

# Management Principles Business 320 Lecture 1 Tuesday, Thursday 12:30-1:45 Syllabus Revision 1(9/10/2018)

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**Instructor:** Dave Schanke

Lecture 1: Tuesday, Thursday 12:30 to 1:45 CPS 233

Please review this syllabus completely. Let me know if you have questions.

## **Contact Information**

E-mail: [dschanke@uwsp.edu](mailto:dschanke@uwsp.edu) Preferred contact

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Email: [dschanke@uwsp.edu](mailto:dschanke@uwsp.edu)

Office: CPS 413

Office Hours: See Content

**This syllabus may be changed at the instructor's sole discretion.**

**For changes in class schedules, updates on the course, or any class related news please check the news section of D2L regularly. You are responsible for reading Instructor Correspondence promptly. Failure to meet a due date or an assignment change due to not reading the instructors email or failing to look at the class news on D2L is not an excuse for missing an assignment change or a due date.**

## **Mission Statement of the School of Business & Economics**

The UWSP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. We serve the students, business, economy, and people of the greater central Wisconsin region. Our students achieve an understanding of regional opportunities that exist within the global economy.

Evidence of our graduates' level of preparation can be found in their ability to:

- Analyze and solve business and economics problems
- Understand the opportunities and consequences associated with globalization
- Appreciate the importance of behaving professionally and ethically
- Communicate effectively

## **Materials and Course Requirements**

**Textbook:** Kinicki, Angelo and Brian K. Williams Management: A Practical Introduction New York, McGraw –Hill Irwin.

**Other readings and handouts** if we use them will be posted on D2L.

## **Attendance**

Regular attendance is an underpinning of doing well in the class. If you miss class, it is your responsibility to get the notes and other materials from another classmate. **If you are going to miss a test you must let the instructor know at least one day in advance.** Otherwise you do not need to let me know if you are going to miss class.

**Late work:** Not accepted-without prior explanation

## **Academic Honesty**

No plagiarism or cheating will be tolerated. All written work/presentations will be submitted to a drop box on D2L to be checked by Turnitin.com software. **I do not accept emailed written work. All written assignments must be submitted to the appropriate drop box for the class**

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## **Course Description:** (from UWSP Catalog)

Management Principles is a 3 credit course focused on management theory. It explores different ways that managers function in both profit and non-profit business and industry organizations. It examines management behaviors from both functional and organizational perspectives.

This course introduces the student to management concepts and practices. The course's fundamental building blocks are the managerial functions of planning, organizing, leading and controlling. Topics include organizational culture, business ethics, globalization, business strategy, organizational structures, leadership and teamwork.<sup>1</sup>

## **Course Objectives**

What learning objectives should you have for this class?

1. How do managers work within organizations to achieve objectives?
2. Develop an understanding of how events in business are helping to shape our world.
3. Gain a better understanding about how organizations are structured and staffed.
4. Development of analytical, planning and decision, making skills.
5. Develop your ability present your ideas in a clear, coherent and persuasive manner in front of group.

## **Reading assignments**

The reading assignments are on the detailed schedule in this syllabus. **You should read the assigned chapters prior to coming to class.** We may deviate from the detailed schedule depending on how quickly we cover the material in class or how long the news articles take. My intention is to focus only on the most important concepts in the textbook. However, you will still be accountable for developing an understanding of the other concepts and terms covered in the text book chapters that we cover. If you have questions about something we did not cover in class please ask.

## **Access to D2L and Computer**

**This course will partially be delivered through D2L. There are 4 online discussion assignments. To access the course you will need access to the internet, and a supported web browser such as Internet Explorer, Chrome, Firefox or Safari.**

**Grading : Final grades are determined based on total number of points. (not percentages) The way to determine your grade is compute your total points and find where your total fits within the letter grading scale in the syllabus.**

**SBE Events (New to Management 320) 50 points. You are required to attend 2 events for Management 320. (25 points ea.) This is required for both business majors and non business majors.**

Several UWSP departments and programs, including the School of Business & Economics, sponsor Professional Pointer Events (or Pro Events).

You will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in

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selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.

Visit the Pro Events web site ([proevents.uwsp.edu](http://proevents.uwsp.edu)) for announcements of upcoming events. You can also follow us on social media: \* Facebook: UWSP School of Business & Economics \* Twitter: @UWSPBusiness

For this course, **you must attend two official Pro Events. One event must be before the mid-semester cut-off of Oct. 19;** a second event must be before the end-of-semester cut-off (Dec. 14). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Attendance at each event will count for 25 points towards your final grade.

Typically, when you attend an event, you will sign in with your Point Card and thereby receive your Events credit. Occasionally, there are events requiring that you take along an Events Attendance form and obtain a signature at the event; events requiring an Events Attendance form will be clearly labeled and the form will be available online.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the SBE, such as Career Services events. If you have a question about Pro Events attendance, please email [proevents@uwsp.edu](mailto:proevents@uwsp.edu).

If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations. In other words if you are taking 2 courses and each course has an SBE/Pro Events requirement that means you have to go to 4 events.

After the mid-semester cut-off and the end of this semester's events, I will receive reports from SBE on which events you have attended. I only award points at these two times during the semester.

**Exams: (4 exams including Final 100 points each) Count your best 3: Total 300 points-** Multiple Choice, True, False, Short Answer. Exams will be taken in class. **If you are unable to take the test during the appointed time you must let me know one day prior to the test. There are no online options. Makeup exams may be more difficult and include an essay component.**

### **Final Exam 100 points**

Cumulative test taken during the designated exam period. This exam counts as one of the 4 tests mentioned in the exams section.

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## **Participation in class and attendance 50 points-**

During class we will discuss management topics. You are expected to have read the material and participate in class discussion. You are also expected ask/answer questions and comment on news items presented during class. Points awarded for participation in class will be determined solely by the instructor

## **News Article 50 points**

News Articles 50 points-- see instructions in D2L

Each person is required to present 1 news article during the semester. You will present in front of the class and use **Power Point**. There will be a **signup sheet** for the date to do the presentation circulated during the first several class periods. **Due to the number of people in class and the large number of presentations, it is the student's responsibility to ensure that they are ready to present on the day they have signed up to do the news article presentation. It is also the student's responsibility to keep track of the date that they have signed up to do their presentation.** If for some reason a student misses their presentation date-they will be able to make it up **only if there is sufficient time at the end of the semester. If there is not enough time the student will receive a zero on the news article assignment.**

*I do not accept emailed news articles or presentations—In order for a news article or presentation to count as having been completed it must be submitted to the drop box on the same day as your presentation. If the presentation is not submitted to the drop box on time you will not receive credit. (0 points)*

**Online Assessments-4 : 25 Points each (4 assessments 25 points each-Self assessments are intended to help you understand your own management and leadership styles. Please do this as a discussion. You can access either in the discussion or content sections of D2L.**

**To earn the assessment points-**To earn full credit for this activity you must:

1. Complete the self-assessment using the link provided ( go to the discussion section of D2L or you can access through the content section.) You will find directions there.
2. Start a new thread and create an original post that contains the following
  1. Your self-assessment results
  2. Complete answers to the questions below that show your understanding of both your self-assessment results and associated course content.
  3. **YOU MUST STATE EACH QUESTION BEFORE YOU WRITE YOU'RE YOUR ANSWER**
  4. Due dates for each of the assessments are noted in the detailed schedule attached to this syllabus. In general each assessment and answered questions must be submitted by 11:59 PM of the following day of class.
  5. There is a rubric for the discussion and how the responses will be graded in the ONLINE section of content. You will also find the Discussion Questions Located there.
  6. Any questions please contact instructor

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Graded project or test	# of Points
3 Tests -- plus Final (Best 3 out of 4)	300
Attendance and Participation in class	50
News article on management topic	50
Online Assessment Activities 4 assessments	100
SBE/Pro Events (2 events) 25 pts each	50
Total	550 Points

**Grading: Your semester grade is based on the TOTAL POINTS awarded-NOT PERCENTAGES. In order to get the grade in the Letter Grade Column you need to accumulate the number of points in the Total Point Range Column.**

### Grading Scale –650 Total Points

Grading Scale	Letter Grade	Total Point Range
94% to 100%	A	517-550
90% to 93%	A-	495-516
88% to 89%	B+	484-494
83%-87%	B	456-483
80%-82%	B-	440-455
77%-79%	C+	423-439
73%-76%	C	401-422
70%-72%	C-	385-400
67%-69%	D+	368-384
60%-66%	D	330-367
0%-59%	F	0-329

### ADA Statement:

If you need an accommodation or special services for this class please see me or call the service at 346-2002. <http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/ADA/rightsADAPolicyInfo.pdf>

### Student Rights and Responsibilities

Please review the information found at the following:

Academic Honesty

**No plagiarism or cheating will be tolerated. All written work will be submitted to a drop box on D2L and evaluated by Turnitin.com.**

Student Rights and Responsibilities /Academic Misconduct

Please review the information found at the following link:

<http://www.uwsp.edu/dos/Pages/Academic-Misconduct.aspx>

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## **Emergency Response**

the link to the Shots Fired video is

<https://campus.uwsp.edu/sites/rmgt/campus/SitePages/Shots%20Fired%20-%20Lightning%20Strikes.aspx>

The link to the Active Shooter/Code React emergency procedure page is

<http://www.uwsp.edu/rmgt/Pages/em/procedures/violence/active-shooter.aspx>.

“In the event of a medical emergency call 911 or use Red Emergency Phone . Offer assistance if trained and willing to do so. Guide Emergency Responders to victim.

In the event of a tornado warning, proceed to the lowest level interior room without window exposure. See [www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx](http://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx) for floor plans showing severe weather shelters on campus. Avoid wide-span rooms and buildings.

In the event of a fire alarm, evacuate the building in a calm manner. Meet across street in parking lot V. Notify instructor or emergency command personnel of any missing individuals.

**Active Shooter order pf strategies– Run/Escape, Hide, Fight.** If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of Emergency Responders.

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<b>Date</b>	<b>Material to be Covered</b>	<b>Assignment</b>
9/4 Tues	Intro to Business 320	Review Syllabus, News Article we will shoot for 7 per day-no more than 5 minutes each, Group Project
9/6 Thurs	Chapters 1 & 3 The environment of the manager	<b>Sign up for News Articles</b>
9/11 Tues	Chapter 3 The environment of the manager	<b>Sign up for News Articles</b>
9/13 Thurs	Chapter 4 Global Management	
9/18 Tues	Chapter 4 Global Management	<b>News Articles</b>
9/20 Thurs	Chapter 5 Planning	
9/25 Tues	Chapter 5 Planning	<b>News Articles</b>
9/27 Thurs	Chapter 6 Strategic Management	
10/2 Tues	<b>Exam #1 Chapters 1,3,4,5 &amp; 6</b>	
10/4 Thurs	Chapter 7 Decision Making	
10/9 Tues	Chapter 7 Decision Making	<b>News Articles</b>
10/11 Thurs	Chapter 8 Organizing	
9/16 Tues	Chapter 8 Organizing	<b>News Articles</b>
10/18 Thurs	Chapter 9 Human Resources	
10/23 Tues	Chapter 9 Human Resources	<b>News Articles</b>
10/25 Thurs	Chapter 10 Org change and innovation	
10/30 Tues	Chapter 10 Org change and innovation	<b>News Articles</b>
11/1 Thurs	Chapter 11 Leading	
11/6 Tues	<b>Exam #2 Chapters 7,8,9,10</b>	
11/8 Thurs	Chapter 12 Motivation	
11/13 Tues	Chapter 12 Motivation	<b>News Articles</b>
11/15 Thurs	Chapter 13 Groups and Teams	
11/20 Tues	Chapter 14 Power, Influence and Leadership	<b>News Articles</b>
11/22 Thurs	<b>Thanksgiving</b>	
11/27 Tues	<b>How Adaptable are you? Due by 11/29 at 11:59 pm</b>	<b>Online Exercise</b>
11/29 Thurs	<b>What is your Decision Making Style? Online assessment Due by 12/4 at 11:59 pm</b>	<b>Online Exercise</b>
12/4 Tues	<b>Emotional Intelligence Assessment</b>	<b>Online Exercise</b>

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	<b>Due by 12/6 at 11:59 pm</b>	
12/6 Thurs	<b>Managing Conflict Assessment Due by 12/11 at 11:59 PM</b>	<b>Online Exercise</b>
12/11 Tues	<b>Chapter 16 and News Articles Catch Up</b>	
12/13 Thurs	<b>Exam #3 Chapters 11,12,13,14 &amp; 16</b>	<b>News Articles</b>
Dec 19 th	<b>Final</b>	<b>10:15-12:15</b>

The Schedule and Contents of the syllabus can be changed at the instructor's discretion. Changes will be posted on D2L class news page.