

COURSE SYLLABUS

Course Number: TMGT 7153
Course Title: Principles of Management
Section (CRN): Spring 2020 1st 7 weeks – CRN 4310
Days and Time: Online- January 25, 2021- March 19, 2021
Semester: Spring 2021
Course Prerequisites None

Course Description

This course deals with understanding management concepts and functions of encouraging employee's enthusiasm and creativity; finding shared vision, norms, and values, sharing information and power; and encouraging teamwork and participation. The concepts of planning, organizing, leading, and controlling are explored to show how these basic principles can be used to create a healthy and thriving environment in today's global environment of business and technology.

Course Outcomes

1. Explain and articulate a basic proficiency as to why management is needed through team activities, exams, case study analysis and a management research paper completed on a current organization.
2. List and describe the four management functions as part of course examinations and through the paper written on the manager interview.
3. Analyze the four management functions as to purpose and importance through management cases and decide what actions to take and what actions have already taken place.
4. Experience management issues and skills through online practical management exercises.
5. Interpret what management skills were used and if they were used correctly through case analysis.
6. Discuss and explain a management topic/issue through a term paper and give share aspects of your paper with classmates in our discussion board.
7. Select and defend management action needed through case analysis and skill building exercises.

Required Materials

Alfred State Library information <https://alfredstate.libguides.com/c.php?g=372677>

Required Text: *“Management: Leading & Collaborating in a Competitive World”* by Bateman and Snell, 6E order thru ASC Bookstore or you may order the ebook and online access for the assignments thru McGraw Hill directly. **This class requires that you have the textbook (e book or paper copy is fine).**

Author	BATEMAN & SNELL
Edition	6/e M: Management
ISBN	9781260691658

This class requires that you have both the textbook (soft copy or ebook is fine).

Instructor Availability/Response Time

I am online throughout our 7-week class daily as needed and will respond to you within 6-8 hours.

Grading Breakdown:

Exams (3 at 15% each)	45 %
Reaction Papers (3 at 5% each)	15%
Final Paper	10 %
Discussion Boards	10 %
CONNECT Assignments	20 %
Total 100%	

Grading Scale

Alfred State College Grading Scale

Grade	Honor Points	Meanings
A	4	Excellent
AT	0	Course Audit
B+	3.5	High B
B	3	Good
C+	2.5	High C
C	2	Satisfactory
D+	1.5	High D
D	1	Minimal Passing
F	0	Failing
F#	0	Failure due to academic dishonesty
S	0	Passing-not included in index
U	0	Unsatisfactory
E	0	Incomplete (See Sec. 302.2)
G	0	Withdrew or took leave of absence from college while passing
H	0	Withdrew or took leave of absence from college while failing
N	0	Grade not yet issued

Link to Alfred State College Grading Policy

<https://www.alfredstate.edu/academics/academic-regulations/300-credits-grades-and-indexes>

Class Schedule

Week	Module	Topic	Topic
#1 1/25-1/31	#1	Foundations of Management & Managing in a Global World	Read Chapter 1 on Foundations of Management Connect Plus Daily Assignment 1 Discussion Board 1 including Posting Introducing Yourself to the Class
		Evolution of Management & Performance	Chapter 2 - Evolution of Management & Organizational Performance Read and summarize chapter Connect Plus Daily Assignment 2 Discussion Board Participation 2
#2 2/1-2/7	#2	Organizational Culture & Internal & External Environment	Chapter 3 – Organizational Cultural Individual assignments as assigned CONNECT 3 Complete Discussion Board 3
		Ethics & Corporate Responsibility	Chapter 4 – Ethics and Corporate Responsibility Read and summarize chapter Individual assignments as assigned CONNECT 4 Complete Discussion Board 4 Reaction Paper #1
		Exam I Covering Modules 1-4	Exam 1 (Due on February 6, 2020)
#3 2/8-2/14	#3	Planning & Decision making	Chapters 5 – Planning & Decision making Read and summarize chapter. Individual assignments as assigned CONNECT 5 Complete Discussion Board 5
		Entrepreneurship & Intrapreneurship	Chapter 6 Entrepreneurship & Intrapreneurship Read and summarize chapter Complete CONNECT 6 Assignments & Complete Discussion Board 6 Reaction Paper #2 The Art of Entrepreneurship YouTube Clip: https://www.youtube.com/watch?v=ATLUouxwykM
		Organizing for Success & Organizational Structures	Chapter 7 – Organizing for Success & Organizational Structures Read and summarize chapter

#4 2/15-2/21	#4		Individual assignments as assigned CONNECT 7 Complete Discussion Board 7
		Human Resource Management	Chapter 8 – Human Resource Management Read and summarize chapter 8 Individual assignments as assigned CONNECT 8 Complete Discussion Board 8
		Exam II Covering Modules 5-8	Exam 2 (Due on February 20)
#5 2/22-2/28	#5	Managing Diversity & Inclusion	Chapters 9 – Managing Diversity & Inclusion Read and summarize chapter Review of Geert Hofstede’s work Individual assignments as assigned CONNECT Complete Discussion Board 9 Reaction Paper #3 Good Leadership is About Asking Good Questions
		Leadership	Chapter10– Leadership Models and Theories Read and summarize chapter Individual assignments as assigned CONNECT 10 Complete Discussion Board 10
#6 3/1-3/7	#6	Motivation	Chapter 11 Motivating for Improved Performance Read and summarize chapters Individual assignments as assigned CONNECT 11 Complete Discussion Board 11
		Teamwork	Chapter 12 – Teamwork Read & summarize chapter Complete Discussion Board 12 CONNECT assignment posted online
#7 3/8-3/14	#7	Communication & Management	Chapter 13 – Communication & Management Read and summarize chapter CONNECT Daily assignment 13
		Managerial Control	Chapter 14 – Managerial Control Read and summarize chapter Individual assignments as assigned CONNECT 14
Finals Week 3/15-3/19		Exam III Covering Modules 9-14	Management/ Analysis Paper Due 3-5 Pages

Online Attendance Policy

Our class is a 7 week class and you are expected to be online regularly throughout the 7 week class period. Each of our class modules specifically includes a module discussion board which you are expected to participate on regularly.

Late Assignments Policy

No late assignments will be accepted unless arrangements are made directly with the professor.

ADA/504 Compliance Statement

Alfred State is committed to providing an equal opportunity for each of you in this course in line with the Alfred State College disability services policies. Please contact the Alfred State Accessibility Services office and alert me to any accommodations needed as soon as possible.

Special Accommodations- Students who will be requesting support services must identify themselves to the Office of Student Disabilities Services. For more information, contact:

- In Alfred -Melanie Ryan: [607-587-4122](tel:607-587-4122) / RyanMA@alfredstate.edu /or Wellsville: 607-587-3112

Academic Honesty Policy

Academic Integrity: All students must read and adhere to the Alfred State Academic Integrity Code found at <https://www.alfredstate.edu/academic-integrity-code>

- **Cheating & Plagiarism** will not be tolerated. Please adhere to the college's Academic Integrity Code policies.
First offense- verbal & written warning and grade of 0 for assignment/ Second offense- verbal & written warning, a grade of F for the course, and possible disciplinary actions through the Academic Integrity Committee. *(It's up to you whether or not to allow for any offenses to occur)*
All written assignments will be run through the Safe Assign plagiarism checker

Copyright Policy

All course materials are Copyrighted and intended for instructional use only, not for distribution.

Withdrawal Policy

Students who need to withdraw from the college before the end of an academic term must officially withdraw from classes. Leaving without officially withdrawing from college will result in the student's receiving a grade of "F" for all their course work and will show on the official Status Report of the college as an academic dismissal. Complete information on applying for a withdrawal and readmission can be found at <https://www.alfredstate.edu/academics/academic-regulations/600-withdrawal-and-readmission>.

Computer Problems- Contact the Helpdesk @ 607-587-4357 /helpdesk@alfredstate.edu

Campus Policies

Leave of Absence:

Students who need to interrupt their studies during a semester already in progress or for a future semester can protect their matriculated status by applying for a leave of absence for up to one year. Leaving without officially withdrawing from college will result in the student's receiving a grade of "F" for all his/her course work and will show on the official Status Report of the college as an academic dismissal. Complete information on applying for a leave of absence can be found at my.alfredstate.edu, then go to "Services" on the Records Office webpages.

Alfred State College Catalog 2019-2020 includes all campus policies related to students.

<http://catalog.alfredstate.edu/current/archive/Alfred-State-catalog-2019-20.pdf>

Student Grievance Procedure:

Alfred State, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted this grievance procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, or marital status. Information about filing a grievance can be found at <https://www.alfredstate.edu/student-success-center/disability-services/grievance-procedure>.

Students have the right to file a formal complaint with the NYS Department of Education:

Information about filing a complaint about a college or university can be found online at

<http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university>.