

Jackson College Department of Business BUA 220 Principles of Management

Faculty: Tom Stewart E-mail: stewartthomasa@jccmi.edu Office Phone: TBD
Office Location: BW 249 **Office Hours:** Mon/Wed 1100-1400
JetNet technical issues? Email JC Solution Center or call (517) 796-8639

What is Management?

This class is a good place for you to be if you think you may find yourself in a position of managing others some time, as a team leader, a church event organizer, a parent and more.

This management course exposes students to the dynamics of the changing world. Topics such as management functions/processes, quality, leadership styles, power, global issues and the challenges and opportunities of diversity are included. Emphasis is placed on ethics, decision making, effective communication, evaluating employees, motivational tools, organizational design, environmental scanning, supervising groups, controlling quality, productivity improvement, managing change and conflict, labor relationship and time management.



Copyright 2001 by Randy Glasbergen.
www.glasbergen.com

"We installed little monitors because they make all of our problems look smaller."

What are the required Course Materials?

MyManagementLab with the Robbins eText is required for BUA 220.

You may purchase the access code in the bookstore or directly from Pearson at:

<http://www.mypearsonstore.com/bookstore/>

Waiting for financial aid? Go to MyManagementLab.com. Register for free 14 day access.



The print text is *not* required. The etext is included in MyManagementLab. If you wish a print copy of the book, the option to purchase a print upgrade is available inexpensively through MyManagementLab. There is a free app for your iPhone/iPad so you may access the Pearson text offline.

What are the objectives of BUA 220?

- ⌘ Identify ethical dilemmas (ADO 8)
- ⌘ Explore underlying rationale for ethical decision (ADO 8)
- ⌘ Identify personal strengths and weaknesses (ADO 8)
- ⌘ Recognize the importance of having a personal ethics system (ADO 8)
- ⌘ Acknowledge responsibility for personal health and well-being (ADO 8)

How Do I Contact the Instructor?

Send an email or IM and **if you want a reply it is necessary to:**

1. **Put course # and section # in email subject line** (BUA 220-H40) or in the voice mail message.
2. **Include my name (such as Hi Tom) and use your name, such as Mary Smith.** These are common communication practices that demonstrate your good human relations skills. Our Business Advisory Group of business leaders expects that you have these abilities.

What is the Goal of the Teaching - Learning Approach for this Class?

“The basic goal of the teaching – learning process is *autonomy*, a term that includes intellectual initiative and creativity, the capacity to frame questions and problems, and the means to solve these problems.”

“Among effective teachers, Plato is the spokesperson for the goal of *autonomy*. Problem solving extends dialogue and discussion taking student autonomy to a higher level, **since part of the journey lies in the student discovery of the answer, and many answers, through higher levels of thinking.** Though the curriculum is carefully shaped by the professor the authority over the subject passes subtly to the student.” Much of this journey lies in the student’s participation in small groups, both within and outside of the classroom. Robert Case. “Plato’s Premise: Fostering Student Autonomy.” *Thought and Action*, XVIII, No 1 & 2 Fall, 2002, pp 38-39.

The Board of Trustees of Jackson College has determined that JC graduates will develop certain skills while enrolled in the college. This course meets the criteria for ADO 8: Make responsible decisions in personal and professional contexts. Students will understand how management styles are applied to gain optimum employee performance through classroom discussion and understand various stakeholder perspectives in resolving issues via ethical and decision making case studies.

Each BUA 220 objective is achieved through learning activities that include primary research techniques of observation, surveys, focus groups, interviews; secondary methods via Internet; small group work; lectures; simulations; critical thinking scenarios, role playing, forums, self-assessment and reflection.

Follow the “Rule of Two Round-Trips.”

After two back & forth emails or IMs call the instructor (517) 796-8547. Students remark how easy it is to clear things up quickly! No response within 48 business hours? Your message didn’t go through perhaps because the required information was missing.

What are Student Responsibilities?

These **unchanging, non-negotiable, required responsibilities** are designed so that the student 1) takes responsibility for learning, 2) maintains ethical standards and 3) takes responsibility for communicating with the instructor sooner rather than later.

THE UNBREAKABLE RULES:

1. **Each student is expected to read all forum discussions.** In addition to keeping up with the class, this practice reduces the number of duplicated posts as we won’t be asking and answering the same question repeatedly.
2. Follow the requirements in the **Academic Honesty document** posted in JetNet.
3. **Late work receives a zero.** Due dates are posted and are firm.
 - a. **Extra credit is built into the grading scale for all students.**
 - b. **Working ahead is always available.** *3a & 3b provide for any student emergencies.*
Modifications must have medical or funeral documentation and requested before the missed assignment occurs.
4. **View the grade book weekly and JC email account weekly.** **Grade issues must be reconciled within the same week of grade posting or else the grade stands as accurate. Waiting until the end of the semester will not result in a grade change for any reason.**
5. Dollars or points are earned for learning, not for effort or best intentions. Submit work with your best 1st effort as that is your only opportunity to do. **Note extra credit is built-in for each**

student in two ways. The built-in extra credit and working ahead are the provisions for unexpected situations or lack of planning. Do not ask for *additional* extra credit or makeup or to have late work accepted.

6. **Appropriate business talk** is required in all communication: email, phone, IM, forum, etc.
7. **Select two classmates to be your contact** for this class. This should be your first contact if you need something related to class such as finding out what you missed if you were absent or have someone to proof your work before submitting.

What is the Attendance Policy? HQV federal policy that JC follows

Your participation and attendance is expected minimally three (3) times weekly. Attendance is counted by your participation in Class Talk, taking weekly tests in JetNet, completing non-graded work of your choice in the textbook support site, to name a few. Your success will depend upon the time you spend in class. JC administration and the federal government now require faculty to file attendance regularly throughout the term. Filing dates are noted on the Course Calendar. Your report is available online. Note the Course Calendar identifies GRD #1, GRD #2, and GRD #3 as to when each of these reports is due.

“H”—the student needs “help” and a notification goes to the Center for Student Success.

“V”—the instructor “verifies” that the student is participating and doing acceptable work.

“Q”—the student is not participating or attending and the instructor believes they have unofficially withdrawn. A “Q” will result in an administrative interruption from the course. *****If a student wishes to withdraw from the course it is the responsibility of the student to officially withdraw.**

What is the “No Surprises” Grading System?

- Dollars/points earned can be viewed so you may determine your grade on any day of the term. Percentages are not used for grading so ignore the %s in JetNet.
- Quizzes will be graded automatically once submitted. **After the quiz has closed for the week for the class, you may view incorrect/correct answers for 48 hours.**
- Assignments and projects will be individually graded and manually entered into the grade book.
- View the Course Calendar document for additional assignment information such as due dates.
- See the extra credit built into the grading scale: You are automatically doing the extra credit so no need to request anything special.
- If additional bonus dollars (BD) are awarded, itemize them by date and detailed reason you earned each one and submit one week before the end of the term to the instructor’s email.

Assessments	
13 Tests @\$23	= \$299
5 Assignments @25	= \$125
Project	= \$100
Total	= \$524

Grading Scale	
\$500 – \$465 = 4.0	\$374 – \$350 = 2.0
\$464 – \$425 = 3.5	\$349 – \$325 = 1.5
\$424 – \$400 = 3.0	\$324 – \$300 = 1.0
\$399 – \$375 = 2.5	\$299 – \$000 = 0.0

How Do I Take Tests? How Do I View my correct/incorrect Answers?

- There is one opportunity to take each test. **Clicking on the test is the commitment to complete that test and is the only opportunity.** Each quiz is timed. Students have found that this is sufficient to complete each test.
- After the quiz has closed for the week for the class, you may view incorrect/correct answers for 48 hours. Wonder if a test question has been scored correctly? E-mail

instructor the evidence of page number, text quote, and detailed explanation. **Testing is based upon text material, not student or instructor opinion.**

- The questions are primarily multiple-choice with a few true/false. According to Leigh Newman in **9 Rules for Life**: *“A lot of your life will be determined by multiple choices. There is a secret strategy behind “a, b, c or none of the above. One of the choices is a fake answer: one designed to look correct even though it is not. This will usually be the first answer you pick. If you immediately eliminate it instead, you will be left with three slightly wrong-looking but closer-to-right choices, significantly improving your chances of success. Once you have mastered this technique during testing, take it with you into the rest of your life.”*

What about Late Work & Extra Credit?

There are no acceptable excuses for late work, including and not limited to technology problems, Internet access problems, and misunderstanding or not reading the syllabus. Work is available weeks in advance to accommodate work/family obligations. **Extra credit is built into the grading system for events beyond control including a “bad” test question or missing an assignment or test. Do not ask for late work to be accepted.** Bonus dollars may be earned (without guarantee) in forum if the post(s) build significantly to our intellectual capital as determined by the instructor.



Is there “insider information” about online classes?

Are there tips to make it easier?

- It may be surprising to learn how much of student **success depends directly upon the student.**
- **Writing and reading make up 96% of an online class.** Talking and listening are replaced by reading and writing. If you do not like to read and find it difficult to write, this online class is not for you.
- **The weekly time commitment for a three (3) credit online class to earn a 2.5 or higher:**
 - 2-4 hours reading, studying utilizing individualized learning strategies
 - 1-2 hours completing study plans and discussing learning in forum
 - 0.5 – 1.0 hours completing tests
 - 1-2 hours weekly researching, developing and writing the Management Project.
- **Schedule a quiet place** for class three (3) times each week.
- **Talk with friends/employers** about topics we study as a way to further learn and reinforce concepts and this will reduce study time and the need for memorization.
- **Due dates are Fridays in this class** as JetNet becomes overloaded at times on Sunday nights. So we moved the first week’s work in the text book to the second week to give you the preceding weekend to work. The first week’s work and test is only based upon materials located on JetNet. **Begin your textbook work the first weekend in class: don’t wait.**
- Every year a group of students & faculty redesign this course, using student feedback collected all year. **So all of the rules, assignments and guidelines were determined by students for students.**
- **It is expected that you will have a partner in class for you to directly and immediately ask questions, proof your work before submitting.**



Note: By continuing with this class, the student agrees to all conditions and requirements of the class as set forth in all parts of the syllabus and on the class web site, including but not limited to due dates, grading policies, methods of communication, academic honesty, attendance and all procedures and requirements. The syllabus and other documents may be modified by the instructor at any time. The syllabus includes Course Calendar and the Academic Honesty document.
--The End