

# **EAST TEXAS A&M FALL SEMESTER 2025 MGT 305-03W & 04W: PRINCIPLES OF MANAGEMENT**

**CLASSROOM:** D2L Web-Based Course  
**MEETING TIME:** See Course Schedule for Assignment due Dates and Live Session Times  
**NOTE ABOUT TIMES:** All Times and Deadlines for this Course are Listed as Central Time Zone (Commerce, TX) times.

**Instructor:** Dr. Brandon Randolph-Seng  
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**Office:** Commerce & Dallas Locations  
**Office Hours:** M, W 11-1pm (Dallas)

## **REQUIRED TEXT:**

**REQUIRED TEXT:** Contemporary Management, 10th Edition

**AUTHOR:** Jones

*This class DOES NOT utilize the Connect learning tool. Any version of this edition will work*

## **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

## **COURSE FORMAT:**

This course is entirely Web-based. I've designed the course and thought carefully about the types of assignments and format that would be best suited to the course goals. **Nevertheless, the quality of the course will depend very much on the preparation and effort expended by all members of the course.** 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 log in and check your university e-mail regularly to see what work you are required to do. We will utilize the "Discussion Board" feature of the course management website. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. You should submit all of your work in a format that is compatible with **Microsoft Word** and post it to the course management website.

## **COURSE SCHEDULE:**

A specific course schedule is included at the end of this syllabus.

## **GRADING:**

<b>Component</b>	<b>Type</b>	<b>Point Value</b>	<b>% Value</b>
Case Assignments (2 @ 200 Points Each)	Individual	400 points	40%
Mid-Term Exam	Individual	300 points	30%
Final Exam	Individual	300 points	30%
<b>Course Total</b>		<b>1000 points</b>	<b>100%</b>

## GRADING SCALE:

Points	Grade
895 - 1000	A
795 - 894	B
695 - 794	C

- Incomplete - Must be previously agreed upon by student and instructor and initiated by the student administratively.
- Withdrawal - Must be initiated by the student administratively.

## COURSE ASSIGNMENTS

### CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze two cases focusing on the concepts of management that will be posted in the assignments in the course. The casework is worth a total of 400 points, so take it seriously. Specific instructions for each case will be posted in the 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 (called quizzes on D2L), a mid-term and a final exam. Exams will test your comprehension of the material presented in the required textbook via selected multiple-choice questions. The exams will be timed and completed through D2L on the dates listed in the course schedule.

**\*\*NOTE\*\*** All papers will automatically be submitted to Turnitin.com. Papers that receive higher than 20% on the similarity index will be reviewed for plagiarism. Using your own words and as few quotations as possible will help keep your score below 20%. Also, make sure you give credit to the authors by using the proper citations. For the grading rubrics, see the end of the syllabus.

## COURSE POLICIES

### CLASS ATTENDANCE & PARTICIPATION:

Attendance and participation are critical to gaining the most you possibly can from this course. I suggest that you log onto the D2L site for this course **SEVERAL TIMES** a week. This is one way of "attending" the class. The other way you will be considered attending is to watch the recorded lectures and participate in the live one.

### SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may adjust 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 syllabus as written AND the possibility of changes and responsibility for being aware of them.

### STATEMENT ON ACADEMIC INTEGRITY:

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

[StudentDisabilityServices@tamu-commerce.edu](mailto: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).

### **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.
- **Regular and Timely Attendance and Participation:** You are expected to log onto the course management website regularly. The other way you can attend class is to participate in the discussion boards. Although I will not be grading the discussion boards, if you have actively participated in **ALL** the discussion boards, then I will bump you up your grade 4% (see above).
- **Assignments:**
  1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in this course 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. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the "assigned" date to start working on it. Start working on each assignment as soon as you possibly can and make sure that you have all assignments submitted by the specified due dates. However, you **MUST** turn in all written assignments **ON TIME**. Unexcused late work will receive an automatic **50% penalty** if turned in by the next day, and a **0** if turned in more than one day late. Late work is viewed as very unprofessional in the corporate world: "Sorry Mr./Ms. Vice President, I just did not get the work done in time for our meeting today." That will be the last time your manager gives you the opportunity to "shine" in front of a VP.
  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" or you will receive an automatic 0.
  4. **Please submit assignments in a format that is compatible with Microsoft Word.**
- **Back-ups Are Required:** You are required to back up all your assignments so that they 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**. This is my primary mechanism for communicating to the class. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up 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.

### **NONDISCRIMINATION NOTICE:**

TAMUC 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.

**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’S PANDEMIC RESPONSE STATEMENT:**

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.

**IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE 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.**

**FINALLY:** This syllabus is a contract between you and me. If you disagree with the policies set forth in this syllabus, you have the right to withdraw within the timeframe indicated in the University calendar. By staying enrolled in this class, you agree to adhere to all policies stated in this syllabus.

Week 1: Aug 25	Introduction to the Course T: Chapter 1: Managers and Managing	<b>Begin discussion by asking any questions &amp; introduce yourself on D2L Live Session 8/26 @ 7:30pm in D2L</b>
Week 2: Sep 2	T: Chapter 2—The Evolution of Management T: Chapter 3—Values, Attitudes, Emotions, and Culture: The Manager as a Person	<b>Listen to Recorded Sessions: Manager 1 &amp; 2</b>

Week 3: Sep 8	T: Chapter 4—Ethics and Social Responsibility	<b>Listen to Recorded Session: Ethics</b>
Week 4: Sep 15	T: Chapter 5—Managing Diverse Employees in a Multicultural Environment	
Week 5: Sep 22	T: Chapter 6—Managing in the Global Environment	
Week 6: Sep 29	T: Chapter 7- Decision Making, Learning, Creativity, and Entrepreneurship	<b>Case 1 Due 10/5 @ 11:59pm in D2L Dropbox</b>
Week 7: Oct 6	T: Chapter 8—The Manager as a Planner and a Strategist	
Week 8: Oct 13	T: Chapter 16—Promoting Effective Communication	<b>Study for Exam Listen to Recorded Session: Communication</b>
Week 9: Oct 20	<b>***MID-TERM EXAM (Quiz 1 on D2L)***</b>	<b>Quiz 1 Opens 10/20 @ 12am; Closes 10/26 @ 11:59pm on D2L</b>
Week 10: Oct 27	T: Chapter 9—Value Chain Management: Functional Strategies for Competitive Advantage	
Week 11: Nov 3	T: Chapter 10—Managing Organizational Structure and Culture T: Chapter 11— Organizational Control and Change	<b>Case 2 Due 11/9 @ 11:59pm in D2L Dropbox</b>
Week 12: Nov 10	T: Chapter 12—Human Resource Management	
Week 13: Nov 17	T: Chapter 13—Motivation	<b>Listen to Recorded Sessions: Motivation 1 &amp; 2</b>
Week 14: Nov 24	T: Chapter 15--Effective Groups and Teams	
Week 15: Dec 1	T: Chapter 14— Leadership	<b>Study for Exam Listen to Recorded Sessions: Leadership 1 &amp; 2.</b>
Week 16: Dec 7	<b>***FINAL EXAM (Quiz 2 on D2L)***</b>	<b>Quiz 2 Opens 12/1 @ 12am; Closes 12/7 @ 11:59pm on D2L</b>

### Ethics Case Analysis Grading Rubric

	<b>Far Exceeds Standards</b>	<b>Exceeds Standards</b>	<b>Meets Standards</b>	<b>Fails to Meet Standards</b>
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<p><b>Identification of Critical Issues and Depth of Analysis</b></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><b>Score:</b></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><b>(40)</b></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><b>(36)</b></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><b>(32)</b></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><b>(28 or less)</b></p>
<p><b>Application of Management Concepts related with (P-O-L-C) in the Case.</b></p> <p><b>Score:</b></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><b>(40)</b></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><b>(36)</b></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><b>(32)</b></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><b>(28 or less)</b></p>
<p><b>Supported Recommendations Regarding the Best Approaches for Handling the Problematic Issues related (P-O-L-C) in the Case</b></p> <p><b>Score:</b></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><b>(20)</b></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><b>(18)</b></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><b>(16)</b></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><b>(14 or less)</b></p>
<p><b>Turnitin.com Similarity Rating</b></p> <p><b>Score: (This is a part of the overall grade)</b></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><b>(10-20 Points will be deducted)</b></p>	<p>Student submits a paper that scores a rather high similarity rating (between 40% and 75%).</p> <p><b>(Paper will not be graded)</b></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><b>(Will be reported to Department Chair of Management)</b></p>
<p><b>Overall Quality of Written Communication</b></p>	<p>Student presented a well-written, coherent analysis that was free from</p>	<p>Student presented a well-written, coherent analysis</p>	<p>Student presented a rather coherent analysis that</p>	<p>Student presented an incoherent analysis that</p>

<b>Score: (This is a part of the overall grade)</b>	any grammar and/or spelling errors.	that contained a few minor errors.  <b>(-5)</b>	contained several minor errors.  <b>(-10)</b>	contained several major errors.  <b>(Revise and Re-submit with a grade reduction)</b>
<b>Total Score:</b>	_____ out of 100			