

Sam Houston State University
College of Business Administration
Department of Management and Marketing

Revised 08/17/2007

Course Number:	Management 380
Section:	04
Course Title:	Principles of Management
Prerequisites:	Junior Standing
Instructor:	Gary L. Payne, MBA
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Office Hours:	MW 10:00 – 11:00 am, 12:00 noon – 2:00 pm F 10:00 – 11:00 am
Required Text:	<i>Management</i> , 7 th Edition, Richard L. Daft, 2005, Thomson South-Western ISBN 0324317980, ISBN-13: 9780324317985
Textbook Web:	http://websites.swlearning.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324317985&discipline_number=416

Catalog Description:

MGT 380 Principles of Management. This course is concerned with the principles and methods used in managing and operating organizations, both domestically and abroad. Course coverage includes analysis of the organization's environment and the managerial functions of planning, organizing, leading, motivating, and controlling. Credit 3.

Grading/Evaluation

Exams

There will be **five exams (200 points each)** consisting of multiple choice questions drawn from material covered in class and in the text. You must provide a SCANTRON for each exam.

Make up Exams

It is important that the student make every effort to take the exams when scheduled. If you miss an exam for any reason, there will be a **comprehensive make-up exam** available at the end of the semester.

Cases

There are **six case studies (50 points each)**. This is a continuing case featuring the Disney Corporation. Each case is located at the end of the six major parts of the textbook. Students must read each case and answer the questions at the end of each case. Cases must be "keyed," double-spaced, using times new roman font. Presentation is important, use the sample template! There is a **10 point penalty** for each class period the cases are late.

In-Class Exercises

Approximately **15 in-class exercises (10 points each)** will be given throughout the semester. No make-up exercises will be given for any reason. This is about ten percent of your total grade, so attendance is important!

Grading Computation

90% A

80% B

70% C

60% D

Below 60% F

No Extra-Credit Assignments

No extra-credit assignments will be approved for students wanting extra grade points at the end of the semester. Students should be pro-active during the semester to ensure that they accumulate adequate grade points to reach their intended goal. Any student concerned about their course progress during the semester should meet with the instructor to discuss possible action plans to improve their performance. The instructor will take into consideration class attendance (number of in-class exercises missed) in the event the student has a "borderline" grade.

Class Attendance

Regular and punctual class attendance is expected. Class attendance will be recorded based on the number of in-class exercises completed. It is University Policy that at the discretion of the instructor a student may be penalized for more than three hours of absences. Students are responsible for materials covered during class periods that may not be in the text. Students missing class are expected to get the notes, handouts and class announcements from a classmate.

VISITORS IN THE CLASSROOM

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center . They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center . For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/811006.pdf

Class Conduct

Smoking, dipping, drinking, eating and use of cell phones during class are prohibited.

Technology

Use of laptops to follow the lecture notes is encouraged. Any other use of technology, including MP-3 Players, Cell Phones, I-Pods, etc. during class lectures and exams is prohibited.

ACADEMIC DISHONESTY

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

ACKNOWLEDGMENT

I acknowledge receipt of a copy of the syllabus for MGT 380, Fall 2007.

Print Name

Date

Signature