

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

Course Title & Credits: Principles of Management (3)

Term & Year: Fall 2014

Course Ref. No. (CRN): 80131 & 80132

Instructor: Debbie DeLauer

Phone(s): (h) 775-298-2309 (c) 775-722-4449

Email: ddelauer@sierranevada.edu

Office: TCES, 2nd Floor **Office Hours:** By appointment

Class Meeting Times (2 separate sections):

T & TH: 10:00 - 11:15 a.m. and 11:30 - 12:45 p.m.

Location: TCES - Room 206

Prerequisites: none

Required Texts and Materials

1. Kinicki, A. & Williams, B. (2011) Management, a practical Introduction (6th 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 your manager.
5. Identify, discuss and/or 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

Student performance will be assessed using the following:

1. Attendance, class preparedness and participation
2. In class quizzes, small group case studies, and specific assignments
3. Final team presentations

INSTRUCTIONAL STRATEGIES

In class instruction including lecture, small group case study analysis, chapter videos, discussion, guest speakers, research, and a final academic paper and presentation are 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. Reading Assignments
2. 4 chapter quizzes
3. 4 small group, in-class case studies
3. Final Project - an academic paper and team presentation
4. Class attendance, discussion and participation

Instructional Strategies

This class will utilize lectures, small groups, and individual work in class using laptop computers, inquiry learning, case studies, and homework assignments. Guest speakers may be invited to speak to special topics.

Attendance

Students are expected to attend all classes. 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 and pagers must be turned off or set to 'silent mode' AND not used for sending or receiving any 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. In this course, you will be expected to utilize the library's resources (either on-site or remotely) as you complete your assignments.

At a minimum, you will be expected to use the library to read the above listed newspapers – in electronic or paper form.

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, quizzes, assignments and projects. Details on this syllabus and 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 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. EMAIL FROM ANY OTHER DOMAIN WILL BE IGNORED.

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 (100 pts)
4 chapter quizzes (50 pts ea. = 200 pts)
4 small group, in-class case studies (25 pts ea. = 100 pts)
Final Project - an academic paper and 3-4 member team Case Study slide show presentation: criteria will be discussed and handed out in class (100 pts)

Final Grade/Points:

A = 450 - 500
A- = 400 - 449
B = 350 - 399
B- = 300 - 349
C = 250 - 399
C- = 200 - 249
D = 150 - 299

Class Schedule

Date	Class Topic & Discussion	Assignment prior to the next class
T 8/19	Introductions Review: text, syllabus & class schedule Activity	Read Ch. 1: pgs. 4-13
TH 8/21	PART 1 - INTRODUCTION The Exceptional Manager: What You Do, How You Do It	Read pgs. 14-29
T 8/26	Management Theory: Essential Background for the Successful Manager In class activity: Case Study	Read Ch. 2: pgs. 30-37
TH 8/28	PART 2. THE ENVIRONMENT OF MANAGEMENT The Manager's Changing Work Environment & Ethical Responsibilities	Read pgs. 38-60 Prep for Quiz 1: Chapters 1-2
T 9/2	Quiz 1 Global Management: Managing Across Borders	Read Ch. 3: pgs. 61-69
TH 9/4	PART 3. PLANNING Planning: The Foundation of Successful Management	Read pgs. 70-89
T 9/9	Strategic Management: How Star Managers Realize a Grand Design In class activity: Case Study	Read Ch. 4: pgs. 90-100
TH 9/11	Individual & Group Decision Making: How Managers Make Things Happen	Read pgs. 100-120 Prep for Quiz 2: Chapters 3-4
T 9/16	Quiz 2 PART 4. ORGANIZING Organizational Culture, Structure, & Design	Read Ch. 5, pgs. 105-115

T 9/23	Human Resource Management: Getting the Right People for Managerial Success	Read pgs..116-136
TH 9/25	Guest Speaker	Read Ch. 6, pgs.140-155
T 9/30	Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager	Read pgs. 160-175 Prep for Quiz 3, Chapters 5-6
TH 10/2	Quiz 3 PART 5. LEADING Managing Individual Differences & Behavior: Supervising People as People	Read Ch. 7, pgs. 178-195
T 10/7	Motivating Employees: Achieving Superior Performance in the Workplace In class activity: Case Study	Read pgs. 200 - 218
TH 10/9	Groups & Teams: Increasing Cooperation, Reducing Conflict Discuss Group Projects	Prep for mid-term, Chapters 1-7
T 10/14	Mid-term Assessment	
TH 10/16	Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader	Read Ch. 8, pgs. 236-248
T 10/21	Interpersonal & Organizational Communication: Mastering the Exchange of Information	Read pgs. 248 - 265
TH 10/23	PART 6. CONTROL Control: Techniques for Enhancing Organizational Effectiveness	Read Ch. 9, pgs. 272-289
T 10/28	Video Review In class activity: Case Study	Read pgs. 289-310

TH 10/30	Guest Speaker	Read Ch. 10, pgs. 315-330
T 11/4	Epilogue: The Future of Management and the Keys to Your Managerial Success	Read pgs. 330-345 Prep fro Quiz: Chapters 8-10
TH 11/6	Quiz 4 The Project Planner's Toolkit: Flowcharts, Gantt Charts, Break-Even Analysis	Meet with groups
T 11/11	No Class - Veteran's Day	
TH 11/13	Review key points from text, videos	Meet with groups
T 11/18	Group Presentations	Meet with groups
TH 11/20	Group Presentations	Meet with groups
11/24-28	No Classes - Holiday Break	
T 12/2	Group Presentations	Meet with groups
TH 12/4	Group Presentations (last regular class)	
F 12/12	FINAL EXAM: 8:00 - 11:00 a.m. (for the 10:00 section) 11:30 - 2:30 p.m. (for the 11:30 section)	

*Syllabus & Class Schedule is subject to change