

**MGT 380.03 Principles of Management  
Summer II, 2008 – SHB 335**

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Office Hours: 10:00 – 12:00 MF & by appt

**Text**

- Management, Daft, R. (2008). Thomson South-Western : Mason OH.

**Course Description**

- This class exposes students to the major roles and functions of a supervisor and/or manager. Those roles include planning, organizing, leading, and controlling.
- This course constructs the foundation all other management courses build on. The theories presented in this course will help students in understanding human behavior in organizations and assist them in dealing with the unclear situations that arise in the workplace. This course will culminate in a paper that will integrate many of the concepts learned in class and require application of those concepts using a case study methodology.

**Course Objectives**

- To help students understand the forces that managers deal with on a daily basis and how to most effectively deal with those forces. The content covered in this course is intended to provide a “toolkit” of theories, ideas, and self-analysis tools that help the student develop and solidify their understanding of effective management and supervision.
- To build and refine several skills essential in an increasingly competitive and dynamic global business environment. These skills include teamwork, oral presentation, written communication, research, and critical/creative thinking skills.

**Grading**

Participation/Exercises	Points	
• Case – Betty Wong	100	100
<b>Quizzes</b>		
10 quizzes @ 10 points each	100	100
<b>Exams</b>		
• Exam # 1	100	
• Exam # 2	100	
• Exam # 3	100	
• Exam # 4 (optional final)	100	300
<b>Total Course Points</b>		500

Points:  
You need the following points to earn a grade of:  
A = 450  
B = 400  
C = 350  
D = 300  
F = Below 300

**Notes**

- The instructor reserves the right to change the syllabus/schedule according to the needs of the class and/or at his discretion.
- The final exam can be used to replace the lowest exam score and is optional.
- The Betty Wong Case is due at 8:00 on Aug. 4<sup>th</sup>. Late papers will receive a score of zero.

**Administrative Information**

- **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. 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). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. 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.
- **Withdrawals:** It is the responsibility of the student to know important dates such as University drop dates. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

- **Disabled Student Policy:** It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.
- **Cheating:** Cheating will not be tolerated. Punishment for those caught cheating will be an "F" in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.

<b>MGT 380 Topical Agenda – Summer II 2008</b>			
<b>Date</b>		<b>Topic</b>	<b>Assignment</b>
July	8	Intro/Admin, Sentence & Climber Articles	Read Chapters 1 & 2
	9	Chapters 1 & 2, peanuts	Read Chapter 17
	10	Chapter 17	Read Chapter 3
	11	Chapter 3	Read Chapter 4
	14	Chapters 4	Read Chapters 5 & 6
	15	Chapters 5 & 6	<b>Study !!!</b>
	16	<b>Exam # 1</b>	Read Chapters 7 & 8
	17	Chapters 7 & 8	Read Chapter 9
	18	Chapters 8 & 9	Read Chapters 10 & 11
	21	Chapters 10 & 11	Read Chapter 12
	22	Chapter 12	Read Chapter 13
	23	Chapter 13	<b>Study !!!</b>
	24	<b>Exam # 2</b>	Read Chapter 14
	28	Chapter 14	Read Chapter 15
	29	Chapter 15	Read Chapter 16
	30	Chapter 16	Read Chapter 18
	31	Chapter 18	<b>Study !!!</b>
	4	<b>Exam # 3</b>	<b>Betty Wong Case Due</b> , Read Chapters 19 & 20
	5	Chapters 19 & 20	Read Chapter 21
August	6	Chapters 20 & 21	<b>Study !!!</b>
	7	<b>Exam # 4</b> (optional final - comprehensive)	