

Management Principles Business 320 Lecture 1 Tuesday, Thursday 12:30-1:45

Instructor: Dave Schanke

Lecture 1: Tuesday, Thursday 12:30 to 1:45 CCC 303

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

Contact Information

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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.

Mission Statement of the School of Business & Economics

The UW-SP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. We serve the students, businesses 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 6th ed. New York, McGraw-Hill Irwin.

Other Videos, 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 by email.** 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. **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.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 articles take. My intention is to focus 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.

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: (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 at least one day prior to the test.**

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.

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. Participation will be recorded by the instructor after each class period. Points awarded for participation in class will be determined solely by the instructor.

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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 period. **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)

Group Project 100 points

See instructions in D2L Content which describes the project. This will be a group project resulting in a presentation that will be given at the end of the semester. **Warning Peer Reviews must be turned in immediately after the presentation. Failure to do so will result in a 20% reduction in the points awarded to the student.**

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Graded project or test	# of Points
3 Tests -- plus Final (Best 3 out of 4)	300 points
Attendance and Participation in class	50 points
News article on management topic	50 points
Group Project	100 Points
Total	500 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 –500 Total Points

Grading Scale	Letter Grade	Total Point Range
94% to 100%	A	470-500
90% to 93%	A-	450-469
88% to 89%	B+	440-449
83%-87%	B	415-439
80%-82%	B-	400-414
77%-79%	C+	385-399
73%-76%	C	365-384
70%-72%	C-	350-364
67%-69%	D+	335-349
60%-66%	D	300-334
0%-59%	F	0-299

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 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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Date	Material to be Covered	Assignment
1/23 Tues	Intro to Business 320	Review Syllabus, News Article, Group Project
1/25 Thurs	Chapters 1 & 3 The environment of the manager	Sign up Groups and News Articles
1/30 Tues	Chapter 3 The environment of the manager	
2/1 Thurs	Chapter 4 Global Management	News Articles
2/6 Tues	Chapter 4 Global Management	
2/8 Thurs	Chapter 5 Planning	News Articles
2/13 Tues	Chapter 5 Planning	
2/15 Thurs	Chapter 6 Strategic Management	News Articles
2/20 Tues	Exam #1 Chapters 1,3,4,5 & 6	
2/22 Thurs	Chapter 7 Decision Making	News Articles
2/27 Tues	Chapter 7 Decision Making	
3/1 Thurs	Chapter 8 Organizing	News Articles
3/6 Tues	Chapter 8 Organizing	
3/8 Thurs	Chapter 9 Human Resources	News Articles
3/13 Tues	Chapter 9 Human Resources	
3/15 Thurs	Chapter 10 Org change and innovation	News Articles
3/20 Tues	Chapter 10 Org change and innovation	
3/22 Thurs	Chapter 11 Leadership	News Articles
3/27 Tues	Spring Break	
3/29 Thurs	Spring Break	News Articles
4/3 Tues	Chapter 11 Leadership Chapter 12 Motivation	
4/5 Thurs	Exam Chapters 7,8,9,10	
4/10 Tues	Chapter 13 Groups and Teams Chapter 14	
4/12 Thurs	Chapter 14 and Chapter 16 Control	News Articles
4/17 Tues	Chapter 16 Control	
4/19 Thurs	News Articles	News Articles
4/24 Tues	Workday Presentations	
4/26 Thurs	Presentation	
5/1 Tues	Presentation	
5/3 Thurs	Presentation	

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5/10	Presentation	
5/10 Thurs	Exam #3 Chapters 11,12,13,14 & 16	
5/16 Wed	10:15 am to 12:15 pm	CCC303