The Cameron School of Business at University of St. Thomas

1. Course Information

**Course title:** Principles of Management  **Course number:** MGMT 2347  **Section:** A  
**Credit hours:** 3  **Semester:** Summer I 2016  **Prerequisites:** None  
**Room #:** Welder 117  **Days & hours:** Mon, Tues, Wed, Thur 12:40 - 2:50 pm  
**BlackBoard page:** MGMT 2347 on Blackboard (https://blackboard.stthom.edu/)

2. Instructor Information

**Name:** Sharon Wallace, Ph.D.  
**Office location:** 106 -Welder Hall  
**Office phone:** email only  
**Office hours:** 3:15-5:00PM T/Th & by appointment  
**Where to leave assignments:** TBA  
**Emergency phone:** 713-525-2100  
**Fax number:** 713-525-2110  
**E-mail:** wallacsa@stthom.edu  

* My preference is to communicate via email. In doing so, I will respond to your questions in a timely manner. If you need to speak to me in person, please visit me during my office hours (and by appointment in advance). **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

In general terms, the objective of this course is to provide you with a conceptual understanding of the structure and function of organizations and the role of the managers who lead them. As an introductory course in management, we will explore a wide range of topics including Ethics, Planning, Decision Making, Controlling, Strategy, Organizing, and Leading.

This course aims to both simplify and complicate your picture of organizations -- to simplify by systematizing and inter-relating some basic ideas, and to complicate by pointing out the infinite nuances and the multitude of interacting variables that can occur in human organizations. We will take a practical approach to the study of management by focusing on how concepts can be related to real life applications.
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:** MGMT 8, 8th Edition, Chuck Williams, Butler University


(Purchase from Campus Bookstore)

*A new copy will come with an access code if you want to complete online activities. However, a used copy will be sufficient for mandatory course requirements.*

*Suggestions for further study:* I highly recommend students to read business magazines and periodicals such as Forbes, Fortune, Business Week, and Wall Street Journal (special rate of $1 for 2 months at wsj.com) to expand and deepen their understanding of current topics and issues relevant to management. Periodic writing assignments will involve such publications.

*Other readings:* Will be posted on the Blackboard

7. Instructional methods: Lecture, small and large group discussion, and presentation of ideas

8. Technology

1) Use of Blackboard learning platform (details TBA)

2) Use of general productivity software (e.g., Microsoft Word) to complete assignments

3) Online article retrieval and research

4) Online communication and collaboration

5) Use of clickers to facilitate engagement and participation (potential, TBA)
9. Course Tentative Schedule

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Schedule</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31 Tue</td>
<td>Course Overview</td>
<td></td>
</tr>
<tr>
<td>Jun 1 Wed</td>
<td>Introduction to Management</td>
<td>Chapter 1, Assignment 1</td>
</tr>
<tr>
<td>Jun 2 Thu</td>
<td>Organizational and Environmental Cultures</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Jun 6 Mon</td>
<td>Ethics and Social Responsibility</td>
<td>Chapter 4, Assignment 2</td>
</tr>
<tr>
<td>Jun 7 Tue</td>
<td>Planning and Decision Making</td>
<td>Chapter 5, Assignment 2 (continued)</td>
</tr>
<tr>
<td>Jun 8 Wed</td>
<td>Organizational Strategy</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Jun 9 Thu</td>
<td>Review, Exam Prep, Additional Exercises</td>
<td></td>
</tr>
<tr>
<td>Jun 13 Mon</td>
<td>Exam 1</td>
<td>Ch 1, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Jun 14 Tue</td>
<td>Innovation and Change</td>
<td>Chapter 7, Assignment 3</td>
</tr>
<tr>
<td>Jun 15 Wed</td>
<td>Designing Adaptive Organizations Managing Teams</td>
<td>Chapters 9 &amp; 10</td>
</tr>
<tr>
<td>Jun 16 Thu</td>
<td>Managing Human Resource Systems, Managing Individuals &amp; a Diverse Workforce</td>
<td>Chapters 11 &amp; 12</td>
</tr>
<tr>
<td>Jun 20 Mon</td>
<td>Exam 2</td>
<td>Ch 7, 9, 10, 11, 12</td>
</tr>
<tr>
<td>Jun 21 Tue</td>
<td>Motivation</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Jun 22 Wed</td>
<td>Leadership</td>
<td>Chapter 14, Assignment 4</td>
</tr>
<tr>
<td>Jun 23 Thu</td>
<td>Managing Communication</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>Jun 27 Mon</td>
<td>Control</td>
<td>Chapter 16</td>
</tr>
<tr>
<td>Jun 28 Tue</td>
<td>Managing Information</td>
<td>Chapter 17</td>
</tr>
<tr>
<td>Jun 29 Wed</td>
<td>Managing Service &amp; Manufacturing Operations</td>
<td>Chapter 18</td>
</tr>
<tr>
<td>Jun 30 Thu</td>
<td>Exam 3 – Last day of class</td>
<td>Ch 13, 14, 15, 16, 17, 18</td>
</tr>
<tr>
<td>Final Exam Date TBA</td>
<td>Weakest Link Essay - Optional</td>
<td>Option to replace your lowest exam grade.</td>
</tr>
</tbody>
</table>

10. Course Policies

General:

1. Please ask any questions you may have about the topics being considered, either in class or during office hours. If you're not clear about an issue, make sure you ask about it.

2. It is assumed that you have read each of the assignments prior to class.

3. Please make a habit of checking Blackboard Learn, as all announcements will be posted there.
4. During class, please respect the rights of your fellow students and your instructor. Please do not carry on conversations in class, and please turn off pagers and cell phones. Also, avoid getting to class late and leaving early, as these are very disruptive.

5. You are responsible for all discussions, announcements, videos, etc. that occur during class; if you cannot be present, obtain this information from your classmates. Attending the class is important for learning and can affect the decisions on your grade.

6. Extra credit opportunities will NOT be provided on an individual basis, but rather offered to the entire class if necessary.

7. The instructor reserves the right to make changes in the course syllabus and schedule as necessary during the course of the semester.

Exam Protocol:

1. Bring your ID – ID’s may be checked when exams are turned in. If a student fails to show his/her ID, one point will be deducted from the exam grade.

2. Be on time to take exams. **Being late is an invalid reason to request a make-up exam.**

3. Exams are the property of the instructor and the University of St. Thomas; you must refrain from taking or duplicating any of the exam material.

4. If you are doing poorly on exams, please see the instructor as soon as possible; waiting will decrease your chances of improving your grade.

5. You can review graded exams during the office hours. You cannot take the exam out of office.

Exams 1, 2, and 3:

Exams 1, 2, 3 will cover assigned readings, lecture materials and any guest speaker notes. These three exams are not comprehensive; that is, each exam will only test over material presented since the last test. A useful way to help your preparation for the tests is to make sure you know vocabulary and can explain the concepts in your own words.

Come to the exams on time and prepared. 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. Some typical reasons for missing an exam, such as oversleeping, forgetting, social activities, etc. are not acceptable. Make-up exams consist of essay questions (no multiple choice or true/false questions).

The Weakest Link - Optional Essay

Option to replace your lowest exam grade. A well-written, cogent essay covering the area in which you received your lowest exam grade. Creativity and humor are always appreciated, but bear in mind that writing skills (spelling, punctuation, grammar, essay structure) count toward
25% of your grade. The essay will be written during UST final exam period. If you are satisfied with your existing grades from Exam 1, Exam 2, and Exam 3, you can choose not to write the essay. If you choose to write the essay, I will drop the lowest exam score and replace it with the essay score. If the essay score is lower than your lowest exam score, the essay will not be counted given that you have participated in all other exams. The essay will be administered during the final exam period (see the course schedule), but you will only be permitted **2 hours** to write the essay, therefore it is important to show up for the essay writing on time. This exercise is closed book and closed notes. You may not refer to any notes during this time.

*Note on Exams:*

3 highest grades out of the 3 Exam grades plus the optional essay will count toward your final grade. Please review the details available in the table below and ask any questions you have in regard to the grading structure. Please note that Exams 1, 2, and 3 are not comprehensive (will only cover a range of chapters). Therefore, it is suggested that you earn good grades on these 3 exams, making the Weakest Link Essay optional for you.

*Quizzes*

There will be several pop quizzes in this course. Each will cover one chapter or guest lecture and have a time limit (usually 40 min). Only the three highest quiz grades will be used in computing final grades. There will be no makeup quiz. Make sure you read your assigned chapters and attend all lectures in anticipation of potential pop quizzes.

*Assignments*

The students will have four written assignments to complete in the semester. Each assignment should be typed and submitted on its due date using (platform TBA). Students are responsible for following the guidelines for each assignment. The specific instructions for submitting each assignment will be announced with the assignment. Two points or more will be deducted for disregarding the submission guidelines for assignments. Content and format of your response along with the originality are very important components of your grade for the assignments.

*Participation*

Participation is part of your course grade. Regular attendance and meaningful participation in discussions are important components of participation grade.

There will be in-class pop quizzes in this course. Pop quizzes will be in the form of multiple choice, True/False, short answer, or short essay questions and might serve to control attendance and/or to provide extra credit opportunities. There will be no make-up quiz in this course.

### 11. Student Grading Processes:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 highest grades of 3 exams and optional essay)</td>
<td>100 each x 3 = 300 points</td>
</tr>
<tr>
<td>Quizzees (3 highest grades)</td>
<td>20 each x 3 = 60 points</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Assignments</td>
<td>20 each x 4 = 80 points</td>
</tr>
<tr>
<td>Participation, attendance</td>
<td>60 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

**Note:**

Extra credit opportunities will NOT be provided on an individual basis but rather offered to the entire class if necessary. The instructor may or may not provide extra credit opportunity in this course. If provided, extra credit opportunities will be in the form of assignments or pop quizzes for which you should do well and/or be present to earn extra credits.

Course grades will be based on the distribution below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade</th>
<th>Percentage</th>
<th>Minimum Score</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(93%)</td>
<td>465 – 500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>(90%)</td>
<td>450 – 465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>(86%)</td>
<td>430 – 450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>(83%)</td>
<td>415 – 430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>(80%)</td>
<td>400 – 415</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>(77%)</td>
<td>385 – 400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>(73%)</td>
<td>365 – 385</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>(70%)</td>
<td>350 – 365</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>(67%)</td>
<td>335 – 350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>(63%)</td>
<td>315 – 335</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>(60%)</td>
<td>300 – 315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>&lt; 300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Available Support Services:

- Doherty Library personnel will assist you in accessing online databases available to UST students.
- The **Tutorial Services Center** is a tutorial center, and is available free of cost to all UST students. Writing consultants and subject tutors are available when the center is open. The schedule is available at [http://www.stthom.edu/Campus_Student_Life/Student_Services/Tutorial_Services_Center/Tutorial_Subjects_Schedule.aqf](http://www.stthom.edu/Campus_Student_Life/Student_Services/Tutorial_Services_Center/Tutorial_Subjects_Schedule.aqf)
- An online service is also available. Students are encouraged to consult with tutors at the Tutorial Services Center when completing written assignments for this course. The student may be required to work with the tutors at the Tutorial Services Center to improve the student's writing skills.

**CSB 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.

Please visit: http://www.stthom.edu/libtraining/ustplagiarism/ustplagiarism.htm

**Accommodations**

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 handicap." 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.