

Principles of Management: Bus. 320 **Fall 2018**
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 “Turning Point Cloud” to do interactive polling. You will need to purchase a Turning Technologies code from the bookstore to participate in the class. You will be able to use your own device (a laptop, tablet, or smartphone) to respond to polling.

If you do not have a device, you may check out a clicker from the **UWSP IT Service Desk in room 027 ALB, basement of the UWSP Library free of charge.**

Returning clickers: Clickers must be returned to IT Service 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.

For Service Desk hours: <http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx>

You will need your UWSP Student ID to get your clicker.

Turning Point Account

You will need to create a Turning Technologies account in order to register your device to the class. Please use your UWSP email address to create an account here:

<https://account.turningtechnologies.com/account/>

You can find help with Turning Point Cloud here:

<https://www.turningtechnologies.com/support/turningpoint-cloud>

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 excel 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.

Pro Events (formerly SBE events):

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/UWSPSchoolofBusiness&Economics)
- 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 of **Oct. 19**; a second event must be before the end-of-semester cut-off (**Dec. 14**). 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 5 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.

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 to a letter by 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 worksheet	(35 @ 1 point)	35
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 40 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	(4 @ 5 points)	20
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.		
Pro Events	(2 @ 5 points)	10
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 2	Introduction Course preview	Challenges, Functions, Roles, Skills
Week of September 9	Business overview Chapter 1	Basic economic theory and the nature of business
Week of September 16	Chapter 1	The Exceptional Manager: What You Do, How You Do It
Week of September 23	Chapter 2	Management Theory: Essential Background for the Successful Manager
Week of September 30	Chapter 2	Management Theory: Essential Background for the Successful Manager
Week of October 7	Chapter 3	Ethics, Changing Work Environment
Week of October 14	Chapter 4 EXAM 1	Global Management
Week of October 21	Chapter 5 Chapter 6	Planning Human Resources, Organizational Change;
Week of October 28	Chapter 7 Chapter 8	Individual & Group Decision Making: How Managers Make Things Happen
Week of November 4	Chapter 9	Human Resources, Organizational Culture, Structure, & Design: Human Resource Management: Getting the Right People
Week of November 11	Chapter 10 EXAM 2	Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager
Week of November 18	Chapter 11	Managing Individual Differences & Behavior: Supervising [& Thanksgiving Break]
Week of November 25	Chapter 12 Chapter 13	Motivating Employees Cooperation
Week of December 2	Chapter 14 Chapter 15	Power, Influence Communication
Week of December 9	Chapter 16 Appendix & Review	Control, Quality, Effectiveness, Operations Management [last day of lecture is Thursday, Dec. 15]

Final Exam: **Sect. 2**; Tuesday, December 18th 12:30pm-2:30pm CPS 116