

Instructor: Dave Schanke

Lecture 1: Thursday 4:00 PM to 6:30 PM CPS 322

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 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 D2L 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.

Other 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.** 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 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 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 questions about a concept we did not cover in class please ask.

Access to D2L and Computer

This course will partially be delivered through D2L.

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

SBE Events (New to Management 320) 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 **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](#)
- Twitter: [@UWSPBusiness](#)

For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of **Mar. 8**; a second event must be before the end-of-semester cut-off (**May 10**). 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 ___ 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.

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. There are no online options. Makeup exams may be more difficult and include an essay component.**

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.

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 for participation in class will be determined solely by the instructor

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 periods. ***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: You will analyze a publicly traded company-see directions in D2L

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
Group Project & Presentation	100
Total	610 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

Grading Scale	Letter Grade	Total Point Range
94% to 100%	A	573-610
90% to 93%	A-	549-572
88% to 89%	B+	536-548
83%-87%	B	506-535
80%-82%	B-	488-505
77%-79%	C+	469-487
73%-76%	C	445-468
70%-72%	C-	427-444
67%-69%	D+	408-426
60%-66%	D	366-407
0%-59%	F	0-365

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>

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

Thurs. Jan 24	Intro to Bus 320, Introductions Chapter 1	Review Syllabus,
Thurs. Jan 31	Chapters 1 & 3 The environment of the Manager	Group selection, News Article sign up
Thurs. Feb 7	Chapter 4 Global Management	Group Project Company selection and agreement, Team Registration
Thurs. Feb 14	Chapter 5 Planning Chapter 6 Strategic Management	Online Quiz #1 Covers Chapters 1,3,4,5 and 6
Thurs. Feb 21	Exam #1 Chapters 1,3,4,5 & 6	News Article Presentations-5 -6 per day
Thurs. Feb 28	Chapter 7 Decision Making	News Article Presentations
Thurs. Mar 7	Chapter 8 Organizing	News Article Presentations Last Day to attend Pro Events
Thurs. Mar 14	Chapter 9 Human Resources	News Article Presentations
Thurs. Mar 21	Spring Break	News Article Presentations
Thurs. Mar 28	Chapter 10 Organization Change and Innovation	
Thurs. Apr 4	Chapter 11	On Line Quiz #2 Chapters 7,8,9,10,11 News Article Presentations
Thurs. Apr 11	Exam Chapters 7,8,9,10,11 Chapter 13 Groups and Teams	News Article Presentations
Thurs. Apr 18	Chapter 12, Chapter 13	News Article Presentations
Thurs. Apr 25	Chapter 14 & 16	Quiz #3 Chapters 12,13,14,16 News Article Presentations and work day
Thurs. May 2	Exam #3 Chapters 12,13,14 & 16	News Article Presentations and work day
Thurs. May 9	Group Presentations	Last Day to attend Proevents
Tues. May 14 Final	5 pm to 7 pm	CPS 322

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