



**Instructor:** Dr. Saurabh Srivastava  
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**Office:** COB 3rd Floor - BA 305  
**Office Hours:** Tuesday 10:30 am – 2:00 pm & 3:15 pm – 4:45 pm

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

**Live Sessions: Tuesday 5 pm – 6 pm**

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

**COURSE OBJECTIVES:**

This course comprehensively studies managerial functions (planning, organizing, leading, and controlling) to achieve 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 most of the information and materials 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 outlined in this syllabus, but I may make adjustments based on what 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 are responsible 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. Please read this document, initial it, and submit it to me via its corresponding Dropbox.

**UNIVERSITY’S PANDEMIC RESPONSE STATEMENT:**

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.

**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 ACCOMMODATIONS:**

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  
Gee Library, Room 162  
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

## 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 must log onto MyLeoOnline regularly. Each student is responsible for keeping up with the scheduled readings, discussions, and assignments/exams.
- **Changes to Schedule:** While I plan to follow the class schedule, there might be occasions to modify it. 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 daily, so this is the best way to reach me. I strive to respond to any email within 24 hrs (even if it is just to acknowledge receipt of the email while I continue to work on the request).
- **Emailing Your Instructor:** Always mention the course and section name (MGT305.02W) in the subject line along with the purpose of your email. Instructors teach multiple sections with students with similar names. Failing to mention the course and section will delay your response.

## ASSIGNMENTS:

1. **Format & Naming Convention:** All submitted assignments should be MS Word (.doc or docx) documents unless otherwise posted in the assignment instructions. 12 double-spaced font size, Times New Roman, is the standard formatting for all assignments. Put your “LastnameFirstname” in the title of all submitted documents. Example: “SrivastavaSaurabhAssignment 1.docx”
2. **Due Dates & Times:** Assignments are due at the **date** and **time** listed in MyLeoOnline. You must submit them by 11:59 PM CST on the due date.
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 incomplete work.
4. **Late Policy:** I will accept late assignments (**not discussion boards and LinkedIn Courses**) but with a penalty. I will deduct 10 POINTS from your grade each day your assignment is late. Late assignments will be accepted until five days after the due date. After five days, the assignment will get a zero. 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.
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	15 %
LinkedIn Learning Assignments	Individual	5 %
Exams – Timed (MCQ/T-F)	Individual	35 %
Exams - Essay	Individual	30 %
<b>Course Total</b>		<b>100 %</b>

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 using precise business language, readable sentences, and coherent paragraphs is an essential skill for all businessmen and women. Keeping up-to-date on current business trends is also an excellent asset for businessmen and women. Therefore, these article summaries will help develop written communication skills and expose students to popular press articles. Popular press outlets include Wall Street Journal, Business Week, U. S. News and World Report, and Fortune. The article must be based on the corresponding week's topics. It must be a news article, not a blog post or comment by someone. The news article must be published within 6 months.

### Discussion

**There are four (4) discussion topics.** I expect each student to be an active participant. The discussions may be about a case in the book or a general business topic. ***Students are required to post an original post and reply to at least four (4) other classmates' posts. These Replies/comments should be meaningful and must add to the topic. The original post is worth 50% of the discussion grade. Each mandatory comment is worth 12.25%. The original post must be posted by Friday, 11:59 pm of the respective week.***

### LinkedIn Learning Courses

We will utilize the LinkedIn Learning tool in conjunction with the weekly readings from the book to emphasize and reinforce key material associated with Principles of Management. These courses will help students achieve certificates on LinkedIn.

### Exams

Exams will be given to assess your understanding of course material. The timed part will be multiple-choice, fill-in-the-blank, and true-false, 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	Assignments
1.	Aug 26 – Sep 01	Introduction and Overview of Management <b>Read, Initial, and Submit the Honesty Policy</b>	Due at 11:59 pm
2.	Sep 02 – Sep 08	Chapter 1 (Management)	
3.	Sep 09 – Sep 15	Chapter 3 (Diversity in Workforce)	Article Summary 1
4.	Sep 16 – Sep 22	Chapter 4 (Org. Environment)	Discussion 1
5.	Sep 23 – Sep 29	Chapter 7 (Decision Making)	LL1: Decision Making
6.	Sep 30 – Oct 06	<b>Exam 1</b>	<b>Exam 1 (MCQ &amp; Essay)</b>
7.	Oct 07 – Oct 13	Chapter 9 (Strategic Management)	
8.	Oct 14 – Oct 20	Chapter 15 (Org. Structure and Design)	Article Summary 2
9.	Oct 21 – Oct 27	Chapter 6 (Ethics and Corporate Social Responsibility)	Discussion 2
10.	Oct 28 – Nov 03	Chapter 17 (Control & Quality)	LL2: Business Ethics
11.	Nov 04 – Nov 10	<b>Exam 2</b>	<b>Exam 2 (MCQ &amp; Essay)</b>
12.	Nov 11 – Nov 17	Chapter 16 (Human Resource)	Article Summary 3
13.	Nov 18 – Nov 24	Chapter 11 (Leadership)	Discussion 3
14.	Nov 25 – Dec 01	Thanksgiving Break	
15.	Dec 02 – Dec 08	Chapter 12 (Motivation)	LL3: First Time Managers
16.	Dec 09 – Dec 13	<b>Exam 3 (Comprehensive)</b>	<b>Exam 3 (MCQ only)</b>

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.