1. Course Information

Course Title: Principles of Management

Course number: MGMT 2347  Course Section: N  Credit Hours: 3

Semester: Spring 2015  Prerequisites: None  Room: 107 Strake

Days & hours: Thursday 7:00PM until 9:45  MGMT 2347

2. Instructor Information

Name: Rudy Soliz, Ph.D.  Office location: Welder Hall

Office phone: 713-718-6477  Office hours: Before class & by appointment

Where to leave assignments: Must be turned in during class.

2. Course Correspondence: My preference in the course is to communicate via email or by phone. If you need to speak to me in person, please visit me before classes.

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 texts citation:** MGMT - 7th Edition by Chuck Williams; Cengage Publishers; ISBN # 10: 1285091078
   It’s Your Ship (Revised) by Michael Abrashoff. This can be ordered on Amazon

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 opportunity for a guest speaker is presented or other changes to schedule are needed.**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Jan. 12</td>
<td>Introduction &amp; Ch 1. Management</td>
<td>Read Ch. 1</td>
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<tr>
<td>Jan. 19</td>
<td>Ch 1. Management &amp; Ch 2. History of Management</td>
<td>Read Ch. 1 &amp; 2</td>
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<tr>
<td>Jan. 26</td>
<td>Ch 3. Org. Environments and Cultures</td>
<td>Read Ch. 3 &amp; 4</td>
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<td></td>
<td>Ch 4. Ethics and Social Responsibility</td>
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<tr>
<td>Feb. 2</td>
<td><strong>Exam I</strong></td>
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<tr>
<td>Feb. 9</td>
<td>Ch 5. Planning and Decision Making</td>
<td>Read Ch. 5 &amp; 6</td>
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<td></td>
<td>Ch 6. Organizational Strategy</td>
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<tr>
<td>Feb. 16</td>
<td>Ch. 7 Innovation and Change</td>
<td>Read Ch. 7 &amp; 8</td>
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<td></td>
<td>Ch 8. Global Management</td>
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<tr>
<td>Feb. 23</td>
<td><strong>Exam II</strong></td>
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<tr>
<td>Mar. 2</td>
<td>Ch 9 Designing Organizations</td>
<td>Read Ch. 9</td>
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<td>Mar. 9</td>
<td>Spring Break</td>
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<td>Mar. 16</td>
<td>Ch 10. Managing Teams</td>
<td>Read Ch. 10: Ship introduction, chapters 1 &amp; 2, and reviews are due</td>
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<tr>
<td></td>
<td>Ship book</td>
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<tr>
<td>Mar. 23</td>
<td>Ch 11. Managing Human Resource Systems</td>
<td>Read Ch. 11</td>
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<td></td>
<td>Ship Book</td>
<td>Ship Ch. 3, 4, 5 and reviews are due</td>
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<tr>
<td>Mar. 30</td>
<td>Ch 12. Managing Individuals and a Diverse Work Force and Ship Book</td>
<td>Read Ch. 12</td>
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<td></td>
<td>Ship Ch. 6, 7, 8 and reviews are due</td>
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<td>April 6</td>
<td><strong>Exam III</strong></td>
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<td>April 13</td>
<td>Ch 13. Motivation</td>
<td>Read Ch. 13</td>
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<td>Ship Ch. 9, 10, 11 and reviews are due</td>
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<tr>
<td>April 20</td>
<td>Ch 15. Communication &amp; Ch. 16 Control Processes</td>
<td>Read Ch. 15 &amp; 16</td>
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<td>Ship Ch. 10 &amp; 11 and reviews are due</td>
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<tr>
<td>April 27</td>
<td>Ch. 17 Managing Information and Ch 18. Managing Service and Operations</td>
<td>Read Ch. 17 &amp; 18</td>
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<td>Ship Ch. 12 &amp; Epilogue and reviews are due</td>
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<tr>
<td>May 4</td>
<td><strong>Final Exam</strong></td>
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**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).
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

**Attendance & Participation:** 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. 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.

**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:

Grades will be determined by the following events:

**Exams:** Value: 30%

**In class assignments** can be but not limited to Pop Test, and End of chapter assignments. Value: 25%

**Review of “Ship Book”** Value: 30%. Book reviews should be single spaced with a font of 12. Each chapter should be 2 pages in length. Reviews will be due each night what we discuss the Ship Book. See calendar for dates of these assignments.
Special topics presentations on the following topics Value 15%:
Corporate Social Responsibility
Innovation and Change
Global Management
Advantages of A Diverse Work Force
Motivation

A: 100 points – 94 points
A-: 93 points – 90 points
B+: 89 points – 87 points
B: 86 points – 84 points
B-: 83 points – 80 points
C+: 79 points – 77 points
C: 76 points – 74 points
C-: 73 points – 70 points
D+: 69 points – 67 points
D: 66 points – 64 points
D-: 63 points – 60 points
F below 60 points

Citizenship behavior
Q: What is citizenship behavior in the classroom?
- Presence in the classroom
- Not coming to class on time
- Sportsmanship
- Students should treat class obligations as they would any other professional commitment. The class environment is informal, but is also one of mutual respect.

Q: How will citizenship behavior be scored?

Any behavior that is not considered appropriate by the instructor will result in a deduction of points. Examples of such behavior include – but are not limited to – monitoring of electronic devices, lack of attention during contributions by other members of the class, and disruptive behavior.

Please note that disruptive behavior by a student during presentation of another student/group/guest will result in a penalty in the reduction of points off exams up to one letter grade, a zero for that class or other penalties.

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.