technology issues kindly let me know ahead of time so that it can be addressed.
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.**
Students in MGT 305 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 (8:00 AM) 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 possible and ensure that you have all assignments submitted by the specified due dates. You MUST turn in all written assignments ON TIME. Until 8:00 AM CST, you will have 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 NOT accept late assignments. I will observe a strict non-submission assignment policy. Please be very mindful that non-submission will automatically result in a grade of "ZERO." In case of emergencies or extenuating circumstances, proper documentation will be required for the exemption.
 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. Due to current situation, COVID-19, I may have to do some alterations/modifications. As I progress in the class, I will keep you informed about changes if any.

GRADE COMPONENTS:

Component	Type	Point Value	% Value
Case Assignments (3 @ 100 Points Each)	Individual	300 points	40%
Mid-Term Exam	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 - Will NOT be provided in summer semester
- Withdrawal - Must be initiated by the student administratively.

CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze three cases focusing on the concepts of management that will be posted in the assignments in the course. 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 in course, under the "Assignments" tab. The analyses should be submitted to the "Dropbox" designated for that case. The document must be compatible with Microsoft Word 2007/210. A grading rubric for the case assignments can be found at the end of this syllabus.

EXAMS:

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 questions. The exams will be administered online as scheduled in the syllabus. The exam on the scheduled date is under Week 3 and 5 tabs.

CLASS ATTENDANCE & PARTICIPATION:

Attendance and participation are critical to gaining the most you possibly can from this course. 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. (Students are expected either to join live or watch recorded sessions).

Participation: Participation means being involved in class discussions, asking questions, having a meaningful dialogue in the class.

Professionalism: Respect begets respect. There tends to be two types of people, open and closed. Be Open! Be open to new ideas and new ways of thinking! As business majors it is important that you present yourself in class as you would in a professional work environment. Arriving late to class, coming in and out of class, making unprofessional comments to other students and the instructor, and sending inappropriate emails are examples of behaviors that can result in poor performance.

Electronic devices: Due to the COVID-19 situation, this class is managed online. We will have synchronous meetings. I will be lecturing using the Virtual Classroom in the YouSeeU. You may use your electronic devices to follow along or take notes. Please be mindful that if the use of electronic devices distracts you or keeps you from actively participating you may want to reconsider. Please silence cell phones before class begins and use during class only for emergencies. Kindly be respectful to your fellow colleagues and me. Students can access the YouSeeU video lectures using their smart phones, tablets, and computers. I DO NOT require students to use the video, but it is their choice if they want to have the webcam/video. The lectures/sessions will be recorded and can be accessed throughout the course.

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**
- ❖ **ON THE COURSE SCHEDULE, ALL ASSIGNMENTS ARE DUE BY 8:00 AM (CST) ON THE DATE APPEARING AT THE BEGINNING OF THAT ROW OR OTHERWISE STATED. ALL OF THE DATES IN THE FIRST COLUMN FALL ON MONDAY & THURSDAY.**
- ❖ **I WILL BE SHARING MY CELL PHONE NUMBER THROUGH EMAIL. FEEL FREE TO CALL/TEXT/FACETIME TO DISCUSS THE COURSE MATERIALS.**

WEEK & DATE (MONDAY & THURSDAY)	TOPICS: TEXT CHAPTERS	WORK DUE: BY 8:00 AM ON THIS DAY
1. July 11	Introduction to the Course T: T: Chapter 1—Introduction to Principles of Management Read, Initial, and Submit the Honesty Policy	Live session on 07/11 @ 7 PM
1. July 14	T: T: Chapter 3—Personality, Attitudes, and Work Behaviors T: Chapter 4— Developing Mission, Vision, and Values	Live Session on 07/14 @ 7 PM CST Honesty Policy Due
2. July 18	T: Chapter 5—Strategic Management T: Chapter 6—Goals and Objectives	
2. July 21	T: Chapter 7—Organizational Structure and Change	Case 1 Due
3. July 25	T: Chapter 8—Organizational Culture	
3. July 28	***Mid-Term ***	
4. August 01	T: Chapter 9—Leading People and Organizations T: Chapter 13- Motivating Employees	Mid- Term Due
4. August 04	T: Chapter 12— Managing Groups and Teams T: Chapter 10— Decision Making	Case 2 Due
5. August 08	T: Chapter 14— The Essentials of Control	Case 3 Due
August 11	***FINAL EXAM ***	Final Exam Due on 08/10

❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**

Case Analysis Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
<p>Identification of Critical Issues and Depth of Analysis</p> <p>Will consider how focused your analysis is, and whether you address many of the existing and critical issues (P-O-L-C) in the case.</p> <p>Score:</p>	<p>Identifies all of the critical managerial issues related with P-O-L-C. Thoroughly discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments.</p> <p>(40)</p>	<p>Identifies most of the critical managerial issues related with P-O-L-C. Discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments, but could have gone into more depth.</p> <p>(36)</p>	<p>Identifies many of the critical managerial issues related with P-O-L-C. Discusses, evaluates, and analyzes most of the managerial issues, providing convincing and supported arguments, but could have gone into much more depth.</p> <p>(32)</p>	<p>Identifies few, if any, critical managerial issues related with P-O-L-C. Fails to discuss, evaluate, and analyze each managerial issue, does not provide supported arguments, and lacks any significant degree of depth.</p> <p>(28 or less)</p>
<p>Application of Management Concepts related with (P-O-L-C) in the Case.</p> <p>Score:</p>	<p>Provided a thorough and well-supported application of management concepts with all of the critical, problematic issues, and recommendations in the case.</p> <p>(40)</p>	<p>Provided a sufficient and supported application of several management concepts with most of the critical, problematic issues in the case, but could have gone into more depth or provided a few more</p> <p>(36)</p>	<p>Applied some management concepts for dealing with some of the critical, problematic issues in the case, but could have gone into much more depth, provided more application, and/or provided several more</p> <p>(32)</p>	<p>Applied few, if any, management concepts for dealing with some of the critical, problematic issues in the case, and provided little or no support.</p> <p>(28 or less)</p>
<p>Supported Recommendations Regarding the Best Approaches for Handling the Problematic Issues related (P-O-L-C) in the Case</p> <p>Score:</p>	<p>Provided a thorough and well-supported discussion of several valid approaches for dealing with all of the critical, problematic issues in the case.</p> <p>(20)</p>	<p>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</p> <p>(18)</p>	<p>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</p> <p>(16)</p>	<p>Discussed few, if any, approaches for dealing with some of the critical, problematic issues in the case, and provided little or no support.</p> <p>(14or less)</p>
<p>Turnitin.com Similarity Rating</p> <p>Score: (This is a part of the overall grade)</p>	<p>Student submits a paper that scores a low similarity rating (below 25%), indicating a high degree of originality of the student's work.</p>	<p>Student submits a paper that scores a mid-range similarity rating (between 25 and 40%).</p> <p>(10-20 Points will be deducted)</p>	<p>Student submits a paper that scores a rather high similarity rating (between 40% and 75%).</p> <p>(Paper will not be graded)</p>	<p>Student submits a paper that scores a high similarity rating (above 75%), suggesting that there could be an issue with plagiarism.</p> <p>(Will be reported to Department Chair of Management)</p>

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			