

**SNC Course Code & Section:** MGMT260 - Sections 1 & 2

**Course Title & Credits:** Principles of Management (3)

**Term & Year:** Fall 2015

**Course Ref. No. (CRN):** 80153 & 80154

**Instructor:** Debbie DeLauer

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**Office:** TCES, Business Dept., 2nd Floor **Office Hours:** By appointment

**Class Meeting Times (2 separate sections):**

T & TH: 1:00 - 2:15 p.m. (Section 1) and 2:30 - 3:45 p.m. (Section 2)

**Location:** TCES - Room 206

**Prerequisites:** none

**Required Texts and Materials**

1. Kinicki, A. & Williams, B. (2011) Management, a practical Introduction (6th or 7th ed.) New York: McGraw-Hill Irwin. ISBN: 978-0-07-811271-3
2. Laptop computer (one that meets the published SNC Laptop Requirements)

**Course Description**

This introductory course is designed to provide students of all academic disciplines a broad overview of contemporary management practices as they relate to the four function all managers must perform: planning, organizing, leading and controlling (monitoring & corrections). Associated topics include organizational behavior and human motivation, total quality management and process improvement, decision---making styles, characteristics of effective control systems, and the importance of ethics and social responsibility in for---profit enterprises.

**Student Outcomes** - Upon successful completion of this course, a student will be able to:

1. Describe and discuss the elements of effective management in organizations.
2. Identify and explain the manager's changing work environment and his/her ethical responsibilities with strategies to respond to these changes.
3. Understand and develop managerial skills and approach to managing yourself.
4. Discuss and apply the planning, organizing, leading and controlling processes of a manager.
5. Identify, discuss and describe various theories related to the development of leadership skills, motivation techniques, teamwork and effective communication.
6. Communicate effectively through both oral and written presentations.
7. Work effectively as a team member through group projects, case studies and problem analysis.

## **Methods of Assessing Student Performance**

1. Attendance (student must sign-in), class preparedness (read chapter) and participation
2. Four class tests, small group case studies, and weekly homework
3. Final team (2 students) power point presentation

## **Instructional Strategies**

In class instruction including lecture, small group case study analysis, chapter case videos, discussion, guest speakers, and a final academic report and presentation - designed to provide practical and realistic opportunities to apply academic concepts.

**Methods of Assessing Student Outcomes** - Student outcomes will be assessed using the following:

1. Chapter reading and self-assessment homework assignments
2. 4 tests
3. 4 small group case studies
3. Final Project (final) - an academic report and team (2 students) presentation
4. Class attendance and participation

## **Instructional Strategies**

This class will be based on chapter lectures; viewing and discussion of videos, small group case studies and homework assignments. Guest speakers may be invited to speak to special topics.

## **Attendance**

Students are expected to attend all classes and responsible for signing-in. Students are also expected to be in class for the entire duration of the class period and not be more than 2 minutes late.

## **Class Requirements**

All students are welcome to bring a laptop computer to class; and are expected to use their laptops **ONLY** for any activity such as note taking or any other purpose (taking tests/quizzes or any other proposed activity approved by the instructor). Cell phones must be turned off or set to 'silent mode' AND not used for sending or receiving a text or for any other purpose unless approved by the instructor

## **Prim Library Resources**

Using the library's resources effectively (not just Internet resources) contributes to developing each of SNC's core themes by exposing students to high quality academic resources, diverse opinions, new ideas, and a future that includes building on a liberal arts education

## **The Honor Code**

The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

## **Consequences of Violating the Student Honor Code**

SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record. 1st Offense: Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning. 2nd Offense: Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning. 3rd Offense: Student is expelled.

## **Grading Policy**

Based on a grading scale of points which will include class participation, homework, tests, assignments and projects. Details will be reviewed in class.

## **ADA Accommodations**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 x7534, [hconover@sierranevada.edu](mailto:hconover@sierranevada.edu) or go to the OASIS offices on the third floor of Prim Library within the first week of the semester.

### **The SNC Email System**

The SNC email system is the official communication vehicle among students, faculty members and administrative staff and is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 Act (FERPA). Students should check their college email accounts daily during the school year. Students have a right to forward their SNC e-mail to another e-mail account (for example, @hotmail or @gmail). However, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her SNC email account. In keeping with the above, ALL COURSE-RELATED COMMUNICATIONS WITH THE PROFESSOR SHOULD BE USING THE SNC EMAIL.

### **The Sierra Nevada College Mission Statement:**

Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

### **The Core Themes:**

Liberal Arts  
Professional Preparedness  
Entrepreneurial Thinking  
Sustainability

### **Final grades will be assessed using the following criteria:**

Class attendance, discussion and participation - written & verbal (100 pts)  
4 tests (50 pts ea. = 200 pts)  
4 in-class case studies, a written review required (25 pts ea. = 100 pts)  
Final Project - a 2 member team active learning project (interview a manager or business owner-manager), an academic report and power point presentation is required: details will be discussed and written criteria handed out in class (50 pts ea. = 100 pts)

### **Final Grade/Points:**

A = 450 - 500  
B = 400 - 449  
C = 350 - 399  
D = 300 - 349  
F = 0 - 299

<b>Date</b>	<b>Class &amp; Text Topics</b>	<b>Assignment prior to the next class</b>
T 8/18	Intros/Review text, syllabus & class schedule Introductions Activity "Bad Bosses" Video	Acquire textbook. Read Ch. 1: pgs. 4-14
TH 8/20	<b>PART 1 - INTRODUCTION</b> Ch. 1: The Exceptional Manager: What is management & the benefits? <b>POLC:</b> Planning, Organizing, Leading, Controlling	Complete Ch. 1, pgs. 15-36 Complete the Self-Assessment p.34-35 Connect.mheducation.com Re-type & answer questions 1-4 in text
T 8/25	Management Theory: Essential Background for the Successful Manager	Read all of Ch. 2: pgs. 38-65 Complete the Self-Assessment p.64-65
TH 8/27	<b>PART 2 - THE ENVIRONMENT OF MANAGEMENT</b> Ch. 2: The Manager's Changing Work Environment	Read Ch. 3, pgs. 66-77
T 9/1	Ch. 3: Ethical & Social Responsibilities Required of a Manager	Complete Ch. 3: pgs. 78-94 Complete the Self-Assessment
TH 9/3	Ch. 3: Global Management: Managing Across Borders Globalization: The Collapse of Time & Distance	Read Ch. 4: pgs. 96-110
T 9/8	Ch. 4: The World of Free Trade: Regional Economic Cooperation	Complete Ch. 4, pgs. 111-129 Complete the Self-Assessment
TH 9/10	Ch. 4: In-class Activity: Are you suited to become a global manager? Class review for Test 1	<b>Prep for Test 1:</b> review chapters 1-4 plus notes from slides, videos, in-class case studies
T 9/15	<b>TEST 1:</b> Chapters 1 - 4	Read Ch. 5, pgs. 130-141
TH 9/17	Return & Review Test 1  <b>PART 3 - PLANNING</b> Ch. 5: Planning: The Foundation of	Complete Ch. 5, pgs. 142-153 Complete the Self-Assessment

	Successful Management	
T 9/22	Ch. 5: Strategic Management Establishing the Grand Strategy The SWOT Analysis	Read all of Ch. 6, pgs. 154-187 Complete the Self-Assessment
TH 9/24	Ch. 6: Formulating Strategy Implementing & Controlling Execution Self-Assessment, p. 185-186	Read Ch. 7, pgs. 188-206 Who do you want to partner with for the Final Project?
T 9/29	Ch. 7: Individual & Group Decision Making Rational & Non-rational Evidence-Based Decision Making & Analytics Four General Decision-Making Styles	Complete Ch. 7, read pgs. 207-225 Complete the Self-Assessment
TH 10/1	Ch. 7: Making Ethical Decisions Overcoming Barriers to Decision Making Group Decision Making; Working with Others  <b>Discuss Final Project requirements</b> Examples	<b>Prep for Test 2</b> , review Chapters 5-7 plus class notes from: slides, videos, in-class group activities  <b>Select a partner for Final Project</b> Think about your "chapter related" interview questions
T 10/6	<b>TEST 2: Chapters 5, 6, 7</b>	<b>Meet with partner, select a company, set up interview with manager</b>
TH 10/8	Return & Review Test 2 <b>PART 4 - ORGANIZING</b> Ch. 8: What Kind of Organizational Culture will you be working in? Developing High Performance Cultures Major Elements of an Organization	Read Ch. 8, pgs. 226 - 260 Complete the Self-Assessment  Start to develop rough draft of your interview questions
T 10/13	Ch. 8: Basic Types of Organizational Design Creating the Best Structure	Read Ch. 9, pgs. 262-286  Turn in a rough draft of your interview questions
TH 10/15	Ch. 9: Human Resource Management Legal Requirements, Recruitment,	Complete Ch. 9, read pgs. 287 - 302 Complete the Self-Assessment

	Orientation, Training, Development, Performance Appraisal Discuss interview questions	<b>Finalize your interview questions &amp; Interview manager in next 3 weeks!</b>
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T 10/20	Ch. 10: Organizational Change & Innovation Managing Employee Fear & Resistance	Read all of Ch. 10, pgs. 304 - 335 Complete the Self-Assessment Sign up for Final Project Presentation date.
TH 10/22	Ch's. 8, 9, 10 videos Review for Test	<b>Prep for Test 3:</b> Chapters 8, 9, & 10 plus notes from slides, videos, in-class case studies, guest speaker Interview your manager soon!
T 10/27	<b>TEST 3 - Chapters 8, 9, 10</b>	Read all of Ch. 11, pgs. 336-373 Complete the Self-Assessment <b>Final Project:</b> Begin report & power point presentation w/partner
TH 10/29	Return & Review Test 3  <b>PART 5 - LEADING</b> Ch. 11: Managing Individual Differences & Behavior: Supervising People as People Understanding Stress & Individual Behavior	Read all of Ch. 12, pgs. 374- 408 Complete the Self-Assessment Select date to present power point
T 11/3	Ch. 12: Motivating Employees Sign-up for presentation dates & times	Read all of Ch. 13 Complete the Self-Assessment Meet with partner
TH 11/5	Ch. 13: Groups & Teams - Increasing Cooperation, Reducing Conflict	<b>Prep for Test 4,</b> Chapters 11-13 Meet with partner
T 11/10	<b>Test 4 - Chapters 11, 12, 13</b> <b>OPEN BOOK</b> - bring text, notes, video recaps w/answers to questions to class	Read Ch. 14 Complete Self-Assessment Meet with partner, work on report & power point presentations
TH 11/12	Return & Review Test 4 Ch. 14	Read Ch. 15 Complete Self-Assessment Meet with partner, work on reports & power point presentations
T 11/17	Ch. 15	Meet with partner, polish reports & power point presentations
TH 11/19	<b>Final Project - Partner Presentations</b>	Meet with partner, polish reports & power point presentations
11/23-27	Thanksgiving Break - no classes	Enjoy!

T 12/1	<b>Final Project - Partner Presentations</b>	Meet with partner, polish reports & power point presentations
TH 12/3	<b>Final Project - Partner Presentations</b>	written reports DUE from ALL students, so I can grade & return them to you on Thurs.
T 12/8	Campus wide <b>Study Day - no classes</b>	
TH 12/10	Scheduled Final Test Date - no final exam in this class	

\*Class Schedule subject to change