



TEXAS A&M
UNIVERSITY
COMMERCE

SPRING SEMESTER 2024
MGT 305—04W
PRINCIPLES OF MANAGEMENT

CLASSROOM: Web-based
MEETING TIME: ZOOM, Monday 6-7 PM
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
E-mail: Sonia.Taneja@tamuc.edu
Office: BA 311
Office Hours: By Appointment Online

REQUIRED TEXT:
IA MANAGEMENT CONNECT
Connect Master Management 2.0
1st Edition

By Marcie LePine and Paul Fadil and Jeffery LePine and Jeffrey J. Reuer
ISBN10: 0077449649
ISBN13: 9780077449643
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***Please purchase this book directly from the TAMUC bookstore.**
<https://www.amcbookstore.com/CourseMaterials?src=2>

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

COB STUDENT LEARNING OBJECTIVES:

- Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations.
- Students will demonstrate proficiency in written communications by creating clear and well-structured business documents.
- Students will identify and evaluate ethical business issues.
- Students will identify and evaluate global business challenges.
- Students will be analytical problem solvers in business environments.

Student Learning Outcomes (SLOs)	Objectives - After successfully completing this course, students will be able to:	Objectives will be measured as follows:
2, 5	Explain the role, purpose and functions of management	Functions of Management Case studies
3, 5	Compare and contrast ethical systems and their influence on decisions made by managers	Ethics Case study Exams
5	Understand the environmental forces that affect managers and organizations.	Functions of Management Case studies Exams

CLASS MEETING:

This is a completely online course. We will be having synchronous meetings during the scheduled live session. Detail schedule for live sessions will be available on the first day of the class.

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

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 completely web-based course. Lectures will be provided via Zoom. They will be recorded. Detail schedule for live sessions will be available on the first day of the class. 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 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).
<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](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).
<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/undergraduateAcademicDishonesty/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf)

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

[Graduate Student Academic Dishonesty 13.99.99.R0.10](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduateAcademicDishonesty/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf)

<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/)

<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 login to the course 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 12th day class roster submitted to the registrar’s office.
- **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 (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 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%
Ethics Assignment	Individual	100 points	10%
Final Exam	Individual	100 points	20%
Connect	Individual	100 points	10%
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 be given only in extenuating circumstances.
 Withdrawal - Must be initiated by the student administratively.

CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze two cases focusing on the four functions of management that will be posted in the assignments in the course. Specific instructions for each case will be posted in course, under the "CONTENTS" 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 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 8 and 16 tab. points. A tentative grading rubric for the short answer questions will be available in the course management site.

ETHICS ASSIGNMENT:

The purpose of this exercise is to explore ethics and decision making within organizations. Details is available on the course management website.

CONNECT ASSIGNMENT:

Students will be required to complete exercises in CONNECT to learn and practice the course material; this will also help apply the management concepts. I will provide more details on the first day of the class.

CLASS ATTENDANCE & PARTICIPATION:

Attendance and engagement in your work is critical to successful course completion. I suggest that you attend the class live regularly 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.

- ❖ 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.

WEEK & DATE MONDAY	TOPICS: TEXT CHAPTERS	WORK DUE: BY 8:00 AM ON THIS DAY
1. January 10	Read, Initial, and Submit the Honesty Policy Introduction to Syllabus	Live Session @ 6:00 PM CST
2. January 15	T: Chapter 1—What is Management? Introduction to CONNECT	Honesty Policy Due
3. January 22	T: Chapter 3—Diversity in Today's Workforce	Live Session @ 6:00 PM CST
4. January 29	T: Chapter 4—The Organizational Environment	Live Session @ 6:00 PM CST
5. February 05	T: Chapter 5—Globalization T: Chapter 6— Ethics and Social Responsibility	
6. February 12	T: Chapter 7—Managerial Decision Making	Ethics Assignment Live Session @ 6:00 PM CST
7. February 19	***Mid-Term Assigned***	
8. February 26	T: Chapter 8- Strategic Thinking and Planning	Live Session @ 6:00 PM CST Mid- Term Exam Due
9. March 04	T: Chapter 9- Strategic Management	Case Assignment 1 Due
10. March 11	T: Chapter 10- Innovation and Change	Live Session @ 6:00 PM CST
11. March 18	T: Chapter 11—Leadership	Live Session @ 6:00 PM CST
12. March 25	T: Chapter 12—Motivating Employees	Live Session @ 6:00 PM CST
13. April 01	T: Chapter 13—Managing Groups and Teams	Live Session @ 6:00 PM CST Case Assignment 2 due
14. April 08	T: Chapter 15—Organization Structure, Culture, and Design	
15. April 15	T: Chapter 16—Human Resource Management	Live Session @ 6:00 PM CST
16. April 22	T: Chapter 17—Control, Quality, and Performance	
16. April 29	***FINAL EXAM***	Final Exam due on 05/06

❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**

Case Analysis Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
Identification of Critical Issues and Depth of Analysis 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. Score:	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. (40)	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. (36)	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. (32)	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. (28 or less)
Application of Management Concepts related with (P-O-L-C) in the Case. Score:	Provided a thorough and well-supported application of management concepts with all of the critical, problematic issues, and recommendations in the case. (40)	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 (36)	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 (32)	Applied few, if any, management concepts for dealing with some of the critical, problematic issues in the case, and provided little or no support. (28 or less)
Supported Recommendations Regarding the Best Approaches for Handling the Problematic Issues related (P-O-L-C) 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. (20)	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 18)	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 (16)	Discussed few, if any, approaches for dealing with some of the critical, problematic issues in the case, and provided little or no support. (14 or less)
Turnitin.com Similarity Rating	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%).	Student submits a paper that scores a rather high similarity rating (between 40% and 75%).	Student submits a paper that scores a high similarity rating (above 75%), suggesting that there could be an issue with plagiarism.

Score: (This is a part of the overall grade)		(10-20 Points will be deducted)	(Paper will not be graded)	(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			