**Instructor**: Dave Schanke

Lecture 1: Tues Thurs 12:30-1:45 CCC 213

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

**Contact Information**

E-mail: dschanke@uwsp.edu Preferred contact

Cell Phone: 920-277-1572

Email: 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 Canvas regularly, Listen for announcements in class and read emails from your instructor promptly. 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.**

**Grades are based on total points not percent.**

**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 9th edition New York, McGraw –Hill Irwin.

**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. 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-If you want to reschedule a test or presentation you will need a Dr. excuse or excused absence for University Event.**  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 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 the news article presentations 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 a concept we did not cover in class please ask.

**Access to CANVAS and Computer**

**This course will partially be delivered through CANVAS.**

**Grading :**

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

**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 nonbusiness majors. You must meet the requirement of 1 event before Mar\_\_\_\_\_ and 1 before \_\_\_\_\_\_. If you miss the first due date you will not and cannot get credit.**

Several UWSP departments and programs, including the School of Business & Economics, sponsor **Professional Pointer 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, 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](https://www.facebook.com/uwspsbe?fref=ts)
* Twitter: [@UWSPBusiness](https://twitter.com/uwspbusiness)

For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off\_Mar 6 of a second event must be before the end-of-semester cut-off of May 8th

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 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 \_50\_\_ 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 .

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 award points twice per semester-only-when I receive reports from SBE that detail your attendance at events. If you have a question about your attendance you must refer it to the Pro Events Management Team in CPS. I do not control this and can not award your points or answer questions about your attendance.**

**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. To reschedule an exam you must have a University or Dr Excuse. Otherwise it will count as the exam you drop. There are no online options. Makeup exams may be more difficult and include an essay component.**

**Final Exam 100 points**

Cumulative test must taken during the designated exam period. This exam counts as one of the 4 tests mentioned in the exams section above. Information on chapters to be included in final will be given out at the conclusion of regular class meetings.

**Quizzes: 3 (**20 points each total 60 points) These are quizzes designed to help you prepare for the exams. You may take these up to 3 times-the highest score will count.

**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 primarily based on attendance**. Point awards will be determined solely by the instructor

**News Article 50 points**

News Articles 50 points-- see instructions in CANVAS

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. D***ue 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**.

The power point slide presentation must identify each section required in the presentation in bold type. There must be a slide for each required section in order to receive full points. This helps considerably with my ability to grade. Make sure that everything you talk about in your presentation has a corresponding bullet point in your presentation.

*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 appropriate 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)*

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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 Quizzes 3 | 60 |
| SBE/Pro Events (2 events) 25 pts each | 50 |
| Total | 510 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 –Total Points 510**

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| --- | --- | --- |
| **Grading Scale** | **Letter Grade** | **Total Point Range** |
| 94% to 100% | A | 479-510 |
| 90% to 93% | A- | 459-478 |
| 88% to 89% | B+ | 448-458 |
| 83%-87% | B | 423-447 |
| 80%-82% | B- | 408-422 |
| 77%-79% | C+ | 392-407 |
| 73%-76% | C | 372-391 |
| 70%-72% | C- | 357-371 |
| 67%-69% | D+ | 341-356 |
| 60%-66% | D | 306-340 |
| 0%-59% | F | 0-305 |

**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:

<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.

**Detailed Calendar**

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| --- | --- | --- |
| Tues. Jan 21 | Intro Bus 320 | Review of Syllabus News Articles Online exercises |
| Thurs. Jan 23 | Chapter 1 Intro to Management Chapter 3 The Environment of the Manager | Sign Up for News Articles |
| Tues Jan 28. | Chapter 3 The Environment of the Manager | **Sign up for News articles** |
| Thurs Jan 30 | Chapter 4 Global Management |  |
| Tues. Feb 4 |  Chapter 4 Global Management | **News Articles** |
| Thurs. Feb 6 | Chapter 5 Planning |  |
| Tues. Feb 11 | Chapter 5 Planning | **News Articles** |
| Thurs. Feb 13 | Chapter 6 Strategic Management | **Quiz #1** |
| Tues . Feb 18 | **Exam #1 Chapters 1,3,4,5, & 6** |  |
| Thurs. Feb 20 | Chapter 7 Decision Making |  |
| Tues Feb 25 | Chapter 7 Decision Making | **News Articles** |
| Thurs. Feb 27 | Chapter 8 Organizing |  |
| Tues. Mar 3 | Chapter 8 Organizing | **New Articles** |
| Thurs. Mar 5 | Chapter 9 Human Resources |  |
| Tues. Mar 10 | Chapter 9 Human Resources | **News Articles** |
| Thurs. Mar 12 | Chapter 10 Organization Change |  |
| **Tues. Mar 17** | Spring Break |  |
| **Thurs Mar 19** | Spring Break |  |
| Tues Mar 24 | Chapter 10 Org Change and Innovation |  |
| Thurs Mar 26 | Chapter 11 Leading |  |
| Tues Mar 31 | Chapter 11 Leading | **News Articles** **Quiz #2** |
| Thurs Apr 2nd | **Exam #2 Chapters 7,8,9,10 & 11** |  |
| Tues Apr 7th | Chapter 12 Motivation | **News Articles** |
| Thurs April 9th | Chapter 12 Motivation |  |
| Tues April 14 | Chapter 14 Power and Influence | **News Articles** |
| Thurs April 16 | Chapter 14 Power and Influence |  |
| Tues April 21 | Chapter 15 Interpersonal Communication | **News Articles** |
| Thurs April 23 | Chapter 15 Interpersonal Communication |  |
| Tues April 28 | Chapter 16 Controlling | **News Articles** |
| Thurs April 30 | Chapter 16 Controlling | **Quiz #3** |
| Tues May 5th | **Exam #3 Chapters 12,13,14,15 and 16** |  |
| Thurs May 7th | Catch up on any outstanding issues including News Articles | Not scheduled |
| **Tues May 12** | **Final Exam** | **8 am to 10 am in the classroom CCC 213** |

**Schedule and contents of Syllabus can change at the instructor’s discretion. Changes will be posted on CANVAS.**