

Management Principles Business 320 Lecture 1 Tuesday, Thursday 5:00 PM to 6:15 PM.

Instructor: Dave Schanke

Lecture 1: 5:00 PM to 6:15 PM Tuesday, Thursday CPS 116
Please review this syllabus completely. Let me know if you have questions.

Contact Information

E-mail: dschanke@uwsp.edu Preferred contact

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Office: CPS 413

Office Hours: See D2L

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.

Internet: Access to a reliable computer and internet connection. A valid D2L connection.

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, 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 6th ed. 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 me know at least 24 hours in advance by email.** Otherwise you do not need to let me know if you are going to miss class. I do take attendance and it is part of your grade. Please see participation and attendance.

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 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.¹

Course Objectives

What learning objectives should you have for this class?

1. Understand how managers work within organizations to achieve objectives
2. Develop an understanding how events in business are helping to shape our world.
3. Gain a better understanding how organizations are structured and staffed.
4. Development understanding of analytical, planning and decision making skills.
5. 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 something we did not cover in class please ask.

Grading : Final grade 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 on page 4 of the syllabus.

Exams: (3 exams 150 points each) Count your best 2: Total 300 points-

There will be 3 exams you get to select your best 2. **Exams are online** The exam needs to be taken during the time period it is open. Failure to take the exam on time will result in the exam either receiving a zero or being the exam that does not count. If you are unable to take the test during the appointed time you must let me know 24 hours prior to the test opening. The test time period will be announced in class and in the news section for this class. It is the student's responsibility to ensure that they have a secure and reliable internet connection. An unreliable internet connection is not an excuse for missing an exam. Any internet issues will be forwarded to IT for investigation. All students will take an exam that follows the same format.

Management Principles Business 320 Lecture 1 Tuesday, Thursday 5:00 PM to 6:15 PM.

Final Exam 150 points

Selected important concepts and terms from the book 150 points same format as mid- term exams. Finals must be taken during finals week. Failure to take the test during the scheduled time period will result in a zero, unless the instructor has been notified prior to the exam. If **you are unable to take the test during the appointed time you must let me know prior to finals week. An unreliable internet connection is not an excuse for missing an exam. Any internet issues will be forwarded to IT for investigation. All students will take an exam that follows the same format.**

Participation and attendance in class 50 points

During class we will discuss management topics. You are expected ask questions of people presenting news items and to come to class prepared to discuss the material scheduled for the day. Regular attendance will be a portion of this grade. Points awarded for participation in class will be determined solely by the instructor.

News Articles Guidelines for News Article (News Articles 50 points (each person does 1) see detailed 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**. Any additional visual aids are also welcomed. There will be a **signup sheet** for the date to do the presentation. **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.** Lecture material that has not been presented takes priority over news articles. **If there is not enough time the student will receive a zero on the news article assignment.** The determination on whether there is sufficient time is solely at the discretion of the instructor. We will do 6 per allotted day for news reports. Total time per individual report will be 5 minutes. (including questions)

Once you have signed up you are committed to that day and cannot change it.

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 within 24 hours of your presentation.

Management Principles Business 320 Lecture 1 Tuesday, Thursday 5:00 PM to 6:15 PM.

| Graded project or test | # of Points |
|---------------------------------------|-----------------------|
| 3 Tests (you can count your best 2) | 300 points (150 each) |
| Final Exam | 150 points |
| Attendance and Participation in class | 50 points |
| News article on management | 50 points |
| Total Points available | 550 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 –550 Total Points

| Grading Scale | Letter Grade | Total Point Range |
|---------------|--------------|-------------------|
| 94% to 100% | A | 517-550 |
| 90% to 93% | A- | 495-516 |
| 88% to 89% | B+ | 484-494 |
| 83%-87% | B | 456-483 |
| 80%-82% | B- | 440-455 |
| 77%-79% | C+ | 423-439 |
| 73%-76% | C | 401-422 |
| 70%-72% | C- | 385-400 |
| 67%-69% | D+ | 368-384 |
| 60%-66% | D | 330-367 |
| 0%-59% | F | 0-329 |

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>

Management Principles Business 320 Lecture 1 Tuesday, Thursday 5:00 PM to 6:15 PM.

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.

| Date | Material to be Covered | Assignment |
|------------|--|---|
| 1/24 Tues | Intro to Business 320 | Go through syllabus |
| 1/26Thurs | Chapter 1 Intro to Management | |
| 1/31 Tues | Chapter 1 Intro to Management | |
| 2/2 Thurs | Chapter 3 | News Articles 6 per class period |
| 2/7 Tues | Chapter 3 | |
| 2/9 Thurs | Chapter 4 Global Management | News Articles |
| 2/14 Tues | Chapter 4 Global Management | |
| 2/16 Thurs | Chapter 5 Planning | News Articles |
| 2/21 Tues | Chapter 5 Planning | |
| 2/23 Thurs | Chapter 6 Strategic Management | News Articles |
| 2/28 Tues | Chapter 6 Strategic Management | |
| 3/2 Thurs | Chapter 7 Decision Making | News Articles |
| 3/7 Tues | Chapter 7 Decision Making | Exam#1 1,3,4,5, & 6 |
| 3/9 Thurs | Chapter 8 Organizing | News Articles |
| 3/14 Tues | Chapter 8 Organizing | |
| 3/16 Thurs | Catch up on News Articles Lecture | News Articles |

Management Principles Business 320 Lecture 1 Tuesday, Thursday
5:00 PM to 6:15 PM.

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| 3/21 Spring Break | Spring Break | |
| 3/23 Thurs | Spring Break | |
| 3/28 Tues | Chapter 9 Human Resources | |
| 3/30 Thurs | Chapter 10 Org. Change and Innovation | News Articles |
| 4/4 Tues | Chapter 10 Org. Change and Innovation | |
| 4/6 Thurs | Chapter 11 Leading | News Articles/ Exam #2 Chapters 7,8,9,10 |
| 4/11Tues | Chapter 11 Leading | |
| 4/13 Thurs | Chapter 12 Motivation | News Article |
| 4/18 Tues | Chapter 12 Motivation | |
| 4/20 Thurs | Chapter 13 Groups and Teams | News Articles |
| 4/25 Tues | Chapter 13 Groups and Teams | |
| 4/27 Thurs | Chapter 14 Power and Influence | News Articles |
| 5/2 Tues | Chapter 14 Power and Influence | |
| 5/4 Thurs | Chapter 15 Communication | News Article |
| 5/9 Tues | Chapter 15 & 16 Communication and Control | |
| 5/11 Thurs | Chapter 16 Control & Catch up on News Articles and Lecture | Exam #3 Chapters 11,12,13,14 & 15 & 16 |
| 5/18 | Final | |