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Textbook: Connect Master Management 2.0, 1st Edition
By Marcie LePine and Paul Fadil and Jeffery LePine and Jeffrey J. Reuer

All sections of MGT 305 are Inclusive Access. The eBook and homework package are already incorporated into the course website and will be billed along with your course tuition (\$53). You will access the homework directly from the D2L course website.

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

COB STUDENT LEARNING OBJECTIVES:

1. Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations.
2. Students will demonstrate proficiency in written communications by creating clear and well-structured business documents.
3. Students will identify and evaluate ethical business issues.
4. Students will identify and evaluate global business challenges.
5. 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 | Ethics Case Study Article Summaries |
| 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. | Exams |

COURSE FORMAT:

You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the MyLeoOnline course management website.

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".

STATEMENT ON AI USE IN COURSES [MAY 2023]:

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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.

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

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 log onto MyLeoOnline regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams.
- **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 class, on MyLeoOnline and/or through e-mail. It is your responsibility to become aware of any such changes.
- **E-mail:** Routinely check your **Texas A&M-Commerce** email account. This is my primary mechanism for communicating outside of the class and MyLeoOnline. Additionally, I check my e-mail several times a day, so this is the best way to reach me. I strive to respond to any email within 24 hrs (even if it just to acknowledge receipt of the email while I continue to work on the request).

ASSIGNMENTS:

1. **Format & Naming Convention:** All submitted assignments should be MS Word (.doc or docx) documents unless otherwise posted in the assignment instructions. Put your “LastnameFirstname” in the title of all submitted documents. Example: “WilliamsAlex Assignment 1.docx”
2. **Due Dates & Times:** Assignments are due at the **date** and **time** listed in MyLeoOnline. You will have until **11:30 PM CST on the due date** to submit assignments.
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 incomplete.
4. **Late Policy:** I will accept late assignments (not discussion boards), but with 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.
5. **Make-up Exams or Late Assignments are only 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 | Percentage |
|-----------------------------|------------|--------------|
| Article Summaries | Individual | 15 % |
| Discussion Boards | Individual | 10 % |
| Connect & LinkedIn Learning | Individual | 20 % |
| Exams – Timed | Individual | 20 % |
| Exams - Essay | Individual | 35 % |
| Course Total | | 100 % |

| Grading Scale: | |
|----------------|-----------|
| A | 90 – 100% |
| B | 80 – 89% |
| C | 70-79% |
| D | 60-69% |
| F | Below 60% |

Incomplete - Must be previously agreed upon by student and instructor.

Withdrawal - Must be initiated by the student administratively.

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.

Connect & Video Assignments

We will utilize the Connect learning tool in conjunction with the weekly readings from the book to emphasize and reinforce key material associated with Principles of Management. There are also mini-quizzes associated with the video lectures.

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 assess and increase your ability to evaluate business decisions from an ethical standpoint.

Lesson Reviews

Reviews based on the weekly lectures and readings to emphasize and reinforce key material associated with Principles of Management.

Exam Information

Exams will be given to assess your understanding of course material. The timed part will be multiple-choice, fill-in-the-blank and/or short answer, while the other part will be an essay.

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

Further details on all assignments and grade components will be provided in MyLeoOnline and in class.

| Week | | Topic and Assignment |
|------|----------------------------|--|
| 1. | August 26 th | Introduction and Overview of Management Read, Initial, and Submit the Honesty Policy |
| 2. | September 2 nd | Management and History of Management |
| 3. | September 9 th | Organizational Diversity and Culture |
| 4. | September 16 th | International Management |
| 5. | September 23 rd | Exam 1 (Module 1) |
| 6. | September 30 th | Problem Solving and Decision Making |
| 7. | October 7 th | Strategic Management |
| 8. | October 14 th | Organizational Structure and Design Exam 2 (Module 2) |
| 9. | October 21 st | Ethics and Corporate Social Responsibility |
| 10. | October 28 th | Organizational Behavior and Individual Differences |
| 11. | November 4 th | Motivation in the Workplace |
| 12. | November 11 th | Exam 3 (Module 3) |
| 13. | November 18 th | Human Resources |
| 14. | November 24 th | Leadership Groups & Teams |
| 15. | December 3 rd | Group Projects |
| 16. | December 12 th | Exam 4 (Module 4 & Comprehensive) |

Consider this a tentative schedule (subject to change).

The official schedule will be maintained within our Learning Management System (MyLeoOnline); therefore, please refer to MyLeoOnline for complete schedule.