Principles of Management   Course Syllabus   Wainwright - Spring 2017

SNC Course Code & Section: MGMT260
Course Title & Credits: Principles of Management
Term & Year: Fall 2017
Course Ref. No. (CRN): 10030
Instructor: Philip Wainwright BBA
Phone(s): 775-223-7581 (office)
Email:
pwainwright@sierranevada.edu
Office: TCES, Business Dept., 2nd Floor   **Office Hours:** By appointment
Class Meeting Times: M/W: 4 PM- 5:15 PM
Location: TCES 139
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 functions 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 oneself.
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.

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. Class attendance and participation
2. Chapter reading and self-assessment homework assignments
3. Four tests
4. Four small group case studies
5. Final Project - an academic report and team presentation

Attendance

Students are expected to attend all classes and <u>responsible for signing-in</u>. 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 activities approved by the instructor (these include note taking, taking tests/quizzes or other proposed activities by the instructor).

Cell phones must be turned off or set to 'silent mode' AND not used for sending or receiving emails/texts or for any other purpose unless approved by the instructor. In case of an emergency where you must take a call, please step outside the classroom for the call.
.

Methods of Assessing Student Performance

1. Attendance, class preparedness (reading assignments) and participation;
2. Four class tests, small group case studies, and weekly homework;
3. Final team presentation of a group project.

Grading Policy

Final grades will be assessed using the following criteria:

- o Class attendance, discussion and participation - written and verbal (20 pts)
- o 4 tests (10 pts ea. = 40 pts)
- o 4 in-class case studies, a written review required (5 pts ea. = 20 pts)
- o Final Project - a team project for active learning - interview a manager or business owner-manager, prepare an academic report and present the project outcome to the class. Details will be discussed and written criteria handed out in class (20 pts)

Final Grade/Points:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 – 59

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.

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.

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

Class Schedule

The schedule of topics, tests, assignments etc. is presented in the table below. This schedule is subject to change depending on student progress, student interests, or unexpected events such as guest speakers' availability.

Date	Class & Text Topics	Assignment Prior to the Next Class
M 8/21	Introductions activity Review text, syllabus & class schedule	Acquire textbook. Read Ch. 1: pp. 4-14
W 8/28	**PART 1 - INTRODUCTION** The Exceptional Manager: What is management & the benefits? **POLC**: Planning, Organizing, Leading, Controlling	Complete Ch. 1, pp.15-36 Complete Self-Assessment pp.34-35 Connect.mheducation.com Re-type & answer questions 1-4 in text
W 9/ 6	Management Theory: Essential background for the successful manager	Read all of Ch. 2: pp. 38-65 Complete Self-Assessment pp.64-65
M 9/ 11	**PART 2 - THE ENVIRONMENT OF MANAGEMENT** Ch. 2: The Manager's Changing Work Environment	Read Ch. 3, pp. 66-77
W 9/13	Ch. 3: Ethical & Social Responsibilities Required of a Manager	Complete Ch. 3: pp. 78-94 Complete Self-Assessment
M 9/18	Ch. 3: Global Management: Managing Across Borders Globalization: The Collapse of Time and Distance	Read Ch. 4: pp. 96-110
W 9/ 20	Ch. 4: The World of Free Trade: Regional Economic Cooperation	Complete Ch. 4, pp. 111-129 Complete Self-Assessment
M 9/25	Ch. 4: In-class Activity: Are you suited to become a global manager? Class review for Test 1	**Prep for Test 1:** review chapters 1-4 plus notes from slides, videos, in-class case studies
W 9/27	**TEST 1:** Chapters 1 – 4	Read Ch. 5, pp. 130-141
M 10/ 2	Return & Review Test 1 **PART 3 - PLANNING** Ch. 5: Planning: The Foundation of Successful Management	Complete Ch. 5, pp. 142-153 Complete Self-Assessment
W 10/4	Ch. 5: Strategic Management Establishing the Grand Strategy The SWOT Analysis	Read all of Ch. 6, pp. 154-187 Complete Self-Assessment
M 10/ 9	Ch. 6: Formulating Strategy Implementing & Controlling Execution Self-Assessment, pp.185-186	Read Ch. 7, pp. 188-206 **Consider potential partner for the Final Project**

W 10/11	Ch. 7: Individual & Group Decision Making
	    Rational & Non-rational
	    Evidence-Based Decision Making &
		Complete Ch. 7, read pp. 207-225
		Complete Self-Assessment

	Analytics Four General Decision-Making Styles	
M 10/16	Ch. 7: Making Ethical Decisions Overcoming Barriers to Decision Making Group Decision Making; Working with Others **Discuss Final Project requirements** Examples	**Prep for Test 2**, review Chapters 5-7 plus class notes from: slides, videos, in-class group activities **Select a partner for Final Project** Think about your "chapter related" interview questions
	Mid-term Week	
M 10/23	**TEST 2: Chapters 5, 6, 7**	Meet with partner, select a company; set up interview with a manager

W 10/ 25	Return & Review Test 2
	PART 4 - ORGANIZING
	Ch. 8: What kind of organizational culture will you be working in?
	    Developing High Performance Cultures
	    Major Elements of an Organization
		Read Ch. 8, pp. 226 - 260
		Complete Self-Assessment
		Start to develop rough draft of your interview questions

10/		
M 10/27	Ch. 8: Basic Types of Organizational Design Creating the Best Structure	Read Ch. 9, pp. 262-286 Turn in a rough draft of your interview questions
W 10/30	Ch. 9: Human Resource Management Legal Requirements, Recruitment, Orientation, Training, Development, Performance Appraisal Discuss interview questions	Complete Ch. 9, read pp. 287 - 302 Complete Self-Assessment **Finalize your interview questions & interview manager in next 3 weeks!**
M 10/30	Ch. 10: Organizational Change & Innovation Managing Employee Fear & Resistance	Read all of Ch. 10, pp. 304 - 335 Complete the Self-Assessment Sign up for Final Project Presentation date.
W 11/4	Chapters 8, 9, 10 videos Review for Test	**Prep for Test 3:** Chapters 8, 9, & 10 plus notes from slides, videos, in-class case studies, guest speaker. Interview your manager soon!
M 11/ 9	**TEST 3 - Chapters 8, 9, 10**	Read all of Ch. 11, pp. 336-373 Complete Self-Assessment **Final Project:** Begin report & PowerPoint presentation w/partner

M 11/7	Return & Review Test 3 **PART 5 - LEADING** Ch. 11: Managing Individual Differences & Behavior: Supervising People as People Understanding Stress & Individual Behavior	Read all of Ch. 12, pp. 374- 408 Complete Self-Assessment Select date for team presentation
W 11/9	Ch. 12: Motivating Employees Sign-up for presentation dates & times	Read all of Ch. 13 Complete Self-Assessment Meet with partner
M 11/14	Ch. 13: Groups & Teams - Increasing Cooperation, Reducing Conflict	**Prep for Test 4**, Chapters 11-13 Meet with partner
W 11/17	**Test 4 - Chapters 11, 12, 13** **OPEN BOOK -** bring text, notes, video recaps to class	Read Ch. 14 Complete Self-Assessment Meet with partner, work on report & PowerPoint presentations
M 11/21	Return & Review Test 4 Ch. 14	Read Ch. 15 Complete Self-Assessment Meet with partner, work on reports & PowerPoint presentations
W 11/30	Ch. 15	Meet with partner, polish reports & PowerPoint presentations
M 12/3	Team project workday	Meet with partner, polish reports & PowerPoint presentations
W 12/5	**Team Project Presentations**	**Written reports due from all students**
TBD	**Final: Team Project Presentations**	