



MGT 305 Principles of Management

Fall 2026, Section 03W

COURSE DESCRIPTION

This course is a comprehensive study of managerial functions (planning, organizing, leading and motivating, 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 be able to do the following:

- 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 INFORMATION

Professor: Dr. Stephanie Dunn

Email: stephanie.dunn@etamu.edu

Office Hours: Via email. Email is the primary and preferred mode of communication in this class. Typical response time is 24-48 hours. Be sure to use professional email protocol. See Interaction with Instructor guidelines on page 6.

REQUIRED COURSE MATERIALS

- Bright, D. S. & Cortes, A.H. (2026). *Principles of Management*. OpenStax.
<https://openstax.org/books/principles-of-management/pages/1-introduction>
- See Technology Requirements on pages 4-5

CLASS STRUCTURE

MGT 305 is a 100% online course delivered via D2L. The Module To-Do List each week describes required assignments and tasks (e.g., readings, exams, assignments, etc.). Remember to check the MGT 305 D2L site daily for announcements. Online interactions in MGT 305 occur asynchronously. Each course module covers a specific time period, and course requirements must be submitted by the deadline. Regardless of your current time zone location, course due dates are based on Central Time (CT).

- Each module opens and closes at designated times on its appropriate week.
- Previous modules remain open, but late submissions for prior work are not allowed.
- **See the Course Schedule and the MGT 305 D2L course for official start and end dates/times for each module.**
- Students are required to complete the MGT 305 Syllabus Acknowledgement to acknowledge specific module start/end dates and other course information outlined for this semester.
- Exams are **only open during a designated window**, not the entire module or week (see Course Schedule for exam open and close times).
- Please be aware that this MGT 305 course may differ in terms of course requirements, grading, and course expectations than other graduate courses you have taken.

LEARNING OUTCOMES

Upon successful completion of this course, you will:

- Describe and illustrate the four major management functions: planning, organizing, leading and controlling.
- Demonstrate decision-making and teamwork.
- Identify any major developments in management thought.
- Recognize social-responsibility initiatives.
- Describe the nature of business strategy.
- Demonstrate the use of operating plans, policies, procedures and rules.
- Analyze global business and how diversity impacts operations.

MEANS OF ASSESSMENT

Syllabus Acknowledgment (10 points):

Read and acknowledge understanding of the requirements for this course as well as the course schedule, policies, procedures and means of assessment. This will be required during Week 1 Module.

Class Introduction (10 points):

Since this is an online course, students will introduce themselves by positing any information chosen to such as professional and/or personal information as well as any additional information that would be helpful to know in this course. See Course Schedule and D2L for due dates.

Chapters Quizzes (120 points):

Students will complete twelve timed chapters quizzes worth ten points each. Chapters quizzes will contain multiple-choice and true/false questions that test knowledge of the material covered in corresponding chapters. Chapters Quizzes will be available during the entire period of time when the corresponding module is open. Chapters Quizzes are open note/open book. Since the textbook is accessed online, you will need to use a separate device such as a tablet, to view the textbook. Chapters Quizzes will use Respondus Lockdown to monitor students to ensure the student participation and identity. Please be sure to download and install Respondus Lockdown for use with all quizzes and exams.

Chapters quizzes are **independent student assignments**. **Outside assistance of any kind other than the open book/open notes allowance described above is strictly prohibited.** Additionally, copying or sharing questions in any format is strictly prohibited and will be considered a violation of the ETAMU Student Code of Conduct, MGT 305 Honor Code, and copyright law. Quizzes and exams will be reviewed to ensure question quality and overall question performance. See Class Schedule and D2L for quiz dates.

Exams (300 points):

Three exams (Exam 1, Exam 2, Exam 3 (Final)) are required for this course. These exams are **Proctored, CLOSED BOOK/CLOSED NOTES** and may contain multiple-choice and true/false questions. Each exam is worth 100 points and assesses student knowledge regarding chapter readings. Exams are timed; students will be allowed a 60-minute window in which to complete an exam from the time it begins. Please be sure that you have allowed enough time to complete each exam once you start.

Exams 1, 2, and 3 are independent student assignments. **Outside assistance of any kind and copying/sharing questions in any format are strictly prohibited** and will be considered a violation of the ETAMU Student Code of Conduct, MGT 308 Honor Code, and copyright law. Quizzes and exams will be reviewed to ensure question quality and overall question performance.

Again, these exams are proctored, closed book/closed notes, and may contain multiple-choice and true/false questions. Each exam is worth 100 points and assesses student knowledge regarding chapters reading. **Proctoring is through Respondus Lockdown and directions for proctoring will be shared on D2L.** See the Class Schedule and the MGT 305 D2L course for these exam dates.

Discussion Boards (200 points):

You will be required to participate in four discussion board assignments with peers throughout the semester. Discussion Boards will open on Mondays at 12am CST and close on Sundays at 11:59pm CST. The prompts for these forums will be based on discussion question(s) regarding the assigned chapter readings. These are opportunities to qualitatively reflect upon the material and details of the topic. You **must answer in detail and answer all questions in both the original postings and the reply postings.** Simple one sentence replies will not be accepted for the original student post or the reply student post. These **must be in-depth postings** on the material. When posting in response to another student's post, you are expected to add to **the in-depth original post** whether you agree with the student or not. Do not answer as such, "I agree with you" or "I do not agree with you" or any form of this terminology and leave this as your response. You **will not** receive any credit for this type of answer. You must discuss your reason for choosing to reply to the student's post in-depth. You must choose a different student's post to reply to each assigned discussion board assignment. Be sure to remember etiquette when responding to student's posts. Do not critique posts or criticize posts. Be respectful! **You are required to post your original posting and respond to at least one peer posting to receive any credit for the discussion board assignment. If you do not complete both parts of the discussion board assignment, you will receive a zero. -No exceptions!**

For a discussion posts, students are **required to meet a Turnitin originality score of 20% or less** (not counting highlighted parts related to assignment headings, references, and correctly quoted material). Copying/sharing questions or answers in any format is strictly prohibited and will be considered a violation of the ETAMU Student Code of Conduct, MGT 305 Honor Code, and copyright law. More information will be provided in the MGT 305 D2L course. See the Class Schedule for due dates. ***Late work is not accepted.***

Individual Written Assignments (100):

You will be required to complete two individual written assignments pertaining to material covered in the relevant assigned textbook chapters and/or case studies provided. Assignments will open on Mondays at 12am CST and close on Sundays at 11:59pm CST during the week these will be due listed in the course schedule of the syllabus and on D2L under the appropriate Module during the week assigned allowing for ample time to complete. It is your responsibility to work on the assignments regularly throughout the ample time given and do not leave these until the last minute to complete as you will not have an appropriate amount of time for reading and research. This will be reflected in your work and grading. Specific instructions will be provided on D2L for these

assignments such as but not limited to APA essay formatting, document requirement format submission, and appropriate resources usage. Again, do not wait until the last minute and day to complete. I do not accept emailed assignments or late work. When uploaded to D2L, assignments will be submitted to the TurnItIn platform automatically. Prior to a deadline, students can resubmit their assignment as many times as needed during the week it is due in order to meet the 20% or less threshold (not counting highlighted parts related to assignment headings, references, and correctly quoted material). It is the student's responsibility to allow enough time for resubmission of their assignment to Turnitin if their initial report did not meet the 20% or less threshold. An assignment not meeting the 20% or less threshold by the due date/time may lose points (no exceptions for procrastination, lack of planning, etc.). **Late work is not accepted.**

GRADING FORMAT

The course grading scale is: 90-100% A; 80-89% B; 70-79% C; 60-69% D; below 60% F. Students have one week to query a grade once posted. Once all grades are posted, they are final and will not be adjusted. Grades are based on a total of 570 points from the following items:

Syllabus Acknowledgement Signed	1 @ 10 pts	10 pts
Introduction to Class	1 @ 10 pts	10 pts
Chapters Quizzes	12 @ 10 pts	120 pts
Exams	3 @ 100 pts	300 pts
Discussion Board Postings	3 @ 50 pts	150 pts
Written Assignments/Case Studies	2 @ 50 pts	100 pts
Total		690 pts

Student's online activity is monitored D2L automatically keeps a log of when students enter the course. Students are expected to participate each week by completing all items assigned for the each week on time. This is considered your participation in the course. Please do not wait until the last day and hour to complete these items as it will show in your work. There are no bonus and/or extra credit points in this course.

TECHNOLOGY REQUIREMENTS

CWID and Password

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@etamu.edu.

Technology-Related Issues

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, an ETAMU campus open computer lab, etc.

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#)

Turnitin

MGT 305 will use Turnitin, an originality checker. Discussion Topic Posts and Written Assignments must meet a 20% or less similarity threshold. Prior to a deadline, students can resubmit their assignment as many times as needed during the week it is due in order to meet the 20% or less threshold (**not counting highlighted parts related to assignment headings, references, and correctly quoted material**). It is the student's responsibility to allow enough time for resubmission of their assignment to Turnitin if their initial report did not meet the 20% or less threshold. An assignment not meeting the 20% or less threshold by the due date/time will lose points (no exceptions for procrastination, lack of planning, etc.).

Technical Support

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 on the [Brightspace Support Webpage](#).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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 online in the [Student Guidebook](#). Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

Interaction with Instructor

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line;
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

Course Participation and ETAMU Attendance

As this is an online course, submission takes the place of attendance and will be monitored closely by the instructor. Student online activity is monitored. Students are expected to participate each week. A student who does not participate in the class and complete requirements on time will find it difficult to fulfill his/her course obligations. D2L automatically maintains a log of when students open documents. For more information about the University's attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#).

Policy on Late Assignments and Makeups

Late submissions continue to be a serious problem for students. Not fully enforcing deadlines is unfair to those students who sacrifice to meet deadlines. Because unexpected personal emergencies arise, technology fails, and other delays occur, students should make every effort to submit their work well in advance of any deadline. **You will earn ZERO points for late work.** All assignment submissions must be submitted to the designated area. To reiterate, late submissions will NOT be accepted. Computer problems, work issues, last-minute illnesses, and other such reasons do not qualify as valid excuses. - No Exceptions!

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

- [Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- [Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)
- [Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

East Texas A&M University 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.

Students with Disabilities-- ADA Statement

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

East Texas A&M University Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu Website: [Office of Student Disability Services](#)

Nondiscrimination Notice

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.

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 ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document 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.

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

**IMPORTANT DATES AND INFORMATION**

Please be mindful not only of the important dates associated with this particular course but also of the important dates associated with related academic matters, such as registration dates, drop dates, etc. These can be found in the ETAMU Academic Calendar by clicking [here](#).

MGT 305-03W-Fall 2026–Principles of Management Course Schedule

Module Dates	Chapter Readings and Weekly Activities	Assignments and Items Due
Week 1 August 24- August 30	Read all materials posted on D2L pertaining to course expectations and requirements. Read Chapter 1: Managing and Performing Read Chapter 2: Managerial Decision-Making	Read Class Syllabus and Sign Syllabus Acknowledgement Introduction to the Class Posting Chapters Quiz #1 <i>All Due Sunday, August 30 @ 11:59PM CST</i>
Week 2 August 31- September 6	Read Chapter 4: External and Internal Organizational Environments and Corporate Culture	Discussion Board #1 Assignment Chapters Quiz #2 <i>All Due Sunday, September 6 @ 11:59PM CST</i>
Week 3 September 7- September 13 <i>*September 7- Labor Day*</i>	Read Chapter 5: Ethics, Corporate Responsibility, and Sustainability	Chapters Quiz #3 <i>Due Sunday, September 13 @ 11:59PM CST</i> Study for Exam #1-Chapters 1, 2, 4, 5
Week 4 September 14- September 20	Exam #1: Chapters 1, 2, 4, 5. Information for Individual Assignment #1 will be posted on D2L.	Exam #1: Chapters 1, 2, 4, 5 Exam will be available from Monday, September 14 at 12 AM CST and will close on Sunday, September 20 at 11:59 PM CST
Week 5 September 21- September 27	Read Chapter 6: International Management	Chapters Quiz #4 Individual Assignment #1 <i>All Due Sunday, September 27 @ 11:59PM CST</i>
Week 6 September 28- October 4	Read Chapter 8: Strategic Analysis: Understanding a Firm's Competitive Environment	Discussion Board #2 Assignment Chapters Quiz #5 <i>All Due Sunday, October 4 @ 11:59PM CST</i>
Week 7 October 5- October 11 <i>*October 8 & 9- Fall Break*</i>	Read Chapter 10: Organizational Structure and Change	Chapter Quiz # 6 <i>Due Sunday, October 11 @ 11:59PM CST</i>
Week 8 October 12- October 18	Read Chapter 11: Human Resource Management	Chapter Quiz #7 <i>Due Sunday, October 18 @ 11:59PM CST</i> Study for Exam #2-Chapters 1, 2, 4, 5
Week 9 October 19-	Exam #2: Chapters 6, 8, 10, 11	Exam #2: Chapters 6, 8, 10, 11 Exam will be available from Monday,

October 25	Information for Individual Assignment #2 will be posted on D2L.	October 19 at 12 AM CST and will close on Sunday, October 25 at 11:59 PM CST
Week 10 October 26- November 1	Read Chapter 13: Leadership	Individual Assignment #2 Chapters Quiz #8 <i>All Due Sunday, November 1 @ 11:59PM CST</i>
Week 11 November 2- November 8	Read Chapter 15: Managing Teams	Chapters Quiz #9 <i>Due Sunday, November 8 @ 11:59PM CST</i>
Week 12 November 9- November 15	Read Chapter 16: Managerial Communication	Discussion Board #3 Assignment Chapters Quiz #10 <i>All Due Sunday, November 15 @ 11:59PM CST</i>
Week 13 November 16- November 22	Read Chapter 17: Organizational Planning and Controlling	Chapters Quiz #11 <i>All Due Sunday, November 22 @ 11:59PM CST</i>
Week 14 November 23- November 29 <i>*November 25-27 Thanksgiving Break</i>	Thanksgiving Break Read Chapter 18: Management of Technology and innovation	No items due this week. Begin studying for Final Exam.
Week 15 November 30- December 6	Read Chapter 18: Management of Technology and Innovation	Chapters Quiz #12 <i>Due Sunday, December 6 @ 11:59PM CST</i> Study for Final (Exam #3): Chapters 13, 15, 16, 17
Week 16 December 7- December 11	Finals Week (Exam #3: Chapters 13, 15, 16, 17) <i>*Please be aware of due dates and times.</i>	Finals Week Final Exam will be available from Monday, December 7 at 12 AM CST and will close on Thursday, December 10 at 11:59 PM CST