

Principles of Management: Bus. 320 **Fall 2017**
Section 2; Tu Th 3:30 – 4:45, CPS 116
University of Wisconsin, Stevens Point / School of Business and Economics

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Office Hours: 20 minutes prior to the start of class, or immediately following class. (Please alert me via cell-phone prior.) Also by prior arrangement, (please don't be shy about asking).

Meeting times: Please see schedule for details of course, and be sure to check your final exam schedule, as an in-class final exam is a requirement of this course.

To contact me between class sessions please use email, always include an informative subject line INCLUDING "BUS 320". For highly time-sensitive matters, feel free to call, text or, e-mail me using the word "**urgent**" in the subject line (this will automatically forward your message to my cellphone.) If you would like to alert me to an expected class absence, do so using UWSP email. It is imperative that you include "BUS 320 absence" in the subject line of your email. For other normal class communication please use UWSP email. You **MUST** include "BUS 320" in the subject line of your email or it will not reach me in a timely fashion.

Please take the time to read this hand-out thoroughly. It explains in detail what you will be expected to do to successfully complete this course. Let me know if you have any questions. Changes to this course outline may be made under extraordinary circumstances.

ADA Statement: If you feel you may need an accommodation or special services for this class, please see me or call the service at 346-3365. For students rights and responsibilities go to [Http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf](http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf)

Course Description: A 3-credit course focused on management theory. It explores different ways that managers function in both profit and non-profit businesses and industry organizations, and examines management behaviors from both functional and organizational perspectives.¹

This course introduces the student to progressive 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.

Objectives: What should you get out of this class?

- An understanding of how skilled managers employ resources of organizations to accomplish things.
- An ability to see connections between management concepts and personal experiences.
- A capability to see relationships between management concepts and current developments in the business world.
- Better reasoning and analytical skills, so that you can develop solid arguments and think critically about arguments and evidence you must review.
- Enhanced writing and verbal skills, to present your ideas coherently and persuasively.
- Improved team-work skills, to boost your effectiveness as you work on joint projects.

Format: Lectures, cases studies, research, outside readings, exams, classroom discussion.

¹ UWSP Catalog.

Text: Kinicki, Angelo and Brian K. Williams. Management: A Practical Introduction. 8th ed.
See – CEOexpress.com / Visit - Flipboard, knowthis.com, TED.com

Clickers: This class uses “Clickers” to do interactive polling. You are required to lease a clicker for \$8 for the semester. This semester lease fee will be automatically added to your UWSP student bill. You will need your UWSP Student ID to lease a clicker.

Clickers are available through:

- UWSP's Help Desk, located in the basement of the LRC, room 025. For hours:
<http://www.uwsp.edu/infotech/helpdesk/>

Important: Your clicker may be used in any class that requires clickers for the semester.

Returning clickers: Clickers must be returned to either the UWSP's IT Help Desk before the end of finals. Students with unreturned clickers will be billed a late fee and/or may be billed the replacement cost of the clicker.

Course Expectations:

This is a junior level class, requiring that your writing skills be near professional level. In addition, the class requires a substantial commitment of your time. To do well in this class, you should allow enough time in your weekly schedule.

I endeavor to minimize language and cultural confusion. If English is not your primary language, please be proactive about alerting me to any difficulty in understanding lectures or text.

Attendance Policy:

Consistent attendance will be crucial for success in this class. Credit will be earned by participating in in-class activities on most days. If you must miss a class, contact me as early as possible (via email; include “BUS 320 absence” in subject line) beforehand. It will be your responsibility to obtain the notes and other information from another student. If a presentation, quiz or exam is scheduled for a day you are going to be absent, you must alert me in advance. Work schedule will not be considered a valid conflict for missing any exam, or other class responsibilities.

Classroom Expectations:

I expect everyone to act in a collegial, courteous manner in the classroom. Everyone should feel that our classroom is a comfortable learning environment, free of unnecessary distractions. Note that class discussion is not the time to display what you already know; it is the time to clarify uncertainty and cement what you desire to know.

Un-asked questions are discouraged. Please dress appropriately and silence cell phones. Positive contributions to class are required and credited; distractions such as non-emergency cell-phone calls or text messaging are debited from your grade. Sleeping or postures closely resembling sleep are firmly discouraged. Please refrain from “vaping” during class.

Outside-of classroom Expectations:

Our textbook spans 548 pages, each of which you must read and comprehend to succeed in the class. (Expect 1-2 hrs./wk. reading time.) You will compose some written work independently, and you will work collaboratively with others. You are expected to regularly check your UWSP email account. And blah blah blah, just to see if anyone reads this, the first three people to email me with the CEO of Tesla get extra credit.

SBE events:

The School of Business & Economics has a series of speakers, discussions, workshops and field trips called SBE Events. The events will be designed to help you make the most out of your time as a student and to prepare for a successful career. While SBE event attendance is not a grade-item for this class, I enthusiastically encourage you to take advantage of these opportunities. [web site (<http://business.uwsp.edu/events>)]

Academic Honesty:

No plagiarism or other form of cheating will be tolerated. Using work submitted for credit in another class, either individual or group work is not appropriate and is considered cheating. Any academic misconduct will result in a failing grade for the course.

Plagiarism is the attempt to use another's language or major ideas as your own. It is copying another person's work, sometimes with minor changes. To avoid plagiarism, either paraphrase, assimilate, synthesize, or give credit to the source for major ideas, information, definitions and quotes. Accuracy is essential. Enclose all quotes in quotation marks and copy word for word. This rule doesn't apply to general knowledge. For example, most of us have read that the Earth is warming. This is general knowledge and does not have to be attributed to a specific source.

Paraphrasing is thoroughly rewriting a sentence or paragraph, not just changing a word or two. This requires changing sentence structure, words, and style to reflect your personal writing.

You will be asked to post a copy of all assignments to the anti-plagiarism web site turnitin.com. For further information on UWSP, please see Chapter 14, Student Academic Standards and Disciplinary Procedures, in the online version of the University handbook.

Writing quality:

Concise, dense, meaningful writing, at the university level, is expected of all written documents. A famous postscript from a letter of Albert Einstein translates "I am hurried, or I would have written less." Quantity will not substitute for quality, I frown upon loose prose. Write and re-write your assignments, compacting your ideas and thoughts. (Eschew verbosity.)

Learning Activities and Assignments:

Key terminology worksheets	(2 x 20 @ 1 point)	40
The jargon of management borrows from many disciplines, but terms carry specific meaning in a management context. You will create a glossary in your own words of 50 of the most important and/or confusing terms.		
Class lecture questions, via 'clickers.'	(70 @ 1 point)	70
You will answer questions during lecture, related to the topic being discussed.		
Online D2L multiple-choice chapter questions	(50 @ 1 point)	50
Chapter Exams	(1 @ 70 / 1 @ 80 points)	150
These exams (mostly multiple choice) will allow us both to assess understanding (and will provide an incentive to stay current in reading and study).		
Final Exam	(125 points)	125
See above; writ large. This exam will concentrate on the last third of the class, with some questions concerning major topics from the first two-thirds.		
Flipboard reviews	(5 @ 5 points)	25
You will choose articles from a "Flipboard" magazine [Bus 320 UWSP Prof. Grewe] to be summarized in a concise (<u>fewer</u> than 200 words), deeply reasoned review.		
Participation	(20 points)	20
Active listening, questioning, commentary and contribution to classroom discussion are requisite.		
Class-Business Journal & Group assessment		
Collectively, class group 'businesses' will conceive and achieve chosen missions. Each student will write their unique insights relating to the process. (20 points) 20		
(500 possible point total)		

Planned Lecture & Discussion Schedule: Subject to amendment

Week of September 4	Introduction Course preview	Challenges, Functions, Roles, Skills
Week of September 11	Business overview Chapter 1	Basic economic theory
Week of September 18	Chapter 1	The Exceptional Manager: What You Do, How You Do It
Week of September 25	Chapter 2	Management Theory: Essential Background for the Successful Manager
Week of October 2	Chapter 2	Management Theory: Essential Background for the Successful Manager
Week of October 9	Chapter 3	Ethics, Changing Work Environment
Week of October 16	Chapter 4 EXAM 1	Global Management
Week of October 23	Chapter 5 Chapter 6	Planning Human Resources, Organizational Change;
Week of October 30	Chapter 7 Chapter 8	Individual & Group Decision Making: How Managers Make Things Happen
Week of November 6	Chapter 9	Human Resources, Organizational Culture, Structure, & Design: Human Resource Management: Getting the Right People
Week of November 13	Chapter 10 EXAM 2	Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager
Week of November 20	Chapter 11	Managing Individual Differences & Behavior: Supervising [& Thanksgiving Break]
Week of November 27	Chapter 12 Chapter 13	Motivating Employees Cooperation
Week of December 4	Chapter 14 Chapter 15	Power, Influence Communication
Week of December 11	Chapter 16 Appendix & Review	Control, Quality, Effectiveness, Operations Management [last day of lecture is Thursday, Dec. 15]

Final Exam: **Sect. 2**; Monday, December 19th 17:00-19:00 (5pm-7pm) CPS 116