



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**PRINCIPLES OF MANAGEMENT**

**BMGT 1327.F1**

**M. BOYCE WILSON**

**NOTE: This is an 8-week hybrid/mixed 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.

Semester Hours: 3 (3 lecture)

Please understand that this is a hybrid, or mixed, course. This means that we will divide the coursework and instruction between our time spent together face-to-face and in the Brightspace online learning environment.

Course Meeting Days/Times:            Wednesdays 1:00 PM – 2:00 PM

## **Prerequisites and/or Corequisites:**

None.

## **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 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! We will cover a lot, but we will have lots of fun doing it!

This course may be the student's first exposure to the college environment and the world of business. As the professor, it is my desire to ensure an interactive and exciting classroom environment. In order to do so, student participation is a necessity. By participating in discussions and activities, students are able to glean more knowledge from the course and make the class much more enjoyable for everyone involved!

Any email communication from your instructor will be sent to your MCC student email address. You will need to monitor your student email throughout your time at MCC. Any emails sent to your instructor should be sent from your student email.

Brightspace offers the ability to send an "instant message" to your instructor from within the course. Please do not use this feature if you need to contact me and receive a response fairly quickly. The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching

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other courses and unable to respond. Email is the preferred method of communication, followed by face-to-face discussion, text message, then telephone call.

## **Instructor Information:**

Instructor Name: Michael "Boyce" Wilson  
MCC E-mail: [mwilson@mclennan.edu](mailto:mwilson@mclennan.edu)  
Office Phone Number: (254) 299-8688  
Office Location: MAC 216  
Office/Teacher Conference Hours: Monday 4:00 PM-6:00 PM  
Tuesday 2:30 PM-5:30 PM  
Wednesday 4:00 PM-6:30 PM

Zoom Webconference Information: Meeting ID: 254-299-8688

*Must be scheduled in advance with instructor*

If you choose to contact me by email, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BMGT 1327.F1 (the class' email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. I do not accept work by email unless I specifically state for you to send me your work by email.
5. Failure to do any of the above will result in my not seeing or reading your email.

## **Other Instruction Information:**

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 Dell help lines. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BMGT 1327.F1. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see

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your e-mail. If you respond to my e-mail, hit reply, and make sure BMGT 1327.F1 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Assistance: Often, your success in the course can be maintained through discussion with your professor. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. However, an emergency on your part does not constitute an emergency on mine. Plan ahead, focus on your course work, and communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

### **Required Text & Materials:**

Title: MGMT  
Author: Williams, Chuck  
Edition: 11th  
Publisher: © 2019 Cengage Learning  
ISBN: 978-1-337-40747-2

Software: Microsoft Office (specifically Word, Excel, and PowerPoint)  
Mozilla Firefox or Google Chrome with Java  
Zoom Webconferencing (if you desire a meeting via Zoom)

\*The links where you can download all of these are located on MCC's Tech Support webpage.

I do not recommend you using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course. You may encounter issues with formatting using an iPad or Office360. It is a best practice to use the actual software on a PC or Mac.

If you email me a document to look at, it must be in a recognized Microsoft Office format (.docx, .xlsx, .pptx, etc). If you email me something I cannot open, I can't help you. If you send me a Google Document, make sure you have given me permission to open it. I will accept Adobe PDF files, but I cannot edit them and will only provide text-based feedback on PDF attachments.

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Assignments will be submitted and testing completed in Brightspace. Assignments will not be accepted by e-mail unless I specifically agree to allow you to email an assignment to me.

**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).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3<sup>rd</sup> floor.
  - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **MCC Website** – <http://www.mclennan.edu>
  - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the “Student” link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** – (254) 299-8431
  - MCC's Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC's Success Coaches** – (254) 299-8226
  - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC's Network Services** – (254) 299-8077
  - MCC's Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

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### **Minimum Technical Skills:**

Students should have an understanding of the basic functionality of MCC's Brightspace learning environment. Students must be able to navigate their Brightspace courses, submit assignments, and take quizzes and exams in the Brightspace learning environment.

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. Students will also find MCC's library (particularly its online resources) helpful during this course.

Students should have a firm understanding of Microsoft Word, including the formatting and insertion tools within MS Word.

### **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.

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, I will notify each student and we will transition to all coursework being submitted in printed format at the beginning of each class session. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college. Should no alternate email address exist on file, students will be contacted by telephone.

\* **[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](http://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.

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## **Methods of Teaching and Learning:**

1. This is a hybrid, 8-week course that will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course announcements and relevant discussions, and to check your student email everyday as well. Since we only meet 8 times during the semester for an hour each time, I will act more as a facilitator for learning than traditional professors. 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.
2. I will use Brightspace to post lecture notes, assignments, and other resources for the course. You are expected to read each chapter and the lecture notes. For course work that is submitted late, points will be deducted accordingly. Also, **grades will be posted in Brightspace**. Students should be familiar with navigating the Brightspace system, submitting assignments, reviewing announcements, accessing instructor feedback on assignments, and completing quizzes. I provide videos in the course orientation to assist you with understanding Brightspace.

## **Course Objectives and/or Competencies:**

Chapter objectives are listed on the first page of each chapter in the required text. The goals of this course are that you:

- Learn the objective content of the chapters you read;
- Apply the content of the chapters to specific situations in class discussion and on exams;
- Take part in class discussions, assignments, and group work; and,
- Practice and improve your skills in critical thinking, speaking, and writing.

Additionally, if all goes as planned, you will leave the course with an increased awareness of what is involved in management. Employees of large corporations, small companies, non-profit organizations, manufacturing, and service industries all face both similar and different problems. We examine the many facets of management and how they fit into different organizations.

## **Course Outline or Schedule:**

Each week, we will be covering 2-3 chapters of the textbook. Each Wednesday, we will meet for one hour. During this time, we will discuss upcoming course activities and I will answer any questions that you have regarding the course material. The following schedule is tentative and subject to change. In the event that a schedule change is necessary, students will be notified by

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course announcement in Brightspace. All assignments are due by 11:59 PM on the due date listed below:

Week	Due Date	Assigned Reading	Assignments Due
1	3/22	Course Orientation Chapters 1-2	Introduction (Discussion) Orientation Quiz
2	3/29	Chapters 3-4	All Part 1 Content, including: Chapter 1 Quiz Chapter 2 Quiz Chapter 3 Quiz Chapter 4 Quiz Part 1 Exam
3	4/5	Chapters 5-6	
4	4/12	Chapters 7-8	All Part 2 Content, including: Chapter 5 Quiz Chapter 6 Quiz Chapter 7 Quiz Chapter 8 Quiz Part 2 Exam Management Interview
5	4/19	Chapters 9-10, 12	All Part 3 Content, including: Chapter 9 Quiz Chapter 10 Quiz Chapter 12 Quiz Part 3 Exam
6	4/26	Chapters 13-15	All Part 4 Content, including: Chapter 13 Quiz Chapter 14 Quiz Chapter 15 Quiz Part 4 Exam Research Paper
7	5/3	Chapters 16-17	All Part 5 Content, including: Chapter 16 Quiz Chapter 17 Quiz Part 5 Exam
8	5/4	None	Final Exam due by 11:59 PM

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## **Course Grading Information:**

Grades will be weighted as follows:

Orientation Quiz	x	5%	=	_____
Chapter Quizzes	x	20%	=	_____
Part Exams	x	25%	=	_____
Management Interview	x	20%	=	_____
Research Paper	x	20%	=	_____
Comprehensive Final Exam	x	10%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

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

## **Orientation Quiz—5% (DO THIS IMMEDIATELY)**

You will take an online quiz covering this syllabus, the course orientation materials, and the calendar regarding this class. It is an open note test. You are required to earn 100% on the quiz and you may take it as many times as necessary to make 100%. You must score 100% on the orientation quiz BEFORE the course learning modules will open for you to work on. DO NOT WAIT until the deadline to work on this! For additional information, please see the “Orientation – Start Here!” section of the course.

## **Chapter Quizzes—35%**

For each chapter, you will complete a chapter quiz to help you understand those areas in which you need to spend additional time to learn the materials. You can take each quiz three times, and the highest score will count automatically. The chapter quizzes are timed in a manner that allows an average of 3 minutes per question. If you have accommodations on file at MCC that will affect the timing of these exams, those accommodations will be made accordingly. Please see the “Orientation – Start Here!” module in the course for specific information on taking your quizzes. *Please note that your lowest 3 chapter quiz grades will be dropped, therefore you will not begin accumulating points for your quizzes in the gradebook until you have taken 4 or more chapter quizzes.*

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### **Part Exams—25%**

You will be given five opportunities to “show off your smarts” and see what you have learned, as well as opportunities to see what you need to learn. You can take each part exam two times, and the highest score will count automatically. The part exams are timed in a manner that allows an average of 3 minutes per question. If you have accommodations on file at MCC that will affect the timing of these exams, those accommodations will be made accordingly. Please see the “Orientation – Start Here!” module in the course for specific information on taking your exams.

### **Management Interview—20%**

Students will be required to interview a business manager and ask questions that will be provided by the instructor. Student will then write their findings and analyze 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 posted in Brightspace. Students must identify the manager and the name of their business when doing this project. The interview findings **MUST** be typed in essay format (a grading rubric is provided in Brightspace) and not simply a list of questions and answers.

### **Research Paper—20%**

Students will be required to write a research paper addressing a major management topic. Students will be provided information early in the semester that will identify all the requirements of the assignment, as well as a list of topics from which to choose. The research paper should be approximately 3-5 double-spaced pages, not counting the cover page or references page. Proper grammar and writing will be assessed in this report – so, take your time! All students must follow APA style when writing their research paper. 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. A specific grading rubric will be provided in Brightspace.

### **Final Exam—10%**

The final exam is comprehensive and is required to be taken by all students. It will be taken online (in Brightspace), thus you will need to complete it before the due date/time. You cannot submit your final exam late, therefore if you do not plan accordingly, you will receive a zero for not completing the exam. The final exam is timed to allow an average of 3 minutes per question, unless specific accommodations are made. You will have only one attempt for the final exam.

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

Assignment due dates can be found on your schedule, within this syllabus, and within each assignment on Brightspace. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments, there will be a 50% penalty assessed. Brightspace does allow you to submit assignments after the designated due date/time, but marks it as a late submission for my information. Assignments and other course activities will close one week after the due date. No work will be accepted for the activity once the activity closes.

During the semester, students think they have plenty of time to work on their assignments, and you do - but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

**Understanding Brightspace Due Dates and Availability Dates**

Brightspace will display up to three dates of importance for each content item. These dates are only listed for those content items that have a specific start, due, and/or end date. You must submit course work by the *due date* listed for the activity (see the circled due date in the image above). In this example, the Chapter 1 Quiz would need to be completed and submitted by October 27 at 11:59 PM in order to potentially earn full credit.

The *start date*, if one is listed, is the date in which you will be able to view the content. In this example, the Chapter 1 Quiz would not be accessible for you until October 21, 2019 at 11:59 PM.

The *end date*, if one is listed, is the date in which the content will no longer be accessible to you without intervention by your instructors. For this course, the end date signifies the last date in which the work will be accepted for any credit. Please understand that submitting course work between the due date and the end date will result in a 50% reduction in credit on the assignment. No work will be submitted beyond the end date for the activity.

**Student Behavioral Expectations or Conduct Policy:**

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

**Timeliness**

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time. Manage your time wisely and be intentional in how you utilize your schedule.

**Responsibility**

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don’t understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor. Failure to follow instructions will result in a loss of points on your assignments and course activities.

All course assignments will be submitted in Brightspace. If you are unfamiliar with Brightspace, please refer to the Virtual Learning Commons or contact me immediately. Due to the vast amount of computers we have available on campus, as well as the availability of computers in 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.

**Accountability**

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

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### **Effective Communication**

You will be expected to communicate with your instructor just as you would communicate with senior management at a company and with your classmates as if they were your coworkers in a professional environment. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

### **Professionalism**

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to an appointment with your instructor, participate in a Zoom webinar, or develop a video for the course wearing pajamas or anything that would be deemed inappropriate in the business world.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, regular attendance/participation, and an attitude that seeks to take full advantage of the education opportunity.

### **Integrity**

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

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 to, 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 plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for 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/>.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([www.mclennan.edu/academic-integrity](http://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](http://www.mclennan.edu/highlander-guide/policies)**  
([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

Attendance will be based on student participation: you submitting your exams and assignments on time, as well as any participation in required discussion boards. If you have not participated in the course by completing the orientation materials by the end of Week 2 (including making a 100% on the Orientation Quiz), you will be dropped from the course. In the case of a medical absence, a doctor’s excuse is required.

The census date for all 2<sup>nd</sup> 8-week courses in the Spring 2020 semester is March 23. If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not

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affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

Just as in face-to-face courses, you are allowed 25% absences in this course. This means that you can miss 25% of in-class meetings or course activities (discussions, exams or assignments), then I am allowed to drop you from the course. If there is a personal/medical reason you are missing assignments, please contact us by phone/email/office visit as soon as possible. You will be required to submit appropriate documentation to support your absence. Please understand that this is still considered an absence even if I choose to accept your excuse, but you will be allowed to complete any work that was assigned on the date of your absence. As all assignment due dates are announced well in advance, absenteeism will not serve as an excuse for not completing work on time. After two missed activities, you will be referred to a Success Coach in the Completion Center for a lack of participation. Upon referral, you will be assigned a Success Coach and they will contact you to see if they can be of any assistance for you in completing your course and the semester. They are here to help you with non-academic issues, and will assist you with anything that may be hindering you from being successful in this course.

Referral to a Success Coach is not a disciplinary action – rather, it is a method of ensuring that you have access to the resources that you need to successfully complete the course.

After the census date, you will not be dropped for participation. Instead, you will receive the grade earned. If you choose to stop participating in the course, your final grade will reflect this choice. Students may drop the course on their own for a grade of a “W”. **It is the student’s responsibility to contact the instructors if he/she wants to drop the course for any reason.** If you want to drop the course, you will need to email the instructors stating that you would like to drop the class and why you want to drop the course (the “why” is required for drop processing with MCC). In the email, please include your full name and your student ID number along with the course number and section code. Students may drop the course without instructor assistance, but this may require a trip to the MCC campus. If you do not contact me to drop you from the course, or you do not personally process the drop request, you will NOT be dropped from the course and your final grade will reflect your lack of participation.

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 participate in class when the mood strikes you; you are expected to be fully engaged throughout the semester. If extenuating circumstances arise that will impact your performance in class, contact your instructor. 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,

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please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that a lack of participation WILL adversely affect the grade you make in this course.

\* [Click Here for more information about MCC myAlert](#)

([www.mclennan.edu/myalert](http://www.mclennan.edu/myalert))

MCC myAlert is McLennan Community College's emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. Please follow your instructor's or other faculty member's instructions during these drills and in the case of a real emergency when you are on campus.

### **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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**Read Aloud by 2<sup>nd</sup> Class Meeting**

*“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”*

**\* Click Here for more information about Title IX**

([www.mclennan.edu/titleix](http://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](mailto: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.

**Additional Title IX Considerations from Your Professor**

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

**Other Information**

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE END OF THE SEMESTER. Please ask questions; please let me know how I can help you.

## PRINCIPLES OF MANAGEMENT

BMGT 1327.F1

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*\* 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.*