

Management Principles Business 320 Fall 2019

Instructor: Dave Schanke

Lecture 1: Tuesday, Thursday 12:30-1:45 CCC 101

Lecture 3: Tuesday, Thursday 11:00 am to 12:15 CCC 303

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

Contact Information

E-mail: dschanke@uwsp.edu Preferred contact

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Email: dschanke@uwsp.edu

Office: CPS 413

Office Hours: See Content Section on Canvas

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 Canvas 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 CANVAS 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. 9th edition. ISBN:978-1-260-07511-3

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

Attendance

Regular attendance is an underpinning of doing well in the class. Regular attendance is rewarded with points. I do take attendance. Other than being rewarded by points there is no requirement that you attend 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. Points for attendance are computed by multiplying the percent of time you attended on days where I took attendance times the total points available for attendance.

Late work: Not accepted-without prior explanation

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Academic Honesty

No plagiarism or cheating will be tolerated. All written work/presentations will be submitted to a drop box on CANVAS 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**

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.¹

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 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 a question about something we did not cover in class please ask.

Access to CANVAS and Computer

This course will partially be delivered through CANVAS. 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.

Exams: 100 points each. (total 300 points) There are 4 exams. You may drop your lowest test grade. Exams will be in class. These are multiple choice scanner exams. Each exam is worth 100 points. There are a total of 4 exams -3 through out the semester and the final. The schedule of exam times are in the

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detailed syllabus. For example: If you are happy with the grades you received during the semester you do not have to take the final.

News Article: 50 Points: See directions and rubric in Canvas. Each person in class is required to present 1 news article on a management issue and relate this article to concepts we have learned and/or discussed in class. You will present in front of the class and utilize Power Point. The news article must be from a legitimate news source such as Forbes Magazine, Fortune, Business Week, Wall Street Journal etc. If you have a question on the source please see the instructor. There will be a sign up sheet circulated during the first couple of weeks of class. **It is your responsibility to sign up for the news article presentation and keep track of when you are supposed to present.**

Pro Events (formerly SBE events): 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 **Smiley Professional Events (or Pro Events)**.

Pro Events connect you to:

- *Campus* (e.g., academic coaching, student clubs);
- *Community* (e.g., Rotary, Business Council): and
- *Careers* (e.g., internships, networking).

As an SBE student or person in this class, 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 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) 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. 18**; a second event must be before the end-of-semester cut-off (**Dec. 13**). 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

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SBE, such as Career Services events. If you have a question about Pro Events attendance, please email 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.

After the mid-semester cut-off and the end of this semester's events, I will receive reports confirming your attendance. You do not need to do anything else. I only award points in the grade book 2 times during the semester. These two dates are after I receive the attendance report from SBE. If you feel you were not awarded the proper points you need to talk with Prof. Elizabeth Martin or one of her interns.

Hint: if you are having trouble finding events that fit your schedule, check out the "Create Your Own Event" option (<https://www.uwsp.edu/busecon/Pages/Events/create.aspx>). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During "Kickstart Your Career," you can set up a lunch with a local business expert to learn more about their industry, company and profession (and for SBE students, we'll pay the cost of lunch!).

Online Assessments-4: 10 Points each (4 assessments 10 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 CANVAS.

1. "Do you possess entrepreneurial spirit?"
2. "Core Skills required in Strategic Planning"
3. "What is your Decision Making Style?"
4. "How adaptable are you?"

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 CANVAS 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.
 6. Any questions please contact instructor

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Quiz: There will be 4 online quizzes 20 points (total 80 points) each these you may take these any time prior to the day of the exams. The intention is to help you prepare for the exam.

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	40
SBE/Pro Events (2 events) 25 pts each	50
Quizzes	80
Total	570

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 –490 Total Points

Grading Scale	Letter Grade	Total Point Range
94% to 100%	A	535-570
90% to 93%	A-	513-534
88% to 89%	B+	501-512
83%-87%	B	473-500
80%-82%	B-	456-472
77%-79%	C+	438-455
73%-76%	C	416-437
70%-72%	C-	399-415
67%-69%	D+	381-398
60%-66%	D	342-380
0%-59%	F	341 and below

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 CANVAS and evaluated by Turnitin.com.

Student Rights and Responsibilities /Academic Misconduct

Please review the information found at the following link:

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

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 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.

Date	Material to be Covered	Assignment/Due Date
9/3 Tues	Intro to Business 320	Review Syllabus, News Article, Online exercises
9/5 Thurs	Chapters 1 & 3 The Environment of the manager	Sign up for News Articles
9/10 Tues	Chapter 3 The Environment of the manager	Sign up for News Articles Online assessment #1-Do you possess the entrepreneurial spirit?
9/12 Thurs	Chapter 4 Global Management	
9/17 Tues	Chapter 4 Global Management	News Articles
9/19 Thurs	Chapter 5 Planning	
9/24 Tues	Chapter 5 Planning	News Articles Core skills required for being an entrepreneur
9/26 Thurs	Chapter 6 Strategic Management	Practice Quiz #1
10/1 Tues	Exam #1 Chapters 1,3,4,5 & 6	

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10/3 Thurs	Chapter 7 Decision Making	
10/8 Tues	Chapter 7 Decision Making	News Articles “What is your decision making style?”
10/10 Thurs	Chapter 8 Organizing	
9/15 Tues	Chapter 8 Organizing	News Articles
10/17 Thurs	Chapter 9 Human Resources	
10/22 Tues	Chapter 9 Human Resources	News Articles
10/24 Thurs	Chapter 10 Org change and innovation	
10/29 Tues	Chapter 10 Org change and innovation	News Articles
10/31 Thurs	Chapter 11 Leading	Quiz #2
11/5 Tues	Exam #2 Chapters 7,8,9,10	
11/7 Thurs	Chapter 12 Motivation	
11/12 Tues	Chapter 12 Motivation	News Articles
11/14 Thurs	Chapter 13 Groups and Teams	
11/19 Tues	Chapter 14 Power, Influence and Leadership	News Articles “How adaptable are you?”
11/21 Thurs	Chapter 14 Power, Influence and Leadership	
11/26 Tues	Chapter 15 Interpersonal and Organizational Communication	
11/28 Thurs	Chapter 15 Interpersonal and Organizational Communication	
12/3 Tues	Chapter 16 Controlling	
12/5 Thurs	Chapter 16 Controlling	Quiz #3
12/10 Tues	Exam #3 Chapters 11,12,13,14,15 & 16	
12/12 Thurs	Catch up on News articles and any class Material not covered, review for Final	News Articles
See University final exam schedule	Final	

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