

MGT 305.01W
PRINCIPLES OF MANAGEMENT
Fall 2025

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Office: COB 3rd Floor - BA 322
Office Hours: **Thursday:** In Person (BA 322) 10:30 am - 12:30 pm
 Online (Zoom) 2:00 pm – 5:00 pm
 And by appointment as needed

Textbook: Principles of Management, v6.0. By Talya Bauer, Berrin Erdogan, and Jeremy Short. Flatworld. The textbook is part of the Inclusive Access program. Students will get access to the textbook in D2L.

Live Sessions: Thursday 5 pm

All sections of MGT 305 are Inclusive Access. The eBook and homework package is already incorporated into the course website and will be billed with your course tuition. 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".

UNIVERSITY'S PANDEMIC RESPONSE STATEMENT:

East Texas A&M 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.

CAMPUS CONCEALED CARRY STATEMENT:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University 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:

East Texas A&M University 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
East Texas A&M University
Gee Library, Room 162

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”. East Texas A&M University 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 **East Texas A&M University** 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 during weekdays (even if it just to acknowledge receipt of the email while I continue to work on the request). Since I teach several courses and sections, please don't forget to mention course and section in the subject line of your email.

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: “SrivastavaSaurabh Assignment 1.docx”
2. **Due Dates & Times:** Assignments are due on 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:** Late assignments are accepted (**not discussion boards**), but with a penalty. For each day that your assignment is late, 10% points will be deducted from your grade. Saturdays and Sundays count towards the total days late.
5. **Make-up Exams or Late Assignments for full points 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 %
Exams – Timed (MCQ/T-F)	Individual	40 %
Exams - Essay	Individual	30 %
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. **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.

DISCUSSION/PARTICIPATION: There are three (3) 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.**

Exams 1 and 3

Exams will be given to assess your understanding of the 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.

Exam 2 and Final Exam

Exam 2 and the Final exam are only multiple-choice and true/false type. The final exam is comprehensive, covering all chapters.

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.	WEEK 1 Aug 25 – Aug 31	Introduction to the course and syllabus	Read, Initial, and Submit the Honesty Policy
2.	WEEK 2 Sep 1 – Sep 7	Chapter 1: Introduction to Principles of Management	
3.	WEEK 3 Sep 8 – Sep 14	Chapter 2: History, Trends, Globalization, & Ethics	(Article Summary 1)
4.	WEEK 4 Sep 15 – Sep 21	Chapter 3: Personality, Attitude, & Behavior	Discussion 1
5.	WEEK 5 Sep 22 – Sep 28	Chapter 4: Mission, Vision, & Values	
6.	WEEK 6 Sep 29 – Oct 5	Exam 1	Exam 1 (MCQ + Essay, Chapters 1, 2, 3, & 4)
7.	WEEK 7 Oct 6 – Oct 12	Chapter 5: Strategic Management	(Article Summary 2)
8.	WEEK 8 Oct 13 – Oct 19	Chapter 6: Goals & Objectives	Discussion 2
9.	Week 9 Oct 20 – Oct 26	Chapter 7&8: Structure & Culture	
10.	Week 10 Oct 27 – Nov 2	Exam 2	Exam 2 (MCQ only Chapters 5, 6, 7, 8)
11.	Week 11 Nov 3 – Nov 9	Chapter 9&10: Leading & Decision Making	(Article Summary 3)
12.	Week 12 Nov 10 – Nov 16	Chapter 11 & 13: Communication & Motivation	Discussion 3
13.	Week 13	Exam 3	Exam 3 (MCQ + Essay, Chapters 9, 10, 11, & 13)

	Nov 17 – Nov 23		
14.	Week 14 Nov 24 – Nov 30	THANKSGIVING HOLIDAY	
15.	Week 15 Dec 1 – Dec 7	Chapter 14 & 15: Control & Human Resource	
16.	Week 16 Dec 8 – Dec 12	Exam 4 (Comprehensive)	Exam 4 (MCQ only 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.