



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

PRINCIPLES OF MANAGEMENT

BMGT- 1327 - 02

Dr. Lenny Caballero

NOTE: This is a 16-week in person course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

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: Dr. Lenny Caballero

MCC Email: lcaballero@mclennan.edu

Office Phone Number:

Cell Phone Number (best option): 409.728-0625

Office Location: BT

Office/Teacher Conference Hours:

Face-to-Face Hours TH 8:00 am – 9:30 am

Online Hours TH 6:00 am – 7:00 pm

Other Instruction Information:

Advising on Campus:

Remote Advising

Zoom by appointments only

Zoom ID:

Password:

Required Text & Materials:

*****INSTRUCTOR NOTE:*****

This course is an inclusive access course. This means that the cost of your e-book 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

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

instructions closely to access your e-book. Your Management text utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

Title: Management (e-book)

Author: Kinicki

Edition: 10th

Publisher: McGraw-Hill

ISBN: 9781264385928

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)

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

Methods of Teaching and Learning:

1. This is an in person 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 (MCC) everyday as well.** 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. This course utilizes e-book reading, online quizzes and assignments, written exercises, online research, and exams to teach toward the course objectives. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the book is not optional. You will likely need to read the e-book several times in order to gain an understanding of the material. This class requires that you think critically

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!

3. For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

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 course assignments and on exams;
3. Take part in online discussions, assignments, and group work if necessary;
4. Practice and improve your skills in thinking, speaking, and writing.

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:

Week	Due Date	Assigned Reading	Assignments Due
1	1-24	Syllabus & Ch. 1 The Exceptional Manager	Orientation Videos/Assignments (4) Chapter 1 SmartBook How Strong Is My Motivation to Lead? Assignment Chapter 1 Assessment
2	1-24	Chapter 2 Management Theory	Chapter 2 SmartBook What Is Your Orientation Toward Theory X & Theory Y Chapter 2 Assessment
3	1-31	Chapter 3 The Manager's Changing Work	Chapter 3 SmartBook Ethical Approaches Assignment

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

		Environment and Ethical Responsibilities	Chapter 3 Assessment Test 1 Chapters 1-3
4	2-7	Chapter 4 Global Management	Chapter 4 SmartBook Chapter 4 Assessment
5	2-14	Chapter 5 Planning	Chapter 5 SmartBook ABA: Planning For A Pandemic Chapter 5 Assessment
6	2-21	Chapter 6 Strategic Management	Chapter 6 SmartBook Chapter 6 Assessment Oral Manager Interview Presentation
7	2-28	Chapter 7 Individual & Group Decision Making	Chapter 7 SmartBook Chapter 7 Assessment Test 2 Chapters 4-7
8	3-7	Chapter 8 Organizational Culture and Structure	Chapter 8 SmartBook SA: Assessing Your Preferred Type of Org Culture Chapter 8 Assessment

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

9	3-21	Chapter 10 Organizational Change & Innovation	Chapter 10 SmartBook SA: How Adaptable Are You? Chapter 10 Assessment Research Paper
10	3-28	Chapter 11 Managing Individual Differences & Behavior	Chapter 11 SmartBook SA: What Is Your Level of Emotional Intelligence? Chapter 11 Assessment
11	4-4	Chapter 12 Motivating Employees	Chapter 12 SmartBook SA: Assessing Your Needs for Self-Determination Chapter 12 Assessment Test 3 Chapters 8, 10, 11, & 12
12	4-11	Chapter 13 Groups and Teams	Chapter 13 SmartBook Chapter 13 Assessment
13	4-18	Chapter 14 Power, Influence, and Leadership	Chapter 14 SmartBook SA: Assessing Your Task- and Relationship-Oriented Leader Behavior Chapter 14 Assessment
14	4-25	Chapter 15 Interpersonal and Organizational Communication	Chapter 15 SmartBook Chapter 15 Assessment
15	5-2	Chapter 16 Control Systems & Quality Management	Chapter 16 SmartBook Chapter 16 Assessment Test 4 Chapters 13-16
16	5-4	Final Exam—All Chapters	Comprehensive Final Exam

Course Grading Information:

Orientation Videos/Assignments	x	<u>%</u> .05	=	_____
Daily Exercises (drop 1)	x	.10	=	_____

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

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	<u>.15</u>	=	_____
Total		<u>100%</u>	=	_____

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 utilize 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.

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.

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

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.

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.

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 6.

Research Paper—15%

Students will be asked to write a research paper addressing a major management topic. The students can locate the information in Brightspace that will identify all the requirements of the assignment. 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—**see Week 9 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 paper, then try learning by using resources available online or asking for assistance from MCC's writing center, or our library staff. This assignment CANNOT be submitted late and cannot be dropped. Found in Week 9.

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

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

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.

Late Work, Attendance, and Make Up Work Policies:

Assignment Due Dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** If you miss the assigned Due Date for assignments, you receive will a zero. Late work will not be accepted beyond the Due Date. **Students will NOT be allowed to make up missed coursework unless there is a documented qualifying reason (family death/significant medical reason) as to why the work was missed.** I understand mistakes happen, but that's why this course is open to you completely on day one. Work ahead so that if you want or need to miss, you can. I provide you with multiple drops so that if you have one bad week and aren't able to get things done, you have drops for everything **EXCEPT** the Manager Interview, the Research Paper, and the Final Exam. Those 3 items CANNOT be turned in late and you can't drop them...

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. **All work must be submitted by SUNDAY at 11:59 PM of the DUE DATE specified in Brightspace for each Week.** Please plan and work ahead. Some of the work in each Week may require significant time to complete. For example, the Manager Interview and the Research Paper could take several weeks to complete. Plan ahead for this!

Attendance

It is MCC's policy that all students must be present for 75% or more of the course. For online courses, **attendance is measured by your weekly quizzes.** Please know that I may drop you, if you fail to:

- (1) Complete the online orientation by the due date; or
- (2) Submit, completely and on time, any two weeks of activities.

If you do not complete the online orientation by the due date, you may be dropped from the course as "never attended." You may withdraw from the course and request a grade of "W" by the student-initiated drop date. If you fail to uphold the requirements of this policy, you will receive the grade earned at the end of the semester.

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—even virtual, and an attitude that seeks to take full

PRINCIPLES OF MANAGEMENT

BMGT 1327.02

advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; 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. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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

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 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.

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 when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstance.

McLennan

C O M M U N I T Y

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

254-299-8122

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/>

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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.

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.

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.