

# MAN 3025 Principles of Management

## *Syllabus Supplement*

*Spring 2009*

**INSTRUCTOR:** Tom Kish  
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### **Course Requirements:**

Your grade will be determined by how much you learn in this course, as demonstrated on the assignments/papers, quizzes, and exams. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Complete practice exercises, assignments, and papers and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes and exams.

### **Grading:**

- All coursework must be completed during the term. Incomplete grades will be given **ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE DEAN.**
- Grading components:
  - **QUIZZES:** Quizzes must be completed by 11:00 pm on the scheduled deadline for each quiz. If you miss a quiz deadline, the score will be a zero (0). Individual makeup quizzes will not be given. You may drop your lowest quiz grade.
  - **ASSIGNMENTS: Late assignments will NOT BE ACCEPTED. Assignments are due by 11:00 pm on the due date specified.** Assignments must be submitted via the D2L drop box, in the correct folder by the due date/time deadline. If you do not submit an assignment on time, you will receive a zero (0) for that assignment.
  - **EXAMS:** Exams must be taken in the college Testing Center located in bldg A or in the designated room on the dates specified by your instructor. If you miss an exam, the score will be a zero (0). Individual makeup exams will not be given. The Final Exam may be used to replace ONE missed exam.
  - Do not attempt to get assistance on exams from any other individual; or to complete assignments or gain answers for quiz questions dishonestly.

Your grade will be computed as follows:

Quiz average (40%)	120 pts
Assignments (20%)	60 pts
Exam average (40%)	<u>125 pts</u>
Total possible points	305 pts.

Grading scale: <u>Total points:</u>	<u>Grade assigned:</u>
283.7 – 305.0	A (93 – 100%)
253.2 – 283.6	B (83 – 92%)
213.5 – 253.1	C (70 – 82%)
183.0 – 213.4	D (60 – 69 %)
0 – 182.9	F (0 – 59%)

**Copyright Notice:**

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**Withdrawals:** Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3<sup>rd</sup> attempt, a student may not withdraw, but must receive a grade.

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.

The below schedule is subject to change, I will however notify you of all changes at least one week prior to change effect.

# Schedule

Week	Class Day	Topic / Text	Assignments Due	Quizzes Due
1	8-Jan	Orientation		
2	15-Jan	Ch 1: Introducing Management Ch 2: Ethical Behavior	Assignment 1	Quiz 1
3	22-Jan	Ch 3: Management – Past to Present Ch 4: Environment and Culture	Assignment 2	Quiz 2
4	29-Jan	Ch 5: Global Dimensions of Management Ch 6: Entrepreneurship and Small Business Management	Assignment 3	Quiz 3
5	5-Feb	Ch 7: Information and Decision Making	Assignment 4	Quiz 4
6	12-Feb	Ch 8: Planning	Assignment 5	Quiz 5
7	19-Feb	<b>Exam I (Chapters 1 – 8)</b>		
8	26-Feb	Ch 9: Strategic Management	Assignment 6	Quiz 6
9	5-Mar	Ch 10: Organizing Structure, Design, and Trends	Assignment 7	Quiz 7
10	12-Mar	Ch 11: Human Resource Management Ch 12: Innovation and Change	Assignment 8	Quiz 8
11	19-Mar	Ch 13: Leading and Leadership Development Ch 14: Motivation – Theory and Practice	Assignment 9	Quiz 9
12	26-Mar	Ch 15: Individual Behavior Ch 16: Teams and Teamwork	Assignment 10	Quiz 10
13	2-Apr	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
14	9-Apr	<b>Exam II (Chapters 9 – 16)</b>		
15	16-Apr	Ch 17: Communication, Conflict and Negotiation	Assignment 11	Quiz 11
16	23-Apr	Ch 18: Controlling	Assignment 12	Quiz 12
17	30-Apr	<b>Final Exam (Chapters 1 – 18)</b>		