



**NORTHWEST**  
MISSOURI STATE UNIVERSITY  
MARYVILLE | KANSAS CITY

**Melvin D. & Valorie G. Booth School of Business**

**Principles of Management**

**MGMT 54313, 48 contact hours, 3 credit hours**

**5-Week Summer Session**

**Instructor: TBD**

**E-mail: TBD**

**Office Hours: By appointment**

**Prerequisites:** Completion of a minimum of 30 academic hours

**Required Text**

Kreitner, Robert. *Management, 12<sup>th</sup> Edition*. South-Western/Cengage Learning, 2011 ISBN-13: 978-1-111-22136-2

**Course description:**

Principles of Management is an introduction to the field of management designed to give a basic understanding of the principles, concepts, and functions of management within that social system called the information era. Successful management is dependent on fostering responsible and autonomous behavior, as authoritarian structures are being replaced by democratic processes evolving within modern organizations. Thus, successful management is studied as the processes and behavior of participative management

**Student learning outcomes:**

**Assessment methods:**

Recognize and describe essential definitions, functions, and theories related to management of organizations.	Exams/Quizzes/Assignments
Identify and describe major changes shaping the 21 <sup>st</sup> century workplace and global business environment.	Exams/Quizzes/Assignments
Recognize and describe the increasing role of social responsibility and business ethics and their impacts on the field of management.	Exams/Quizzes/Assignments
Describe what is meant by the "business environment" and explain how it affects organizational planning, decision making, strategy, and structure.	Exams/Quizzes/Assignments
Describe and explain some common motivational and leadership theories and describe their significance to management.	Exams/Quizzes/Assignments
Describe the importance and challenges of effective communication	Exams/Quizzes/Assignments
Describe how group dynamics and teamwork impact the management of people within organizations.	Exams/Quizzes/Assignments
Explain the significance of quality in today's products and services; differentiate between product and service quality, and describe the principles of Total Quality Management and Deming Management.	Exams/Quizzes/Assignments

**Instructional methods:**

This course will be delivered fully online, and all instructional methods and assessments outlined as follows will be adapted to this format on Canvas. Instructional methods in this course will include lectures, classroom discussions, individual exams, and both group and individual quizzes, assignments, and activities.



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### **Graded course requirements:**

#### **In-class quizzes (320 points)**

There will be in-class quizzes covering each chapter after the material has been covered in class. Chapter quizzes will be worth 20 points each and may consist of true/false, multiple-choice, or fill-in-the-blank questions.

#### **In-class Assignments/Activities (100 points)**

There will be occasional in-class assignments and activities that will be collected and graded. The instructor will collect and grade these at his discretion. Point values will vary for each, but will accumulate to a total of 100 points by the end of the semester.

#### **Exams (650 points)**

The first four exams of the trimester will be worth 100 points each (50 questions worth two points each) and will consist of multiple choice questions.

Exam 1: Covers chapters 1-4 (100 pts)

Exam 2: Covers chapters 5-8 (100 pts)

Exam 3: Covers chapters 9-12 (100 pts)

Exam 4: Covers chapters 13-16 (100 pts)

A comprehensive Final Exam worth 250 points will be given during Finals Week according to the University Final Exam Schedule. The final exam will have 50 multiple choice or true/false questions (the majority of questions are multiple choice) worth 5 points each.

Completed Exams may be reviewed during Instructor's office hours up to two weeks after the score is posted in the gradebook. Instructor will not allow students to review Exams after two weeks have passed from the date the scores are submitted to the gradebook.

You are allowed one (1) 8 ½-inch x 11-inch sheet of hand-written notes (front and back) that you can access while taking each exam. **Your page of notes must be hand-written.** I will not allow any part of your notes to be word processed, nor include PowerPoint slides or figures/tables copied/pasted on your page of notes; **everything on your page of notes must be hand-written.** The use of more than one (1) 8 ½-inch x 11-inch sheet (front and back), or any part that is not hand-written, will be perceived as a violation of the University's academic honesty policy (see policy below).

### **Course Resources that are not graded:**

#### **Practice Quizzes (not graded)**

In the Northwest Online course site, I have made available to you 20-question practice quizzes for each chapter. You may take these quizzes as many times as you would like. Each time you take a quiz it will generate a new quiz consisting of 10 true/false questions and 10 multiple-choice questions from each chapter. This is a good tool to both become familiar with chapter content and test your understanding of the material.

#### **Incomplete PowerPoint Presentations (not graded)**

Under each chapter module, I have included PowerPoint presentations of the chapter content I will cover in class. These PowerPoint presentations are incomplete, I will provide the missing information in class lecture but think it would be very beneficial for you to fill them out when you are reading each chapter prior to classroom discussion.



**Other in-class assignments/activities (not graded)**

As mentioned previously in the syllabus, we will do in-class assignments/activities to help you learn and retain course content. I will not collect all of these. However, I believe they will be beneficial in your learning of the course content.

**Grading scale:**

Points Earned	Grade
963-1070 pts (90%-100%)	A
856-962 pts (80%-89.99%)	B
749-855 pts (70%-79.99%)	C
642-748 pts (60%-69.99%)	D
641 or fewer pts (<60%)	F

**Course outline/major topics studied:**

- Chapter 1: Managers and Entrepreneurs
- Chapter 2: The Evolution of Management Thought
- Chapter 3: The Changing Environment of Management: Diversity, Global Economy, and Technology
- Chapter 4: International Management and Cross-Cultural Competence
- Chapter 5: Management's Social and Ethical Responsibilities
- Chapter 6: The Basics of Planning and Project Management
- Chapter 7: Strategic Management: Planning for Long-Term Success
- Chapter 8: Decision Making and Creative Problem Solving
- Chapter 9: Organizations: Effectiveness and Design
- Chapter 10: Human Resource Management
- Chapter 11: Communicating in the Internet Age
- Chapter 12: Motivating Job Performance
- Chapter 13: Group Dynamics and Teamwork
- Chapter 14: Influence, Power, and Leadership
- Chapter 15: Change, Conflict, and Negotiation
- Chapter 16: Organizational Control and Quality Improvement

***Note: Course schedule is subject to change with instructor notification and students will be responsible for abiding by these changes.***

**Expectations as an active student learner and suggestions for improved performance:**

1. Be in class on time mentally and physically prepared to work on course content, whether that be lecture, quizzes, discussions, or assignments.
2. Be engaged and participate in lecture, discussion, and group work.
3. Read and comprehend the textbook prior to material being covered in class
4. Study the course material outside of class as the course progresses. There is a lot of material in this course and students who attempt to "cram" for exams routinely perform poorly.
5. Ask questions. If something is unclear, you have to let me know.
6. Use class time to work on class-related material.
7. Apply information from the course to personal experience.



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MISSOURI STATE UNIVERSITY  
MARYVILLE | KANSAS CITY

8. Learn the material as if you had to teach it to someone else.

### **Attendance, Distribution of course materials/due dates, and Make-Up Policy**

Class attendance should be a priority. Students are expected to attend all classes as specified in the course syllabi and Undergraduate Academic Catalog. If you miss a class for any reason, it is your responsibility to obtain due dates/notes/powerpoints/etc... from a classmate who was in attendance. The instructor will not provide due dates/notes/powerpoints/etc... for any reason. Make-up work will be allowed only in unusual circumstances. Minimum requirements to make up any missed work include the following guidelines:

- 1) Prior notification by email AND instructor approval (at instructor's discretion) for an absence to be excused
- 2) Acceptable supporting documentation (discretion of the instructor) of an emergency which causes an absence. If an absence is a qualified and documented emergency AND prior notification was provided, the instructor will decide on an appropriate alternative to missed work. Failure to provide prior notification AND documentation may result in denial to make up missed points. If an absence is pre-approved by the instructor or is a documented emergency, all make-up exams and quizzes will be administered at 7:00am on Friday mornings in Colden Hall 3500. It is the responsibility of the student to promptly notify his or her instructor by email when unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

### **Final exams:**

If an emergency occurs that prevents the administration of a course scheduled final examination, the final course grades will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of an institutional cancellation of a final examination. This final exam policy does not apply to online courses.

### **Administrative drop:**

An instructor may request the Office of the Registrar delete a student from a course roster if the student has not met the prerequisite for the course as stated in the catalog, or as a result of non-attendance in the course.

### **Academic integrity policy:**

The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University's Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

### **Non-discrimination and anti-harassment policy:**

Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and AntiHarassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>

### **Family Education Rights and Privacy Act (FERPA) policy:**

Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>



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**Cell Phones – This Classroom will be a Cellphone-free zone**

You may use your laptop computer in class. However, Cell phones and other Personal Electronic Devices (IPODs/IPads/MP3 players, etc...) are a distraction to the learning environment, not to mention potential tools used for academic dishonesty. The use of these devices in any way during class without my consent is prohibited. I encourage you to put them out of sight to prevent the temptation of their use during class. Use of cell phones during class will result in the offending student being asked to leave class and forfeiting any points earned in that class period.