MᶜLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PRINCIPLES OF MANAGEMENT

BMGT 1327 O180

DR. STACI TAYLOR

NOTE: This is an 8-week course.
NOTE: This is an Online course.

Course Description:
This course introduces management through a study of the functions of management, the principles of management, historical models, business ethics, and the management environment. It employs case studies, lectures, and projects for practical application of management.

Prerequisites and/or Corequisites:
There are no prerequisites for this course.

Course Notes and Instructor Recommendations:
Computer literacy and basic knowledge of Brightspace is required to be successful in this course. If you are unfamiliar with how to use Brightspace, I recommend you visit the 'Support & Orientation' course or the 'Brightspace Help' tab located on the home page of your Brightspace account.

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in the future, as well as on your current job. You will have the opportunity to apply what you have learned on your present and past jobs and in your other courses. You will also be introduced to areas of management that you knew affected you on your job, but you may not have understood why. Even if you are not interested in working as a manager, you will be affected by every aspect of management as an employee! And, we will have lots of fun!

Course Goals
The goals of this course are that you:
1. Learn the objective content of the chapters you read;
2. Apply the content of the chapters to specific situations in class discussion and on exams;
3. Participate in assignments;
4. Practice and improve your skills in thinking, speaking, and writing.
Furthermore—if all goes as planned—you will leave the course with an increased awareness of what is involved in management. Employees of large organizations, small organizations, non-profit organizations, manufacturing and service industries all face similar problems and different problems. We will examine many facets of management and how they fit into different organizations.

Instructor Information:
Instructor Name: Dr. Staci Taylor
MCC E-mail: staylor@mclennan.edu
Office Phone Number: 254.299.8363
Office Location: LTC 218B

Office/Teacher Conference Hours: Thursdays 11:00am – 12:00pm OR by appointment
> Zoom Meeting ID for Office Hours: https://mclennan.zoom.us/j/2073585483
> Or, go to https://mclennan.zoom.us/join and enter meeting ID: 207 358 5483

Alternate Contact: Boyce Wilson
Alternate Phone: 254.299.8688
Alternate Email: mwilson@mclennan.edu

Correspondence Policy:
Email is my the preferred method of communication, but feel free to call my office. Emails/Calls are returned within 24 hours of receipt except when received over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open. Students are to include the course and section number in the subject of their emails. Failure to include the course and section number in the email's subject line will result in a delay in response.

It is my goal to ensure that you understand and learn the material covered in this course. However, I can only help if you keep me informed of any issue or problems that you have in the course, instructions, or assignments. I have an open door policy, so if you have any problems or need assistant, please feel free to come by my office (LTC 218B) or to contact me via email or phone.

I read my email several times a day; however, if you send me an email at 11pm with a question you need answered before the class tomorrow I might not see it. Since I am not always at my desk or have email access, do not expect instantaneous responses from me via email. There is a General Discussion Board where you can ask questions and make comments and help one another with general questions.

I will communicate with the class via the announcement page and your MCC email. You are responsible for checking the announcement page at least once a day. Brightspace uses your MCC email address. When I email you, I go through Brightspace; therefore, I will email you at your MCC address.

It is very important that you read your MCC email. If you are having problems with what to do, or how to do in class, you may need to come by and see me so I can show you in person. If you have questions/comments that require more than one email to discuss, you will also need to come by and see me. This is a much more efficient way for us to communicate.

When you email the instructor put your name and BMGT 1327 in the subject line. **Please use your MCC student account to send email because other email accounts do not always make it through the spam filter.** You will also need to check your student email for messages from the instructor. I will typically respond to your message within 24 hours of sending (with the exception of weekends and holidays). If for some reason you do not think your email is making it to me, please contact me immediately at 254-299-8363, if I do not answer leave a message with your name, phone number, and issue; I will contact you as soon as possible.

Required Text & Materials:
Title: Management (e-book)
Author: Kinicki
Edition: 10th
Publisher: McGraw-Hill
ISBN: 9781264385928

INSTRUCTOR NOTE:
This course is an inclusive access course. This means that the cost of your digital textbook and access to the McGraw-Hill Connect platform has been included in your tuition. You will receive Orientation Video instructions on how to access your textbook and other materials in the Week 1 folder and your syllabus. Please follow these instructions closely to access your materials. Your Management text utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

PLEASE WATCH THIS VIDEO BEFORE REGISTERING FOR CONNECT!
Student Connect Registration Instructions:
https://video.mhhe.com/watch/dgiVkPnwz63U77eeq6MhqT

McGraw Hill Customer Experience (Technical Support):
Phone: 1-800-331-5094; Live chat/email: https://mhedu.force.com/CXG/s/ContactUs
Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA

Software Programs: You will need the following software for this class: Above, Mozilla, and Java. The links where you can download all of these are located under the Student Support button.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:
- This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal meetings, I will act more as a facilitator for learning then a traditional instructor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
- We will have weekly written assignments for 5 units, weekly quizzes, 4 unit exams from various chapters (check the schedule to know which chapters are included), and a final that will cover all 5 units; unit 5's exam will be part of the final exam.

Course Objectives and/or Competencies:
The general objective of this course is to introduce management theories to the students, and show the student how the different theories are applied in the work place.
Each student should attain a sufficient understanding of the four principal functions of management: planning, organizing, leading, and controlling. Each student should be able to use this information with his/her present business knowledge and work experience.
Each student is encouraged to understand a variety of situations a manager must face. Each student is also encouraged to understand opposing viewpoints and opinions on these situations and to employ critical thinking skills.
Additionally, each student will explain and apply the various theories, processes and functions of management, identify roles of leadership and organizations, recognize elements in the communications process and learn how to allocate time, money, materials, space, and staff.

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Definitions

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Online & Hyflex Course Attendance Policy (Business Division)

To be counted as attending BEFORE the census date (8/28/23), a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Course Outline or Schedule:
The following is a schedule which is subject to change. You will be notified about changes with posts to the Brightspace Announcement page and an email to your student MCC email account.

Week of Class	Chapters	Due Date
Week 1	Orientation Chapter 1	**August 27th at 11:59pm**
Week 2	Chapter 2 & 3 Test 1	**September 3rd at 11:59pm**
Week 3	Chapter 4 & 5	**September 10th at 11:59pm**

Week 4	Chapter 6 & 7 Test 2	**September 17th at 11:59pm**
Week 5	Chapter 8, 9 & 10	**September 24th at 11:59pm**
Week 6	Chapter 11 Test 3 Chapters 12 & 13	**October 1st at 11:59pm**
Week 7	Chapter 14, 15 & 16 Test 4	**October 8th at 11:59pm**
Week 8	Final Exam	**October 9th at 11:59pm**

Course Grading Information:

The first assignments are under the "Start Here" folder. Unit 1 will not open until you have successfully completed the Orientation Quiz, which is in the Start Here folder.

			%	
Orientation Videos/Assignments	x	.05	=	_____
Daily Exercises (drop 1)	x	.10	=	_____
SmartBook Assignments (drop 2)	x	.10	=	**_____**
Chapter Quizzes (drop 2)	x	.10	=	_____
Semester Exams (drop 1)	x	.30	=	_____
Manager Interview	x	.10	=	_____
Research Paper	x	.10	=	_____
Comprehensive Final Exam	x	.15	=	_____
Total		**100%**	**=**	**_____**

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

Orientation Videos/Assignments—5%

Each student is required to complete the Orientation Videos/Assignments found in the Week 1 folder accessed by clicking on Content in Brightspace. There are 4 assignments to be completed that will help prepare students for how to get started in the course and how to properly untilize Connect. **Failure to complete these 4 assignments within the first 2 weeks will result in the student being dropped from the course.**

Daily Exercises—10%
Each student will be required to complete daily exercises each week using Connect. These exercises will typically be either Self-Assessments (SA) where the student can learn about themselves by assessing how they would behave under certain situations. The other exercises will be activity-based exercises (ABA) where students will have to utilize what they've learned to demonstrate their ability to make decisions based on various situations. These assignments might employ videos and/or simulations. I will drop your 1 lowest daily exercise.

SmartBook Assignments—10%
For every chapter, students are required to complete the SmartBook assignments. These assignments require students to use their knowledge of key concepts from each chapter to answer questions. The more the student gets correct, the harder the questions become. If a student misses some of the more challenging concepts, then easier ones are given until the student answers all concept questions correctly. I will drop your 2 lowest SmartBook Assignments.

Chapter Quizzes—15%
For every chapter covered, students are required to complete a short quiz over the material. Each quiz is comprised of approximately 20-30 multiple-choice questions. Students will be given 3 attempts to take each quiz and the highest score will be recorded in the gradebook. Each quiz will have a 30 minute time limit. Stopping and starting is not allowed—if the quiz is interrupted for whatever reason, it will count as an attempt. I will drop your 2 lowest quizzes.

Semester Exams—30%
There are 4 major exams given during the semester. You will be able to take each of these exams only 1 time. You will have 60 minutes to complete your exams and once you start them, you must complete them in 1 sitting. Do NOT stop the exams and attempt to resume them at a later date or time. I will drop your lowest Semester Exam.

Management Interview—10%
Students will be required to interview a business manager and ask questions that will be provided by the instructor. Students will then record their findings and what they've learned from the interview. This will provide students with insight into what it takes to become a manager and what managers identify as their greatest hurdles in managing today's diverse workforce. Questions and an outline of this individual assignment are provided in Brightspace by clicking on the assignment link. Students must identify their managers and the name of their businesses when doing this project. I do not expect this to be you recording yourself reading the question and then simply saying what they said. I expect this to be professionally done.

Discuss your findings—DO NOT READ THEM! This assignment CANNOT be submitted late and cannot be dropped. Found in Week 3.

Research Project—15%
Students will be asked to create a research project. The students can locate the information in Brightspace that will identify all the requirements of the assignment. Proper grammar and writing will be assessed in this report—so, take your time! All students must follow **APA style** documentation—**see the class assignment in the course for the APA 7 Sample Paper provided to help you with formatting!** If you do not have a good understanding of how to write a research project, then try learning by using resources available online or asking for assistance from MCC's Academic Support office, or our library staff. This assignment CANNOT be submitted late and cannot be dropped.

Comprehensive Final Exam—15%
The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week as scheduled, thus you will need to take it during our assigned date and time. You will only have 1 attempt. Additionally, you will have 120 minutes to complete your Final Exam and once you start it, you must complete it in 1 sitting. Do NOT stop the exam and attempt to resume it at a later date or time. This exam CANNOT be submitted late and cannot be dropped. Take the comprehensive final exam, BEFORE October 9th, at midnight

Plagiarism and AI
Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." Plagiarism includes, but is not limited it, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found 'unauthorized' plagiarizing or AI, you will be given one written warning on the first offense. I reserve the right to regrade any work that has be submitted up to the point of alleged plagiarism, and this regrade will results in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism or AI, but will not receive a grade higher than a 50 on the assignments. If you are found to be plagiarizing or AI a second time, you will automatically be given an 'F' in the course, without the option to drop the course for the grade of a 'W'. For more information on plagiarism, I recommend visiting: http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/

Course assignments and activities will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

Late Work and Make Up Work Policies:

Assignment due dates can be found on your schedule and within this syllabus. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments and quizzes, there will be a 10 point penalty if it is late. We will be submitting chapter assignments via the testing feature in Brightspace. With this feature Brightspace does allow you to submit assignments after the designated due date/time, but marks it as a late submission for my information. Students will **NOT** be allowed to make up exams unless there is a documented reason (family death/medical reason) as to why the exam was missed. If there is something that you believe may hinder the completion of an assignment or exam on time, it is the student's responsibility to contact the instructor to inform her.

During the long semester, students think they have plenty of time to work on their assignments, and you do. But do not put off your work until right before the deadline. This is not a self-paced class where everything is due at the end of the semester. There are due dates each week, but you can get ahead of schedule if you wish.

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

Computer Problems

All chapter assignments are required to be submitted via the test submission feature that is built into each chapter within Brightspace. If you are unfamiliar with how to submit the chapter assignments using this feature, please contact me immediately. Due to the vast amount of computers we have available on campus as well as the availability of computers in several community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users) adjustments will be made. If you do not have a computer or your computer breaks please contact me ASAP.

Student Behavioral Expectations or Conduct Policy:

Specific offenses and consequences can be found in the Highlander Guide Student Handbook or on the web at: https://www.mclennan.edu/catalog/.

Use of Turn-It-In for Ensuring Academic Integrity

Turnitin (**https://www.turnitin.com/**)**:** In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities,

services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

MᶜLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122   Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.