Instructor – Andrea Finchum, M.B.A.

Format
This is an online course. The class opens on January 20, 2015 @ 8:00 am.

Office Location
Classroom Center 213G

Office Hours
Monday – 10:00 AM – 1:00 PM
Tuesday – 10:00 AM – 3:00 PM
Thursday – 10:00 AM – 3:00 PM
… or by appointment.
Office Phone – (806) 651-2502
Cell Phone – (806) 382-4834

Email
afinchum@wtamu.edu – For emergencies only (e.g. the WTClass system is down)
Please use WT Class e-mail for questions concerning the course.

Social Media
Keep up with the latest happenings of your COB on Facebook: www.facebook.com/wtamucob
and Twitter, #WTAMUCOB

Textbook
MGMT by Chuck Williams
Publisher: South-Western, Cengage Learning
Copyright: 2015, 2014

(You may also purchase the textbook with the accompanying access code if you prefer. The ISBN-13 code for this version of the text is 978-1-
285-41966-4. The access code gives you access to an ebook with highlighting and notetaking, videos, flashcards, quizzes and other study tools relating to the text, but it is not required for the course.)

**Course Workload and Expectations**
This course will require a considerable amount of your time and may also require team coordination and writing. You will be expected to complete objective exams and one research project. Additionally, you are required to submit chapter assignments from the course text. You are expected to have access to the text. While much of the course material is addressed via WTClass, there is a great deal of material you will need to utilize in your homework assignments, the exams, and the like, that may only be accessible through the selected text.

**Course Description**
This course addresses principles, policies and practices related to managing an organization including:

- The definition of management;
- The various functions involved in the managerial process including but not limited to Planning, Organizing, Leading and Controlling;
- The application of the basic concepts of the management process; and
- Contemporary issues in management.

**Course Objectives**
Upon completion of the course, the student should be able to demonstrate a sufficient command of the subject matter such as to meet the following objectives:

1. Demonstrate knowledge of the vocabulary and key concepts that comprise management;
2. Demonstrate team building and collaborative behavior in the accomplishment of group goals and objectives;
3. Demonstrate the ability to understand, analyze, and resolve ethical dilemmas they may encounter in business situations;
4. Demonstrate knowledge of the major dimensions used to classify national cultures and how the U.S. compares to selected other cultures;
5. Identify and describe the impact of domestic and international institutions and markets on business.

**Netiquette**
Please take care to be a considerate classmate in this course by observing Netiquette rules:

- Netiquette is basically using good manners in cyberspace. Since most of the communication over the net is by way of text, be sure your written words are not offensive to the receiver.
- Remember email is a document, and can be read by others than the intended audience.
- Flaming, or making personal attacks on a person, is also unacceptable.
• Whether you are in a chat room, writing an email or posting to a discussion area, remember to use proper etiquette in consideration of others.
• If you would like to read more on the subject of netiquette, use the links below –
• Note: Student online conduct will follow the same guidelines as represented in the student handbook/code of conduct. ([http://www.wtamu.edu/administrative/ss/code/index.htm](http://www.wtamu.edu/administrative/ss/code/index.htm))

Terms of Use
A student’s continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTCClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives. The learning objectives of the College of Business are as follows:

• Leadership
• Communication
• Critical Thinking
• Business Integration
• Core Business Knowledge
• Global Business Environment
• Business Ethics and Corporate Governance

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Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>Course Learning Objective</th>
<th>Maps to COB Learning Goal</th>
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<tbody>
<tr>
<td>1</td>
<td>1, 2, 5</td>
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<tr>
<td>2</td>
<td>5, 6, 7</td>
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<td>3</td>
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<td>4</td>
<td>5, 6</td>
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<tr>
<td>5</td>
<td>5, 7</td>
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Course Grading Policies
Your grade will consist of the following components:

<table>
<thead>
<tr>
<th>Element</th>
<th>Quantity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>2 @ 150 pts</td>
<td>300</td>
</tr>
<tr>
<td>Research Project</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Chapter Assignments</td>
<td>15 @ 15 pts</td>
<td>225</td>
</tr>
<tr>
<td>COB Assessment</td>
<td>1</td>
<td>125</td>
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<tr>
<td>Final Exam</td>
<td>1</td>
<td>150</td>
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<tr>
<td><strong>Course Total</strong></td>
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<td><strong>1000</strong></td>
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</tbody>
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A = 900-1000 points  
B = 800-899 points  
C = 700-799 points  
D = 600-699 points  
F = 0-599 points

Grades will NOT be curved at the end of the term, or at any other time. The grade you receive is the direct result of your efforts and results.

Extra Credit will not be made available for this course.

Exams
450 points available
There will be two exams during the semester and a comprehensive final exam. Our book is broken into 5 parts. We’ll take a test following Parts 1 & 2, covering these two sections of the text, and another after Parts 3 & 4, which will cover only these two sections of the book. The final exam will be comprehensive, but with an emphasis on Part 5 of the text. Tests are comprised of true/false and multiple choice questions. All exams except for the final exam will open on Thursday at 5:00 pm and will close the following Monday at 11:00 pm (see calendar at the end of the syllabus). Exam times are strict. Please be sure to give yourself enough time to have computer/internet/technical problems and still be able to complete the exam in time. This
means that you should not wait until the last two hours of an exam to start. Please plan accordingly.

My advice is to stay up with the reading. Reading the chapters at least twice will help you get much more from them. Also, take advantage of the Review Cards for each chapter in the back of the book and the numerous on-line Student Resources to quiz yourself for understanding prior to each test.

Research Project
200 points available
Students need to form a group of 1-4 people to complete a research project. Please write a brief paragraph to introduce yourself on the INTRODUCTIONS – Discussion Board (in the Welcome to Principles of Management folder in WTC). This will give you a chance to get to know other students in the course and choose your group. One person from each group needs to send me an e-mail via WTC with your team name and the names of your group members by January 30, 2015 or earlier. For those students who do not have a team affiliation by January 30th, I will conclude you intend to complete the project on your own.

Details for the Research Project are available in the Research Project folder in WTC.

Chapter Assignments
225 points available
There will be an assignment for every chapter (10 points per chapter), and the 15 highest-scoring chapter assignments will be used for this portion of your grade. The assignments will generally include a couple of elements which may be a group discussion, a case study and/or a video case to view and respond to. Chapter assignments will be due the Monday following each week’s chapter assignment (see Calendar below) and will be located in the CHAPTER ASSIGNMENTS & MATERIALS folder in WTC (Lessons > CHAPTER ASSIGNMENTS & MATERIALS > then by Chapter).

COB Assessment
125 points available
The College of Business is implementing an on-going assessment process in all foundation level courses, including this one. The purpose of these assessments are to both ascertain, and ultimately ensure, that students leave each course with a solid understanding of this foundational material that is the building block for their continued study and success both in their academic career and ultimately their professional career. In order to accurately gauge your grasp of the material, the assessment is administered twice. The first pre-assessment will be administered during the first week of the course. It will serve to establish a baseline of your knowledge at the beginning of the course. The final assessment will be administered at the end of the semester and will provide a measure of how successful you were in assimilating the material during the semester.

In order to ensure that you take the assessment with the same level of seriousness that is intended, your performance in the process is also included as part of your overall grade in this course. This portion of your grade, worth 125 points (12.5%) is determined as follows:
1. Your score on the pre-assessment (which is your baseline) is used only for determining knowledge improvement compared to the post-assessment score.

2. Your COB Assessment grade is calculated as your score on the final assessment, plus 10% of the percentage difference between the pre-assessment and the final assessment, with a maximum total value of 100%.

By way of example, if you scored a 50% on the pre-assessment exam and an 80% on the final assessment, your final point value for this assessment would be 86% or 107.5 points (80% plus 10% of the 60% improvement between the 50% pre-assessment score and the 80% scored on the final assessment).

If you miss a portion of the assessment grade, you will only receive half of the points for the assessment grade. For example, if you miss the pre-assessment and score 90% on the post-assessment, you will only receive 45% for the assessment grade.

**ADDITIONAL COURSE POLICIES**

**Grading Policies**
As mentioned earlier, grades will not be curved at the end of the semester. However, if you have a concern about a grade that you receive on any assignment, you may submit a written appeal to me within one week of receiving the grade in question. This appeal should outline your specific concerns with the grade and the evidence you have to support why it should be changed.

**Dropping the Course**
If you are having difficulty with the course during the semester, you should contact me as soon as possible. If you decide that you need to drop, the last day to do so with a guaranteed “X” is March 31, 2015. Students that drop after this date could receive a grade of “XF” if they have not communicated with me and are missing assignments.

Finally, if you are having trouble completing the course due to health problems (yours or that of a close family member) or other personal matters, it is your responsibility to meet with me to discuss your options as soon as possible. It is not acceptable to wait until right before an assignment is due to tell me about these issues. It is also not acceptable to wait until the last week of class to tell me about these issues.

**Late Work**
All assignments and exams are due by the specified times (see Course Due Dates below). Late work will not be accepted.

**WTAMU COB Student Code of Ethics**
Each student enrolled COB Courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.
Code of Ethics

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

COB Student Resources Link
The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website: http://www.wtam.edu/academics/college-business-facilities-and-resources.aspx. Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website: http://www.wtam.edu/student-support/academic-study-skills.aspx. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: http://www.wtam.edu/academics/writing-center.aspx.

COB Communications Component
Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in
Management Communications), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320 (Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), and MKT 3342 (Consumer Behavior).

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

Student Travel Opportunities
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

Dropping/Repeating the Course
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University’s Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by
students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

**Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

**Technology Requirements**

All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTClass (the Angel Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass environment.

**Physical or Educational Access - ADA Statement**

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; [www.wtamu.edu/disability](http://www.wtamu.edu/disability); phone 806-651-2335.

**Evacuation Statement**

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers.
(651.5000 or 911). In the event an evacuation is necessary: evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester. to request additional information, please contact the Vice President for Student Affairs.

**Copyright**

All original content in this document, all web-based course materials (be they text, audio, and/or video), and/or classroom presentations are subject to copyright provisions. No distribution without the express written consent of the author. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of the professor.

**Last Updated:** 18 August 2014. *This Syllabus is a dynamic document. Elements of the course structure (e.g. dates and topics covered, but not policies) may be changed at the discretion of the professor.*

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* Syllabus template approved by COB Curriculum Committee May 2014. *Annual review of the syllabus is a formal part of the COB continuous improvement process.*
## COURSE DUE DATES

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<th>DATES</th>
<th>Chapter</th>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20/15 - 1/24/15</td>
<td>Ch. 1 - Management</td>
<td>Introduce yourself on the Discussion Board</td>
<td>11pm, 1/26/15</td>
</tr>
<tr>
<td></td>
<td>Ch. 2 - The History of Management</td>
<td>Pre-Assessment Quiz</td>
<td>11pm, 1/26/15</td>
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<tr>
<td></td>
<td></td>
<td>Read Ch. 1-2 and related assignments</td>
<td>11pm, 1/26/15</td>
</tr>
<tr>
<td>1/25/15 - 1/31/15</td>
<td>Ch. 3 - Organizational Environments and Cultures</td>
<td>Select Group Members</td>
<td>11pm, 1/30/15</td>
</tr>
<tr>
<td></td>
<td>Ch. 4 - Ethics and Social Responsibility</td>
<td>Read Ch. 3-4 and related assignments</td>
<td>11pm, 2/02/15</td>
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<tr>
<td><strong>PART 2 - PLANNING</strong></td>
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<tr>
<td>2/01/15 - 2/07/15</td>
<td>Ch. 5 - Planning and Decision Making</td>
<td>Read Ch. 5 and related assignment</td>
<td>11pm, 2/09/15</td>
</tr>
<tr>
<td>2/08/15 - 2/14/15</td>
<td>Ch. 6 - Organizational Strategy</td>
<td>Read Ch. 6 and related assignment</td>
<td>11pm, 2/16/15</td>
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<tr>
<td>2/15/15 - 2/21/15</td>
<td>Ch. 7 - Innovation and Change</td>
<td>Read Ch. 7 and related assignment</td>
<td>11pm, 2/23/15</td>
</tr>
<tr>
<td>2/22/15 - 2/28/15</td>
<td>Ch. 8 - Global Management</td>
<td>Read Ch. 8 and related assignment</td>
<td>11pm, 3/02/15</td>
</tr>
<tr>
<td><strong>EXAM 1 opens 2/26/15 at 5:00 pm and closes on 03/02/15 at 11:00 pm</strong></td>
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<tr>
<td><strong>PART 3 - ORGANIZING</strong></td>
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<td></td>
<td>Ch. 10 - Managing Teams</td>
<td>Read Ch. 9-10 and related assignments</td>
<td>11pm, 3/09/15</td>
</tr>
<tr>
<td>3/08/15 - 3/14/15</td>
<td>Ch. 11 - Managing Human Resource Systems</td>
<td>Read Ch. 11 and related assignment</td>
<td>11pm, 3/23/15</td>
</tr>
<tr>
<td>3/15/15 - 3/21/15</td>
<td>SPRING BREAK</td>
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<tr>
<td>3/22/15 - 3/28/15</td>
<td>Ch. 12 - Managing Individuals and a Diverse Work Force</td>
<td>Read Ch. 12 and related assignment</td>
<td>11pm, 3/30/15</td>
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### COURSE DUE DATES (cont.)

<table>
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<tr>
<th>DATES</th>
<th>Chapter</th>
<th>Assignments</th>
<th>Due Date</th>
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<tr>
<td><strong>PART 4 - LEADING</strong></td>
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<tr>
<td>3/29/15 - 4/04/15</td>
<td>Ch. 13 - Motivation</td>
<td>Read Ch. 13 and related assignment</td>
<td>11pm, 4/06/15</td>
</tr>
<tr>
<td>4/05/15 - 4/11/15</td>
<td>Ch. 14 - Leadership  &lt;br&gt; Ch. 15 - Managing Communication</td>
<td>Read Ch. 14-15 and related assignments</td>
<td>11pm, 4/13/15</td>
</tr>
<tr>
<td><strong>EXAM 2 opens 4/09/15 at 5:00 pm and closes on 4/13/15 at 11:00 pm</strong></td>
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<tr>
<td><strong>PART 5 - CONTROLLING</strong></td>
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<tr>
<td>4/12/15 - 4/18/15</td>
<td>Ch. 16 - Control</td>
<td>Read Ch.16 and related assignment</td>
<td>11pm, 4/20/15</td>
</tr>
<tr>
<td>4/19/15 - 4/25/15</td>
<td>Ch. 17 - Managing Information</td>
<td>Read Ch. 17 and related assignment</td>
<td>11pm, 4/27/15</td>
</tr>
<tr>
<td>4/26/15 - 5/02/15</td>
<td>Ch. 18 - Managing Service and Manufacturing Operations</td>
<td>Read Ch. 18 and related assignment  &lt;br&gt; Post-Assessment Quiz</td>
<td>11pm, 5/04/15</td>
</tr>
<tr>
<td>5/03/15 - 5/07/15</td>
<td>Final Research Project</td>
<td></td>
<td>11pm, 5/06/15</td>
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<tr>
<td>5/08/15 - 5/13/15</td>
<td>FINALS WEEK</td>
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<tr>
<td><strong>POST-ASSESSMENT opens 4/30/15 at 5:00 pm and closes on 05/04/15 at 11:00 pm</strong></td>
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<tr>
<td><strong>FINAL EXAM opens 5/08/15 at 8:00 am and closes 5/11/15 at 11:00 pm</strong></td>
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