

**PRINCIPLES OF MANAGEMENT**

Management 300  
Course Syllabus - Fall 2007

**INSTRUCTOR:** Kathleen K. Jones  
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**OFFICE HOURS:** 8:30-9:00, 11:00-11:30 MWF, 1:00-3:30 Tuesday, and by appointment

**TEXTBOOK:** Management, (3<sup>rd</sup> Edition), by Gomez-Mejia, Balkin, and Cardy, McGraw-Hill/Irwin, 2008

**COURSE DESCRIPTION:** The effective management of the work of employees is the backbone of industrialized societies. It is the manager who must make decisions about the use of human resources, technology, materials, and capital. This course will attempt to portray a realistic picture of what the manager's job involves and how it has changed over the years. It will point out the skills that managers must apply to achieve crucial goals and performance standards. This picture will not provide perfect answers to every managerial situation, issue, or problem. However, it will show that managing within organizations is a mixture of artful and scientifically-based decision-making judgments, application of skills, and the performance of various roles.

**COURSE OBJECTIVES:** The following are the course objectives.

1. To familiarize students with the terminology, concepts, theories, and practices of management.
2. To introduce the historical foundations of management.
3. To provide an understanding of the managerial process with emphasis placed on the behavior of managers and employees. The description and application of the closely interrelated managerial functions of planning, organizing, leading, and controlling will be stressed.
4. To examine the nature of managerial problems and identify feasible approaches to solving these problems.
5. To prepare students for more advanced course work in management.

**COURSE FORMAT:** The course will be taught with a combination of lectures and class discussion based on assigned reading, exercises, and case study assignments. Because managers are communicators, students are expected to participate in classroom discussion. Participation may help students whose grades are borderline.

**COURSE REQUIREMENTS:** Readings and homework will be assigned. Quizzes and in-class assignments will be given periodically. There will be no make-ups for quizzes and assignments. **Students are responsible for all material covered in class and assignments made regardless of their presence in class when it was given.**

Four examinations, including a final exam, will be given. Make-ups for the scheduled examinations will be given only in cases where the student has a valid excuse and he/she contacts me before the exam is administered. Prior approval of the instructor is only possible with personal discussion between the student and instructor. Simply leaving a voice mail, email, or note does not constitute approval. **Students must be in class to review exams when they are returned and disputes of test questions must be submitted in writing to the instructor.**

**CLASSROOM COURTESY:** Please come to class on time and be prepared with cell phones off (no text messaging in class). If you must enter class late or leave early, do so as quietly as possible. Disruptive behavior (side discussions, listening to head phones, sleeping in class, abusive language) will not be tolerated. If you have a disagreement with me, you should discuss it with me after class or by appointment.

**GRADING:** Grades will be weighed approximately as follows:

Exam 1	100-120 pts.
Exam 2	100-120 pts.
Exam 3	100-120 pts.
Exam 4 (Final)	120-150 pts.
Written Assignment, Quizzes and Exercises	70-90 pts.

Grades will generally be assigned as follows: 90% and above of total points = A; 80-89% = B; 70-79% = C; 60-69% = D; below 60% = Failing.

TENTATIVE SCHEDULE

<u>DATE</u>	<u>TOPIC</u>	<u>CHAPTER</u>
Aug. 22	Introduction to the Course	
24	Management and Its Evolution	1
27	Management and Its Evolution	1
29	Managing in a Global Environment	2
31	Managing in a Global Environment	2
Sept 3	Holiday, Labor Day	
5	Managing Social Responsibility & Ethics	3
7	Managing Social Responsibility & Ethics	3
10	Managing Organizational Culture & Change	4
12	Managing Organizational Culture & Change	4
14	Wrap-up and Review	
17	<b>Exam 1</b>	
19	Managing the Planning Process	5
21	Managing the Planning Process	5
24	Decision-Making	6
26	Decision-Making	6
28	Exercise	
Oct 1	Strategic Management	7
3	Strategic Management	7
5	Entrepreneurship and Innovation	8
8	Entrepreneurship and Innovation	8
10	<b>Exam 2</b>	
12	Managing the Structure & Design of Organizations	9
15	Managing the Structure & Design of Organizations	9
17	Human Resource Management	10
19	Human Resource Management	10
22	Managing Employee Diversity	11
24	Managing Employee Diversity	11
26	Motivation	12
29	Motivation	12
31	Wrap-up & Review	
Nov 2	<b>EXAM 3</b>	
5	Leadership	13
7	Leadership	13
9	Managing Teams	14
12	Holiday, Veteran's Day	
14	Teams	14
16	Managing Communication	15
19	Communication	15
21	Exercise	
23	Thanksgiving Holiday Break	

<u>DATE</u>	<u>TOPIC</u>	<u>CHAPTER</u>
26	Management Control	16
28	Management Control	16
30	Operations Management	17
Dec 3	Operations Management	17
5	Wrap-up & Review	
11	<b>(Tuesday) FINAL EXAM @ 5:30 p.m.</b> Location TBA	

Note: If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me as soon as possible. My office location and hours are at the top of this syllabus. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (190 McCannel Hall, 777-3425).

If you have a temporary medical condition such as a broken arm or recovering after surgery, you may be able to arrange for courtesy services. In most cases, it is expected that you will make your own arrangements for these services. Examples of courtesy services include access to a test scribe if the student has a broken hand; lift equipped van transportation when the student has a broken leg or temporary accessible parking for a student using crutches for a short period. If you are unable to make your own arrangements, please contact DSS (777-3425). Unlike services and/or accommodations provided to eligible students with disabilities, the University is NOT obligated to provide courtesy services.

Late enrollment in a business administration course will normally be permitted only if the course has not completed the equivalent of one full week of meetings (3 meetings for MWF classes, 2 meetings for TR classes, one meeting for once-per-week classes). Late enrollment, and enrollment in a closed class, requires approval of the department offering the class.

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the professor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter. As a scholastic matter, the professor has the discretion to determine appropriate penalties to the student's workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. Be aware that I view this as a very serious matter, and will have little tolerance of or sympathy for questionable practices. A student who attempts to obtain credit for work that is not their own (whether that be on a paper, quiz, homework assignment, exam, etc.) will likely receive a failing grade for that item of work, and at the professor's discretion, may also receive a failing grade in the course.

Attendance and participation in class activities are considered integral parts of a university education. It is the University policy that attendance in classes is expected of all students.

Even in situations where an instructor might excuse a class absence (for example, severe medical situations, family emergencies, or authorized university activities) it is the responsibility of the student, whenever possible, to inform the instructor ahead of time.