The Cameron School of Business at University of St. Thomas

1. Course Information

*Course Title:* Principles of Management  
*Course number:* MGMT 2347  
*Course Section:* A

*Credit Hours:* 3  
*Semester:* Spring 2015  
*Prerequisites:* None  
*Room:* Robertson116

*Days & hours:* Tuesday & Thursday – 11:00 AM-12:15 PM

*BlackBoard site:* MGMT 2347 on BlackBoard

2. Instructor Information

*Name:* Sujin K. Horwitz, Ph.D. SPHR  
*Office location:* 215B Welder Hall

*Office phone:* 713-525-2122  
*Office hours:* Tu & Th: 12:20 pm - 4:00 pm, Wed: 4:00 pm - 7:00 pm and by appointment  
*Where to leave assignments:* BB Assignments Link

*Emergency phone:* 713-525-2100  
**E-mail:** horwits@stthom.edu  
**Fax number:** 713-525-2110

**Course Correspondence:** My preference is to communicate via email. If you need to speak to me in person, please visit me at Welder 215B during my office hours (and by appointment in advance). In doing so, I will respond to your questions within 24 hours or sooner. **Please make sure to use your stthom email or have emails forwarded to the account you use regularly as course communication will be sent to your stthom email.**

3. Course Catalog Description

This course is centrally concerned with the theory and principles of organization and management with particular emphasis on the traditional management functions and the process of managerial roles performed in the workplace. Topics may include an introduction to strategic planning, ethics and social responsibility, decision making, motivating the workforce, managing teams, and other effective leadership skills. Applications include experiential learning and research, applied group dynamics, case analyses and exercises.

4. Program Goals and Objectives:

When students complete the BBA degree at the University of St. Thomas:

1. They will communicate clearly, effectively and logically in a business situation:
   - Objective 1: Graduates can demonstrate mastery of appropriate communication technology.
   - Objective 2: Graduates can produce written materials that flow logically and are grammatically correct.
   - Objective 3: Graduates can deliver a compelling oral presentation grounded in relevant information and facts.

2. They will be adept at critical thinking and be able to demonstrate creative decision making skills.
   - Objective 1: Graduates can identify the main problem and key surrounding assumptions.
• Objective 2: Graduates can evaluate the logic, validity and relevance of data.
• Objective 3: Graduates can solve challenging problems and discuss conclusions, implications.

3. They will be able to work effectively in teams towards achievement of goals.
• Objective 1: When working in a group, graduates can demonstrate collaborative behaviors in the achievement of group goals
• Objective 2: When working in a group, graduates can evidence accountability for the achievement of group goals
• Objective 3: When working in a group, graduates can demonstrate a positive attitude towards the group and the other members of the group

4. They will be able to state moral standards/principles, recognize possible moral issues and bring their moral knowledge to bear in resolving these moral issues.
• Objective 1: Graduates can state professional codes for ethical conduct as they apply to business situations.
• Objective 2: Graduates can discern moral issues in a business case.
• Objective 3: Graduates can bring moral principles to bear in resolving business issues.

5. They will demonstrate an understanding of fundamental business issues and processes.
• Objective 1: When students complete the BBA, they can demonstrate their management specific skills and competencies in Accounting, Economics, Management, Quantitative Methods, Finance, Marketing, Legal and Social Environments, Information Systems and Global Issues

5. Course Learning Objectives:

Upon successful completion of this course, you will be able to:

• Understand both classic and current theories and practices in Management (fulfill Goal 5).
• Critically apply theories and models of Management to the analysis and evaluation of employees, workgroups, organizations, and their management (fulfill Goal 2: Objectives 1, 2, and 3)
• Explore and learn major functions of Management through lecture, participation in small group and class discussion (fulfill Goal 5).
• Demonstrate abilities to summarize, critique, and evaluate the topic areas relevant to Management by working on discussion skills and presenting ideas in class (fulfill Goal 1: Objectives 1 and 3).

6. Texts, Readings, Materials

**Required textbook: MGMT7 - 7th Edition by Chuck Williams; Cengage Publishers; ISBN # 10: 1285419669 (A new copy with an access code in order to complete online quizzes and activities)

**Required and supplementary readings: Assigned in class and available on BlackBoard

Suggestions for further study: I highly recommend students to read business magazines and periodicals such as Forbes, Fortune, Business Week, and Wall Street Journal to expand and deepen their understanding of current topics and issues relevant to management. Upon request, I will provide you with student subscription rates and forms.

7. Instructional methods:
Lecture, small and large group discussion, and presentation
8. Technology

1) Use of BlackBoard learning platform
2) Use of general productivity software (e.g., Microsoft Word) to complete assignments
3) Online article retrieval and research

9. Course Tentative Schedule
**The course schedule provided here is intended as a guide. Changes may be made if an opportunity for a guest speaker is presented or other changes to the schedule are needed.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/13-1/15</td>
<td>Introduction &amp; Ch 1. Management</td>
<td>Read Ch 1</td>
</tr>
<tr>
<td>2</td>
<td>1/20-1/22</td>
<td>Ch 1. Management &amp; Ch 2. History of Management</td>
<td>Read Ch 1, Ch 2 &amp; Complete Ch 2 online assignment by 9 p.m. 1/21</td>
</tr>
<tr>
<td>3</td>
<td>1/27-1/29</td>
<td>Ch 3. Org. Environments and Cultures &amp; Quiz 1 (1/29)</td>
<td>Read Ch 3 &amp; Complete Ch 3 online assignment by 9 p.m. 1/28</td>
</tr>
<tr>
<td>4</td>
<td>2/3-2/5</td>
<td>Ch 4. Ethics and Social Responsibility</td>
<td>Read Ch 4 &amp; Complete Ch 4 online assignment by 9 p.m. 2/4</td>
</tr>
<tr>
<td>5</td>
<td>2/10-2/12</td>
<td>Ch 5. Planning and Decision Making</td>
<td>Read Ch 5 &amp; Complete Ch 5 online assignment by 9 p.m. 2/11</td>
</tr>
<tr>
<td>7</td>
<td>2/24-2/26</td>
<td>Ch 6. Org. Strategy</td>
<td>Read Ch 6 &amp; Complete Ch 6 online assignment by 9 p.m. 2/25</td>
</tr>
<tr>
<td>8</td>
<td>3/3-3/5</td>
<td>Ch 9. Designing Adaptive Organizations</td>
<td>Read Ch 9 &amp; Complete Ch 9 online assignment by 9 p.m. 3/4</td>
</tr>
<tr>
<td>9</td>
<td>3/10-3/12</td>
<td>Spring Break</td>
<td>Spring Break</td>
</tr>
<tr>
<td>10</td>
<td>3/17-3/19</td>
<td>Quiz 2 (3/17) &amp; Ch 10. Managing Teams</td>
<td>Read Ch 10 &amp; Complete Ch 10 online assignment by 9 p.m. 3/18</td>
</tr>
<tr>
<td>11</td>
<td>3/24-3/26</td>
<td>Ch 11. Managing Human Resources</td>
<td>Read Ch11 &amp; Complete Ch 11 online assignment by 9 p.m. 3/25</td>
</tr>
<tr>
<td>12</td>
<td>3/31</td>
<td>Exam II (3/31)</td>
<td>Study for Exam 2</td>
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<tr>
<td>13</td>
<td>4/7-4/9</td>
<td>Ch 13. Motivation</td>
<td>Read Ch13 &amp; Complete Ch 13 online assignment by 9 p.m. 4/8</td>
</tr>
<tr>
<td>14</td>
<td>4/14-4/16</td>
<td>Ch 14. Leadership</td>
<td>Read Ch 14 &amp; Complete Ch 14 online assignment by 9 p.m. 4/15</td>
</tr>
<tr>
<td>15</td>
<td>4/21-4/23</td>
<td>Ch 16. Control &amp; Quiz 3 (4/23)</td>
<td>Read Ch 16 &amp; Complete Ch 16 online assignment by 9 p.m. 4/22</td>
</tr>
<tr>
<td>16</td>
<td>4/28-4/30</td>
<td>Ch 8. Global Management</td>
<td>Read Ch 8 &amp; Complete Ch 8 online assignment by 9 p.m. 4/29</td>
</tr>
<tr>
<td>17</td>
<td>TBA</td>
<td>Final Exam</td>
<td>Study for the Final Exam</td>
</tr>
</tbody>
</table>

10. Course Policies

**It is required that everyone in class will:**

- Attend all class meetings, read assigned materials, and be ready to discuss the materials.
- Raise relevant questions and contribute relevant observations to the topic being considered.
- Demonstrate awareness of appropriate interpersonal communication and sensitivity to others.
- Fully participate in group activities and discussions in class.
- **During lectures - Please turn off cell phones, laptops, and other media during the class meetings**

- Reasonable accommodations will be made for students with special needs. This syllabus is also available in alternative formats (please notify me in advance).
Exams (60 Points): The exams will consist of true/false, multiple choice questions, definition of terms and concepts, and/or essays. The objective of these tests will be to assess the student’s knowledge of the topic areas covered in class and further identify particular strengths and weaknesses. The questions for the tests will be based on the lectures, textbook chapters, and assigned readings/cases discussed in class. No electronic devices, such as cell phone, computers, and pagers/beepers will be allowed during the exams. No make-up exams are allowed due to absence from class. However, in case of documented emergency, arrangements can be made prior to the exam date (48 hours prior to the exam date). Without documentation, there will be no make-up tests.

Chapter On-Line Quizzes/Activities (1.5 Points per Quiz: 1.5 * 12 Quizzes = 18 Points): As long as you get 80 or above on a quiz, you will receive 1.5 points. You need to create a log-in ID and password to access online quizzes and activities on MGMT7 website and I will provide you with the instructions as to how to access the course website.

- 80-100: 1.5 points
- 79-70: 1.25 points
- 69-60: 1 point
- 59-50: 0.75 point
- Below 50: 0.5 point

**Great news for those who don't make 1.5 points on a chapter quiz: You can take ONE of the following on-line exercises for the chapter to make up for the point(s) to obtain the full 1.5 points!**

- Games: Either (1) Beat the Clock or (2) Crossword Puzzle.
- Media Quiz: Watch a video clip & answer questions on the clip.
- Self-Assessment: Find out who you are.

In-Class Quizzes (4 Points per Quiz: 4 * 3 Quizzes = 12 Points): Quizzes will be 10 to 15 multiple choice and/or true/false questions and the dates for the in-class quizzes are specified in the "Course Tentative Table" on Page 3.

Attendance & Participation (5.5 Points): Attendance will be recorded from the first day the class meets through the final exam. Class attendance is considered essential to the educational process. It is, thus, important that you regularly and punctually attend all class sessions. Note that students will lose 0.2 point per absence, which will be deducted from their attendance/participation points. I, however, recognize that unexpected and/or unavoidable situations may arise to prevent a student from attending a class; in such cases, written notice (documentation) should be given to me in order to avoid grade penalty. Note that it is your responsibility to monitor absences and to comply with the syllabus concerning assignments and readings. Furthermore, tardiness to class should be avoided in courtesy to fellow students and me. If you must be late, enter the classroom quietly and go to seat without disrupting others. If you know that you will need to leave class early, please notify me before the class begins.

Small Tasks for Small Scores (1.5 Points per One Completed Activity = 4.5 Points) In order to (1) bolster the student’s performance in courses in the business school and (2) better prepare students for their professions and careers after school, faculty in CSB set aside a small part of the total score in each course for small tasks/workshops. Each student is required to complete a minimum of three workshops by December 7. In doing so, CSB will provide numerous workshops for all students taking CSB courses (the complete list of workshops is available on BB). As can be seen in the list, the workshops are being offered by different academic support services on campus and the workshops on computer applications are being offered through an online provider (www.grovo.com).
• Workshops are being offered during the activity period and in the evening on weekdays in the Fall semester. In addition, workshops are being scheduled for two Saturdays in the Fall semester.
• Workshops are also being offered online via Grovo.
• While the students have to complete a minimum number of workshops per semester, the same workshops could be used for various.
• Students need to attend a workshop lasting at least one hour to complete one activity. For instance, if a student decides to take a half-hour session on Excel training via Grovo, she/he then needs to take an additional half-hour session on something else to complete one required activity.

You are required to read chapters, articles, and cases diligently. There will also be in-class exercises involving individual and small group participation. If you do not complete these exercises due to absence and/or tardiness, your participation points will be negatively affected. Please note that the extent of your participation and responsiveness to individual discussants and groups will be very important. Furthermore, healthy debate and respectful disagreement over topics will be encouraged as there are divergent viewpoints that can be taken on any given subject and such debates are instrumental in the learning process. In doing so, let’s build a collaborative atmosphere of giving each other supportive feedback.

The grade of “F” will be awarded in the case of academic dishonesty, such as plagiarism and cheating on the examination. It may also be given in cases where the student demonstrates no effort/preparation and obvious lack of participation. In this latter case, such students will have fair warning they are on this track, and given the opportunity to improve, before such a grade is awarded. This course is not designed to promote student failure; just the opposite, to promote student success. Therefore, to do well in this course, the formula is simple and straightforward: read assigned chapters, complete assignments (don’t fall behind!), come to class, ask me questions, and do well on the exams.

**Note that the ETS Major Field Test is a comprehensive test on business disciplines and will be administered in the capstone course of this BBA program. Questions on topics from the core/required courses – including this course - will appear on the ETS Major Field Test.

11. Student Grading Processes:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>Small Tasks for Small Scores</td>
<td>A: 100 points – 94 points</td>
</tr>
<tr>
<td>5.5</td>
<td>Attendance &amp; Participation</td>
<td>A-: 93 points – 90 points</td>
</tr>
<tr>
<td>18</td>
<td>Online Quizzes/Activities</td>
<td>B+: 89 points – 87 points</td>
</tr>
<tr>
<td>12</td>
<td>Quizzes</td>
<td>B: 86 points – 84 points</td>
</tr>
<tr>
<td>15</td>
<td>Exam 1</td>
<td>B-: 83 points – 80 points</td>
</tr>
<tr>
<td>20</td>
<td>Exam 2</td>
<td>C+: 79 points – 77 points</td>
</tr>
<tr>
<td>25</td>
<td>Final</td>
<td>C: 76 points – 74 points</td>
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<tr>
<td></td>
<td></td>
<td>C-: 73 points – 70 points</td>
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<tr>
<td></td>
<td></td>
<td>D+: 69 points – 67 points</td>
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<tr>
<td></td>
<td></td>
<td>D: 66 points – 64 points</td>
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<tr>
<td></td>
<td></td>
<td>D-: 63 points – 60 points</td>
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<tr>
<td></td>
<td></td>
<td>F: 59 points or below</td>
</tr>
</tbody>
</table>

12. Available Support Services:

• Doherty Library personnel will assist you in accessing online databases available to UST students.
• Students are encouraged to consult with tutors at the Tutorial Services Center when completing assignments for this course. Based on the instructor’s assessment of the student’s work, the student may be required to work with the tutors at the Center to improve the student’s skills.
• There are resources available to assist you in Math, Written and Oral Presentations, etc. on your BlackBoard site listed as CSB resources for Undergraduate Students.

The Cameron School of Business at University of St. Thomas

MISSION STATEMENT

The Cameron School of Business will serve students of diverse backgrounds, providing them the necessary professional skills for a changing global economy, and instilling in them a deep appreciation for ethical behavior as the hallmark of a successful and fulfilling business career. The Cameron School will provide its students a timely and comprehensive business curriculum, with opportunities for specialized study in major business fields. The faculty will provide quality teaching, as this is the core of our mission. As an extension of our teaching mission, the faculty will engage in scholarly activity and service to the University, the profession, and the community.

Academic Honesty  Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

Accommodations  Any student with a documented disability needing academic accommodations is requested to speak with me as early as possible. All discussions will remain confidential. The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a disability." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.