COURSE NUMBER AND TITLE:  MG 301 - Principles of Management

CLASS MEETING TIME:  TR 11:00 - 12:20 p.m., CH416

PREREQUISITES:  Junior Standing

INSTRUCTOR:  Dr. Jack L. Sterrett <jsterret@emporia.edu>

OFFICE & HOURS:  CH421, TWR 10:00 a.m. – 11:00 a.m., and by appointment

TELEPHONE:  Office: (620) 341-5729 ; Fax: (620) 341-6345


COURSE DESCRIPTION:  This course is an introduction to the functions of management in business organizations as well as the behavior of individuals and groups in organizational settings. The course includes concepts such as decision-making, diversity, leadership, ethics, accountability, and teamwork.

COURSE OBJECTIVE:  The objective of this course is to provide an overall perspective of management and to develop a basic understanding of the importance of management and organizational behavior to organizations. Students will become familiar with the terminology and concepts of management within organizations with the following specific course objectives:

- **Written Communication Skills:** Students will prepare written assignments, which are graded for relevance, organization, clarity, professional language and appearance, spelling and grammar.

- **Oral Communication Skills:** Students will demonstrate oral communication skills through in-class presentations. Grading criteria includes organization of ideas, relevance, professional language, professional appearance, content, clarity, and effective use of visual support materials.

- **Leadership and Teamwork Skills:** Students will work together to complete a team project, which provides practical experience in developing a team that performs and is effective.
• **Ethical and Social Issues:** These two issues are covered both directly and indirectly by the textbook and in-class discussions.

• **Global and Diversity Issues:** Global issues are covered by the textbook and in-class discussions. Diversity issues will be discussed in conjunction with recruitment, selection, training, communication, and motivation.

• **Political Issues:** The textbook and in-class discussions will cover organizational politics as part of organizational culture and the legal-political environment.

This course is designed to provide a broad overview of the functions and applications of management in contemporary organizations. The main objective will be to provide a solid foundation of knowledge of core management topics. No matter your chosen career, the material in this course will be relevant to your life and your work. It is assumed that this is the first management course for most students, so coverage will emphasize the basics.

**COURSE REQUIREMENTS:**

**TEAM PROJECT:** The objectives for this course include developing leadership and teamwork skills to help prepare you for today’s business environment. This assignment is intended to give you practice contributing to a team and influencing the team to successfully complete the assignment. Your attention should be focused on both the completion of the assignment itself and upon the process through which your team accomplishes the assignment, including the interactions among the members of your team. Each student will complete and submit an evaluation commenting on the work of each team member.

**Team Assignments and Topics:** Teams will be assigned based on the student’s major to create cross-functionality within the team. Your professor will assign each team a topic for presentation.

**Peer Evaluation:** Part of your score on the project will depend upon how the other members of your team evaluate your performance. This policy is intended to (a) motivate everyone to contribute to the team’s success and (b) give you the opportunity to fairly distribute rewards based on contributions of each team member. A “free-rider” is someone who attempts to get credit for the work done by the team without doing his/her share of the work. If you have a free-rider in the group, I suggest that you use the peer evaluation process to reduce the allocated points to that person. In order to avoid appearing like a free-rider, you should actively be involved in the team and volunteer for some of the required tasks. The completed peer evaluation is due immediately after your team’s oral presentation. Evaluate yourself and include comments on all team members. The information you write on the peer evaluation is confidential and should be given directly to the instructor. The peer evaluation affects 25% of your grade for the team project, and the instructor will use the evaluations to distribute points. A student who does not participate as part of the team in the oral presentation will receive no points for the assignment.

**Systems Perspective:** Your team is a system. A system includes inputs, a transformation
Your team should use informational inputs (include information from business magazines, journals, books, and various high-quality online sources) and transform them into an interesting and informative presentation to the class. The textbook can be used for ideas and sources but should not be used as a primary source of information for the project. Wikipedia can be used to help find sources but is not an approved source.

**Length of Oral Presentation:** Your presentation will last a minimum of 13 minutes and a maximum of 16 minutes. Be prepared to answer questions concerning your presentation. **Total time for the set-up and presentation is 18 minutes.** All team members must participate in the oral presentation. Prepare a back-up plan in case a team member is absent for the presentation, or in the event your team experiences technology/software problems.

**Attire for the Presenters:** All team members should dress professionally. Gentlemen should wear dress slacks, dress shirt, and a tie. Ladies should wear comparable professional women’s attire.

**Content of the Presentation:** The presentation should have a clear introduction. The first speaker should introduce himself or herself, all team members, and what topic they are discussing. Each speaker should introduce the next speaker. The last speaker should provide a summary and ask for questions. **The presentation should include some background on the topic, current issues affecting the topic, and why it is important to business today.** Use examples to support your key points. These examples can be of business’ successes or failures. Your analysis should be based upon the theories and ideas we have discussed in class. The presentation should be smooth and clear. It should be supported with PowerPoint slides, flip-charts, poster-boards, etcetera. Use good oral presentation skills.

**Written Report:** The team will prepare a written report to summarize the key elements of their topic. The report will be at least five pages in length, typed double-spaced using 12 point font and one-inch margins. Appropriate documentation and citations must be used and a separate bibliography is required. APA and MLA format will be acceptable. The remainder of the format for the report is up to the team. Remember to be professional. The written report affects 50% of your grade for the team project. A student who does not participate as part of the team in the written report will receive no points for the assignment.

**Background Information:** One day in advance of your presentation, each team will provide me with a copy of all your visual supporting materials, a list or bibliography of all materials used in the presentation, and a summary briefly explaining the contributions of each team member. Each summary should include the name of each team member and project due date. A minimum of four sources other than the textbook must be used for this team project.

**Team Tasks:** Locating information about the topic; reading and analyzing the material for use in the presentation; preparing a written report of your team project; comparing the information to theories and ideas from the class; preparing the visual support materials, organizing and composing the presentation; participating in the rehearsals and making constructive suggestions; testing classroom technology for assurance of compatibility;
reviewing the final report, and knowing the material to answer questions. The written report and supporting materials will be provided to the instructor prior to the oral presentation.

**Feedback to the Teams:** Grading for the team project is 100 points total for participation in both the oral presentation and written report. Individual team member scores/total points may vary from one another due to individual contributions to the team, individual performance on the presentation, and individual contribution to the written report. An “A” grade indicates an outstanding job meaning you have done unusually or exceptionally well. A “B” grade indicates a good project without major problems. A “C” grade indicates a project that is considered very average and acceptable, but one that had some problems, is less complete, or needs to improve the analysis or the presentation. A “D” grade indicates significant omissions in analysis or presentation. An “F” grade indicates total lack of effort in analysis or presentation.

**CASES:** Each student will complete cases/assignments as assigned by the instructor. When a case is assigned, students will need to read the case, answer the questions at the end of the case, and be prepared to discuss the case in-class. Use a word processor to complete your homework. Your grade will be based on the depth and understanding of the questions, clarity, professional language, spelling and grammar, and how well your response addresses each question, and how well you have justified and provided rationale/discussion for each of your responses. On the first line type your name, name of course, chapter number, name of case, due date, and type each case question along with your response.

**COURSE EVALUATION PROCESS:** Course grades will be determined by each student’s collective performance on the following class activities:

- Quizzes
- Exams
- Team Project (50% report, 25% presentation, 25% peer evaluations by team members)
- Article Abstracts
- Cases
- Other activities/assignments (in-class)

**REMINDER:** ALL assignments and exams are due as scheduled. All assignment and scheduled exam dates are ABSOLUTE DATES.

Grades are assigned according to the percentage of the possible points each student earns.

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F below 60%
**BASIC EXPECTATIONS:** I expect each student to attend class, be on time, be in attendance and be prepared to participate throughout the duration of each scheduled class session. Please be aware that students who elect, for whatever reason(s), to leave class at any time during the class session or who elect not to return to class after scheduled breaks, will be counted absent for the respective class session and any and all assignments due for that respective scheduled class session will receive "zero" points. Any student with excessive absences will be subject to withdrawal from the class or a reduction in the class grade. **If a student is absent from class, the student has a responsibility for all material covered.** To assist the learning process, it is imperative that assignments and readings are completed as assigned/scheduled. Due dates are **ABSOLUTE DUE DATES.** Assignments and scheduled exams are due as scheduled and must be completed/submitted by each individual student when due/scheduled. Please understand there are **NO EXCEPTIONS.** Do have an attitude that you want to be here and that you want to learn.

**Please note** that once each class session begins, the expectation is that students will remain in class throughout the class session. The habit many students have of leaving class after the class session begins, for whatever reason(s), and returning to class -- freewill movement in and out of class -- will not be permitted nor tolerated. This type of movement is considered by most students, and certainly the professor, as disruptive and shows extreme disrespect for each other.

**Electronic Devices:** **ALL** electronic devices, regardless of what they may be, are prohibited in this class, including use of lap-tops and electronic dictionaries of all sorts.

**ACADEMIC DISHONESTY:** At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. This policy is provided according to the Kansas Board of Regents directive. The student has the right to appeal the charge of academic dishonesty in accordance with the university’s Academic Appeals policy and procedure as set forth in Section 9A-04 of the Faculty Handbook. I will appropriately address any suspicion of academic dishonesty.

**STUDENTS WITH DISABILITIES:** Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication among students, the Office of Disability Services, and the professor will be strictly confidential. Office of Disability Services is located at 211 S. Morse Hall. Contact info: 620/341-6637 Voice, 620/341-6646 TTY, or e-mail disabser@emporia.edu.

**Emergency Preparedness:** In the event of a fire, exit the building using the steps away from the fire and meet on the west side of Cremer Hall. In the event of a tornado, use the stairwell in
the middle of the building and go to the first floor hallway. If anyone needs special assistance, please advise me so special arrangements can be made. Stay in the designated area until all students are accounted for.

**POLICY FOR A BUSINESS CORE CLASS:** A Major Field Test (MFT) given as part of the Business Policy class will examine your knowledge of core business subjects. For example, the Major Field Test in business is intended to:

- Measure students’ academic achievement in the multidisciplinary subject matter representative of undergraduate business education
- Provide information to students regarding their level of achievement
- Provide information to faculties regarding the achievement of their students; information that can be used by the institution to assess their performance relative to their specific mission and objectives
- Provide information to facilitate development of appropriate goals and educational programs, and to enhance the accountability of undergraduate business education.

The major areas covered within the management portion (about 15 percent of the total questions) of the MFT exam include:

A. Management process
   a. History and theory
   b. Functions (organizing, leading, planning, and controlling)
   c. Group/team dynamics
   d. Total Quality management

B. Organizational behavior
   a. Leadership and motivation
   b. Communication
   c. Managing diversity
   d. Human resource management

C. Strategy and policy
   a. Strategic analysis
   b. Policy determination

D. International/cross cultural management

E. Entrepreneurship

**CLASS TIME**

**Before Class**
Before each class, students are expected to read the assigned chapter and to complete respective assignments.

**In Class**
In class, we will discuss LEARNING FROM OTHERS and LEARNING ABOUT YOURSELF, which open each chapter and provides us with dialog and point-counter point discussion opportunity.

Bring your text to class each class session as we will also discuss the experiential exercises and other in-book features such as REAL PEOPLE, RESEARCH BRIEFS, REAL ETHICS as well as end-of-the-chapter features and Team Exercises.

After Class
After each class, read the end-of-the-chapter case feature and answer the questions.

Personal Note: I am looking forward to having each of you in class this semester, getting to know each of you, sharing our experiences as they relate to Principles of Management, and to also learning from each of you.

NOTICE: When you have completed your review of the course syllabus, print and sign the ACKNOWLEDGEMENT sheet (included at the end of this syllabus) and bring the signed copy with you to the first class session for collection.

Also, please complete the STUDENT INFORMATION SHEET (also included at the end of this syllabus) and bring to the first class session for collection.

ACKNOWLEDGEMENT FORM ATTACHED – NEXT PAGE.
I have read this syllabus and I understand all requirements including my responsibilities as a student in **Principles of Management, Spring Semester 2012**. These responsibilities include adherence to ESU’s Academic Dishonesty Policy, completion of all assignments in a timely fashion, and active participation with my assigned team.

__________________________________________________________________________

Student Name/Signature  ________________________________  Date

*(NOTE: See STUDENT INFORMATION SHEET next page)*
MG301 Information Sheet

Course title and number: ______________________________

Name: ______________________________ Student ID# ______________

Emporia State E-Mail Address: __________________________________________

Telephone/Cell Number with area code: _________________________________

Home Mailing Address: _____________________________________________

Street Address

__________________________________________

City State Zip

School Address: _____________________________________________

Street Address

__________________________________________

City State Zip

Classification: ________________ Total Hours Accumulated: ______________

Major: __________________________ Minor: __________________________

Total number of hours taking this semester: __________________________

Specify courses currently enrolled in:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Employer (part-time/full-time):

____________________________________________________________________

Type of work:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Total numbers of hours working per week: __________________________

Work Schedule: ______________________________________________________

____________________________________________________________________

____________________________________________________________________

Student/Other Involvements/Activities & Career Aspirations (plans): continue on back if necessary