



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**PRINCIPLES OF MANAGEMENT
BMGT 1327 F1**

DR. STACI TAYLOR

NOTE: This is an 8-week 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.

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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:

Computer literacy and basic knowledge of Brightspace is required to be successful in this course. Since Brightspace is new to all of us, there will be a learning curve for you and I both! If you are unfamiliar with how to use Brightspace, I recommend you visit the 'Got questions' widget 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 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.

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: Tuesday/Thursday 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: Annette Bigham

Alternate Phone: 254.299.8690

Alternate Email: abigham@mclennan.edu

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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 than 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 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.

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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 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	March 19th at 11:59pm
Week 2	Chapter 2 & 3 Test 1	March 26th at 11:59pm
Week 3	Chapter 4 & 5 Manager Interview	April 2nd at 11:59pm
Week 4	Chapter 6 & 7 Test 2 Chapter 8	April 9th at 11:59pm
Week 5	Chapter 9, 10, 11	April 16th at 11:59pm
Week 6	Test 3 Research Project Chapters 12 & 13	April 23rd at 11:59pm
Week 7	Chapter 14, 15 & 16 Test 4	April 30th at 11:59pm
Week 8	Final Exam	May 3rd at 11:59pm

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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.

			<u>%</u>	
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 Project	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. 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

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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 4.

Research Project—15%

Students will be asked to complete a research project addressing a major management topic. The students can locate the information in Week 3 of Brightspace which will identify all the requirements of the assignment. Proper grammar and writing will be assessed in this project—so, take your time! If you do not have a good understanding of how to write a research paper, please reach out to our class Librarian who will help you. Also visit the class research page <https://mclennan.libguides.com/taylor> which was created by the Class Librarian regarding Management topics. You can always reach out to her, Rachel Kramer, rkramer@mclennan.edu, 254-299-8390. 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 May 2nd**, at midnight

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, you will be given one written warning on the first offense. 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

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instance of plagiarism, but will not receive a grade higher than a 50 on the assignments. If you are found to be plagiarizing 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/>

Late Work, Attendance, and Make Up Work Policies:

Communication:

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 assistance, 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.

Attendance Policy:

Attendance will be based on student participation; you submitting your assignments and quizzes on time. The census date of the course is **03/20/23**, if you have not participated in the course via the quizzes or assignments by this date, have not logged into the course via Brightspace, and/or have not personally contacted the instructor prior to this date, you will be dropped from the course. In the case of a medical absence, a doctor's excuse is required.

Just as in face-to-face courses, you are allowed to 25% absences in this course. This means that you can miss 7 total assignments (quizzes or assignments) for this course and I am allowed to drop you from the course. If there is a personal/medical reason you are missing assignments, please contact me by phone/email/office visit as soon as possible. If you complete less than 50% of assignments and quizzes in any given week, you will be referred to a Success Coach in the Completion Center for lack of

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participation. Upon referral, you will be assigned a Success Coach, and they will contact you to see if they can be of any assistance with you in completing your course and the semester. They are here to help you with non-academic related issues, and will assist you with anything that may be hindering you from being successful in this course.

After the census date 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 instructor if he/she wants to drop the course for any reason after March 20th.** If you want to drop the course, you will need to email the instructor stating that you would like to drop the class, and why you want to drop the class (the why is required for drop processing with MCC). In the email please include your full name and student ID number. *Students may drop the course without instructor assistance, but this will require a trip to the MCC campus.* If you do not contact the instructor to drop you from the course, or you do not personally process the drop request on campus you will **NOT** be dropped from the course, and your final grade will reflect the 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. If you have extenuating circumstances, please call 299-8666 or 299-8695 as soon as the problem occurs.

Late Work/Make Up Work Policy:

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.

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.

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Student Behavioral Expectations or Conduct Policy:

Specific offenses and consequences can be found in the Highlander Guide Student Handbook or on the web at: <http://www.mclennan.edu/students/hguide/HighlanderGuide.pdf><http://www.mclennan.edu/students/hguide/HighlanderGuide.pdf>

*** 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.

Updated 11/04/2022

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

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