



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**PRINCIPLES OF MANAGEMENT
BMGT 1327.04**

Tommy "T-Low" Lowrance

NOTE: This is a 16-week course

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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:

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!

Instructor Information:

Instructor Name: Thomas L. Lowrance (T-Low)

MCC E-mail: tlowrance@mclennan.edu

Office Phone Number: 254-299-8059; Cell Number: 254-744-1873 (might add contact to phone)

Office Location: MAC 218

Classroom Location: MAC 241

Class Time: M/W 9:35-10:55 am

Office/Teacher Conference Hours:

M/W: 8:30 am – 9:30 am

M: 3:30 pm – 5:30 pm

W: 2:30 pm – 3:30 pm

T: 5:30 pm – 6:30 pm

Required Text & Materials:

Title: MGMT (paperback)

Author: Chuck Williams

Edition: 11th Edition, ©2019

Publisher: Cengage Learning

ISBN: 9781337407472

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

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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

1. This course is based on reading, lecture, discussion, and group work.
2. It is imperative that you read all assignments before you come to class. Sometimes I will cover the material exactly in the order it appears in the text; most of the time I will add, delete and manipulate the material. It is important to know what you understand and what you don't understand before the material is discussed in class.
3. I mostly lecture during class. I will lead you through the material, but I expect questions, discussions, answers, and lots of participation. You don't want me up front talking the entire time. Some of the material will require me to do more lecturing and leading than others.

I expect everyone to participate in class. Participation gives you ownership in the class, plus it will help you learn and remember the information. I will not ask a question, then

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turn around and answer it myself. Nor will I let two or three students in class answer all of the questions. I will ask general questions of the whole class, and I will call on specific people in class. The key, once again, is to read and attend all classes.

4. From time to time, I will put you into groups or I will have you put yourselves into groups. Each group will discuss some aspect of the chapter as I roll from group to group to answer questions, give support, and ask questions. Then I will lead the whole class through the chapter. I won't leave you hanging! It is very important that you have read your chapter for that day and you are ready to take part in the group. As soon as class starts that day and I have put you into groups, I expect for the group to be fully functional! This is NOT the time to be reading the chapter and outlining the part you will be discussing within your group. **Always read the assignments before class.**
5. I will use Brightspace to post lecture notes, exam reviews, the manager interview, and group research paper. All daily activities are **YOUR** responsibility if you miss the class in which they are handed out. For daily work that is handed in late, points will be deducted accordingly. It is your responsibility to keep up with your grades as I return them to you throughout the semester.

Course Objectives and/or Competencies:

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. Take part in class discussions, assignments, and group work;
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.

Course Outline or Schedule:

Date	Tasks	Assignments/Tests
Jan. 13	Introduction	Syllabi
Jan. 15	Ch. 1 Management	
Jan. 20	No Class—MLK Day	No CLASS
Jan. 22	Ch. 1 Management	
Jan. 27	Ch. 2 History of Management	
Jan. 29	Ch. 2 History of Management	

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Feb. 3	Ch. 3 Organizational Environments	
Feb. 5	Ch. 3 Organizational Environments	
Feb. 10	Test 1 (1-3)	Exam Review Due
Feb. 12	Ch. 4 Ethics & Social Responsibility	
Feb. 17	Ch. 5 Planning & Decision Making	
Feb. 19	Ch. 5 Planning & Decision Making	
Feb. 24	Ch. 6 Organizational Strategy	MGMT Interview Due
Feb. 26	Ch. 6 Organizational Strategy	
Mar. 2	Ch. 7 Innovation & Change	
Mar. 4	Ch. 7 Innovation & Change	
Mar. 9-13	SPRING BREAK	NO CLASS
Mar. 16	Test 2 (4-7)	Exam Review Due
Mar. 18	Ch. 8 Global Management	
Mar. 23	Ch. 8 Global Management	
Mar. 25	Ch. 9 Designing Adaptive Organizations	
Mar. 30	Ch. 9 Designing Adaptive Organizations	Group Research Paper
Apr. 1	Ch. 10 Managing Teams	
Apr. 6	Ch. 10 Managing Teams	
Apr. 8	Ch. 12 Diversity	
Apr. 13	Test 3 (8-10, & 12)	Exam Review Due
Apr. 15	Ch. 13 Motivation	
Apr. 20	Ch. 14 Leadership	
Apr. 22	Ch. 14 Leadership	
Apr. 27	Ch. 15 Communication	
Apr. 29	Ch. 16 Control	
May 4-7	Comprehensive Final Exam	Exam Review Due

Course Grading Information:

Grades will be broken down as follows:		%		
Comprehensive Final Exam	x	.25	=	_____
Avg. best 2 Semester Exams (drop lowest)	x	.30	=	_____
Group Research Paper	x	.20	=	_____
Individual Manager Interview	x	.15	=	_____
Daily avg.	x	.10	=	_____
Total		100%	=	_____

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

Final Exam—25%

The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week, thus you will need to take it on our assigned date and time. **You will need an 882E Scantron and pencil for ALL exams and will also be able to turn in the extra credit exam review should you choose to do one for each exam taken on the assigned date only!**

Semester Exams—30% (Best Two Kept)

There are three major exams given during the semester. The lowest of these three scores will be dropped. **There are no make-up exams; so, if you miss a major exam, it will be treated as your drop.**

The exams will primarily consist of multiple choice; however, other assessment measures may be used. Some of the questions will be direct knowledge questions, while other questions will require that you apply your knowledge to a specific question. The exams will be based on the text and your class notes. Your grade in the course is dependent on your four exams. The exams start at the beginning of class. If you come late to an exam, you will not get extra time to finish the exam or be able to turn in any extra credit you may have completed. Additionally, your exam review will not be accepted if you turn it in on time the day of the exam and then leave class to go get a scantron, buy a soda, use the restroom, or for any other reason.

Research Paper—20%

Working in groups of 4 to 6, students will be asked to write a research paper addressing a major management topic. The students will be provided information early in the semester that will identify all the requirements of the group assignment as well as topics from which to choose. The research paper should be approximately 5-7 double-spaced pages not counting references or cover page. Proper grammar and writing will be assessed in this report—so, take your time! All students must follow **APA style** documentation. If you do not have a good understanding of how to write a research paper, then try learning by using resources available online or asking for assistance from MCC's writing center, your group members, or your instructor.

Near the end of the semester, group members will be asked to evaluate each member of their group. Please understand that all members will receive the same grade for the group assignment unless members inform me of a member not participating. In other words, if all members participate you will receive the same grade. If all but one member participates, then all members

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receive the same grade but the one who chose not to participate will receive a zero. I reserve the right to adjust your grade according to your level of participation as I see necessary!

Management Interview—15%

Students will be required to interview a business manager and ask questions that will be provided by the instructor. Students will then write 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. Students must identify the manager and the name of their business when doing this project. I expect this paper to be typed in essay format—not simply questions and answers. Please double space the interview also.

Class Activities—10%

We will do in-class activities associated with the chapters. These will not be announced, and you will need to be present THE WHOLE CLASS to receive these points. Some of the activities will be in class, while some will be take-home assignments. All daily homework assignments are due 1 week after they are assigned, so if you must miss a class it is your responsibility to inquire as to what homework was assigned and when it is due.

Late Work, Attendance, and Make-Up Work Policies:

For all late assignments, extended time will be given only for excused absences. For unexcused absences, if I choose to accept the late work, 50 points WILL BE deducted for late work. No work will be accepted after 1 week late.

Attendance

I will take attendance every class period. You are expected to be here every class period, unless there are extreme extenuating circumstances.

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not come to class when the mood strikes you; you are expected to be at every class. Do not wander in late or leave early. If you come to an exam 5, 10, 15 minutes late, that means you have that much less time to take the exam. If you must miss, call or text 254-744-1873 or email tlowrance@mclennan.edu. Please see me if you have extenuating circumstances. Everyone gets sick at some time; but it should not be a continuing problem. Hopefully, NO ONE will have to miss class because of a death or serious illness of an immediate family member. If work begins to interfere with school, please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that missing class WILL adversely affect the grade you make in this course. An absence is a missed opportunity to learn, regardless of the reason.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Cell Phones

Please be respectful of others regarding cell phone usage. Keep your cell phones silenced or on vibrate at all times in the classroom. If your texting becomes a distraction to me or consumes your classroom time, then I reserve the right to count you absent. Should your cell phone use become a continued problem, then I will ask to speak with you after class. Bottom line—be respectful!

If your phone goes off in class, I WILL deduct 5 points from your next test grade. If my phone goes off in class, I will immediately give everyone present 5 points on their next test grade.

Students who engage in any activity during class that takes away from their learning (sleeping, texting, doing assignments for another class, surfing the internet, going outside to talk on their phone during class time) will NOT be considered present in my classroom and will be marked absent. Students interfering with the learning opportunity of others will be asked to leave the classroom. PERIOD!

Email

I read my email several times during the week; however, if you send me an email at 11 pm with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email or text.

Extra Credit

Before each exam, students can access an exam review in Brightspace. Should you choose to complete the exam review; up to 10 points will be added to your exam. These exam reviews must be completed fully for the full 10 points and CANNOT be handed in late. They are due before the exam is handed out the day of your exam—**no exceptions!** Also, ***the exam reviews must be written in BLUE ink and no photocopies or printed versions will be accepted. IF you are allowed to take an exam late for ANY reason—excused or otherwise—I will NOT accept an exam review from you. If you know you will be missing a class, you can take exams early and will be allowed to submit an exam review. It must be stapled with a metal staple for full credit (if submission is multiple pages).***

Stapling Submissions

All assignments submitted to the professor for grading that are multiple pages must be stapled together by a traditional stapler that utilizes metal staples. Otherwise **5 points** will be deducted. It is the student's responsibility to have the assignments stapled prior to class. Don't rely on the instructor. Extra credit submissions not stapled will also receive a point deduction.

Course Questions

From time to time students will need to ask the professor questions throughout the semester. That's why I provide my cell phone and email. However, with multiple sections being taught each semester, the professor cannot constantly answer questions that can be found simply by looking in the syllabus, such as: "When is our next test?" "When is the research paper due?" "How many more tests do we have?" Thus, it is critical that you read the syllabus completely first...I would encourage you to read the syllabus first, if still unsure, then ask a classmate. If they don't know, then please feel free to ask me...That's why I'm here. Just try not to ask questions that are readily available if you put forth an effort—that just makes you look lazy.

Academic Integrity Statement—T-Low's Policy:

Students are subject to the following discipline for violations of academic integrity:

First Offense: failing grade on the assignment and report to
MCC discipline coordinator

Second Offense: failing grade in the course and report to
MCC discipline coordinator

* [Click Here for the MCC Academic Integrity Statement](#)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](#)

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* **[Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*