

**Department of Management**

***“Developing tomorrow’s leaders today”***

**MANA 3319 004Principles of Management**

**Description & Learning objectives**

**Instructor:  Jeanne Michalski Ph.D.      Email:** **Michalski@uta.edu** **(best way to reach me)**

**Office: COBA 606**

**(Email is preferred)**

**Office hours:    by appointment typically on Tuesday and Thursday**

**Classroom: 152**

**Class hours: TTh 1:00 -2:30**

Course Description:

The course covers the fundamentals of the management process, including principles and techniques for all organizations. Topics to be covered include the basic functions of management: planning, organizing, directing, and controlling; social responsibilities, political influences, and ethical considerations as they affect the management of organizations; international business, production, communications, and decision-making in terms of management activities.

Course Objectives:

On completion of this course the student will be able to:

1. define basic management terms without any external assistance accurately according to textbook definitions.

2. apply the various components of management processes to real life situations without any external assistance.

3. discuss the different forms of diversification, organizational structure and diversity present in workplaces.

4. explain various components of expectancy, leadership, motivation and leadership models.

5. apply theories of management learnt in class to real-life business examples.

Textbook

Title: Management: Leading & Collaborating in the Competitive World (11th edition)

Authors: Thomas Bateman & Scott Snell; Publisher: McGraw-Hill/Irwin

You are expected to read assigned materials **prior** to the class and be prepared for discussions and exercises. It is to your advantage to stay current with readings and assignments. A variety of learning tools will be used to develop and enhance your understanding of the subject matter, including: experiential exercises, small group activities, videos, case analyses, current events, and class discussions.

**Grading Policy and other policies**

**Testing and Grading Policy:**

**Exams:**

The exams will be multiple-choice, true-false, and short answers (sometimes calculation). Test material will come from either **the text book, ppt slides, and lecture**. Exams in this class will be fairly difficult and detailed and material from the book that is not covered in lecture will be included. If you wish to receive high grades on the exams you will need to attend class (and learn) and read the book carefully so that you can remember what you read. For most students this will involve taking substantial time to read and outline the chapters, not just skimming the chapter.

**There will be MAKE UP EXAMS only if you have an appropriate reason not to be able to take the tests on schedule and must be arranged before hand. Make up exams will be of a different form.**

**Grades**

Grade Composition: Total Possible Points:

**Exam 1  45 points**

**Exam 2  45 points**

**Exam 3  45 points**

**Exam 4  45 points**

**Participation/Homework 10 points**

**Group work 35 points**

**Total Class Points  225 points**

Concerns over grades:

If you are concerned about your grade in this class the best way to deal with this concern is to study consistently through the semester and prepare thoroughly for exams. **Grades are non-negotiable**. Grades are based solely on points earned on tests and in classes and **I cannot adjust or change grades because of personal troubles or difficulties**.

**ATTENDANCE & PARTICIPATION**

At The University of Texas at Arlington, taking attendance is not required however I will assign points based on your attendance and my evaluation of your actual class participation. I will take attendance at random points during the semester at the beginning of the class. If you are not in your seat then, you will be marked absent. If you have other commitments that may prevent you from being on time, please discuss them with me. If you **leave the class before the class ends**, you will be marked absent. I will assign class participation points based on completion of assignments and involvement during class activities/discussion. Your participation grade will consist of your frequency of involvement in class activities and knowledge of class discussion material. ***Because much of your learning (and my assessment of your learning) is based on class discussions and activities, it is imperative that you attend class and participate in class discussions and activities.***

You are expected to actively participate in every class. Your views and opinions on various topics are essential because they enrich the class experience for you, your peers and the instructor. The classroom is an environment where you can express these views. Please be courteous and show proper respect to the instructor and your peers. You may disagree with some views, however, you may NOT make personal remarks or attacks at anyone in the classroom, verbally or through email.

**Extra Credit**

Opportunities to participate in research may arise during the semester for extra-credit. Your participation is voluntary.  I will notify you in class or via email of these approved participation opportunities if and when they become available.

**TEAM CASE PRESENTATION**

Each student will choose or be assigned to a team of 6-8 people during the 1st week of class. Teams will be assigned a specific case that is designed to tap into a topic from a chapter in the book.

The presentation will consist of a professional 15-20 minute analysis of the case, with an additional 5 minutes for questions from the class. You should use PowerPoint to create overheads to present the case, and presentations should be professional and engaging (i.e., designed to **encourage class participation** in some way). Not all team members must present, but everyone should contribute equally to the project. During your presentation, you’re also expected to **explicitly answer** the questions at the end of the case. Your team grade will be based on the following criteria:

* Demonstrates knowledge of the organization/people and summarizes issues in the case
* Interacts with class, encourages class participation and involvement
* Applies course material from the chapter to the case and explicitly/adequately answers discussion questions
* Presents a professional, savvy, creative presentation (i.e., everyone knows their parts, no typos, use of technology, graphics, etc.)

A format where you tell me the question I asked you and then give the answer is NOT the best way to layout your presentation. In most cases it is best to pretend as if the question did not exist but answer it any way.

You will also complete an evaluation of each team member’s contributed effort to the presentation, and **your score will be adjusted based on an average those evaluations**. For example, if a specific individual receives an average team member rating of 85% for effort compared to the rest of the team, that individual will receive only 85% of the team’s final case presentation grade.

**CELL PHONES & LAPTOPS**

Your cell phones must be turned off or silenced during class. Laptops are permitted in class for note taking purposes only. Emailing, instant messaging (texting on your phone, too), and internet surfing are strictly prohibited. Because these activities are distracting and disrespectful to you, your classmates, and your professor, I reserve the right to approach you in class without notification and warning, and to see what else you have opened on your laptop. If there is anything other than PowerPoint or Word open along your toolbar, you will be asked to leave the room.

ACADEMIC DISHONESTY

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents’ Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22)

**STUDENTS WITH DISABILITIES**

If you require accommodations for a disability, please consult with me at the beginning of the semester. Faculty members are required by law to provide “reasonable accommodation” to students with disabilities, but it is your responsibility is to inform me of your disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. Student services at UTA include the Office for Students with Disabilities (located in the lower level of the University Center) which is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities.

**Title IX:**

The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX)

BOMB THREAT POLICY

Effective April 8, 1996, the College of Business Administration has adopted a policy to deal with the classroom disruption caused by bomb threats in the building.

1. Section 22.07 of the Texas Criminal Law Statutes governs terrorist threats and classifies bomb threats as Class A misdemeanors. Section 12.21 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by a fine not to exceed $4,000, a jail term of not more than one year, OR, both such a fine and confinement.
2. If anyone is tempted to call in a bomb threat, be aware UTA has technology to trace phone calls.
3. Every effort will be made to avoid canceling presentations/tests caused by bomb threats to the Business Building. Unannounced alternate sites will be available. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternate class site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location.
4. Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking in the Maverick Garage across from the Business Building. UTA's Crimestoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817-272-5245.

WITHDRAWAL POLICY

It is the student's responsibility to complete the course or withdrawal from the course in accordance with University Regulations. Students are strongly encouraged to verify their grade status before dropping a course after the first withdrawal date. It is also the student’s responsibility to determine whether it is a good idea to drop the class. A student who drops after the first withdrawal date may receive an “F” in the course if the student is failing at the time the course is dropped.

STUDENT SUPPORT SERVICES

The University supports a variety of student success programs to help you connect with the University and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

TUITION PAYMENT POLICY

Students who have not paid by the census date and are dropped for non-payment cannot receive a grade for the course under any circumstances. A student dropped for non-payment who continues to attend the course will not receive a grade. Emergency loans are available to help students pay tuition and fees. Students can apply for emergency loans by going to the Emergency Tuition Loan Distribution Center at the E. H. Hereford University Center (near the southwest entrance).

**2013 Spring MGT Principles of Management**

**This schedule is subject to change due to additional readings, exercises, and homework if necessary.  It is your responsibility to check on blackboard, email and in class to remain up to date with assignments. Please, do not miss class if possible. Changes and assignment may be announced in class.**

Aug 21 Orientation

Aug 26 Chapter 1 & 2

Aug 28 Chapter - **no class**

Sep 2 Chapter 2 & 3

Sep 4 Chapter 3

Sep 9 Chapter 8

Sep 11 Chapter 9

Sept 16 Case Presentations 1 & 2

**Sep 18**  **Test 1: Ch 1, 2, 3, 8, 9**

Sep 23Chapter 11

Sep 25 Chapter 10

Sep 30 Chapter 10

Oct 2 Chapter 17

Oct 7 Chapter 18

Oct 9 Case Presentations 11, 17 & 18

**Oct 14 Test 2: Ch 10, 11, 17, 18**

Oct 16 Chapter 13

Oct 21 Chapter 13

Oct 23 Chapter 12 & 14 (team exercise)

Oct 28 Chapter 12 & 14

Oct 30 Chapter 12 & 14

**Nov 4 Test 3: Ch 12, 13, 14**

Nov 6 Chapter 5

Nov 11 Chapter 5

Nov 13 Chapter 4

Nov 18 Chapter 4 Case presentation 4 & 5

Nov 20 Chapter 7 Case Presentation 7

Nov 25 Chapter 7

**Nov 27 Thanksgiving**

Dec 2 Chapter 7 & Review

**Dec 11 Final Exam Ch 4, 5, 6(pages 225-228), 7 at 11:00 a.m. (yes that was 11:00 a.m. as we will be following the University schedule)**