

BUA220PLK11: Principles of Management

CEP-MDOC

Spring 2020



Number of Credits: 3.0

Days Class Meets: 7/6/20-8/22/20

Meeting Times:

Location: Lakeland

Instructor: Karen M. Belair, MSA,
SPHR, SHRM-SCP

Office: N/A

Contact Phone: N/A

Contact Email:

belairkarenm@jccmi.edu

Office Hours:

Online:

Course Description

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.

Prerequisite(s)

CIS 095, ENG 085, and ENG 090

Course Goals

Learn about the importance of managers in today's business sectors as well as gain new knowledge of how your own management skills will play a role in your future success.

Course Objectives

- Identify the role of managers in today's dynamic organization
- Recognize the importance of decision making and how those decisions influence the external environment and culture of an organization
- Summarize how the global environment affects management and how a manager can positively influence workplace diversity
- Reflect on the manager's role in ethical behavior and social responsibility
- Identify the methods in which a manager influences change and promotes innovation within the workplace
- Clarify the manager's role within human resources and how that relates to communication and understanding human behavior
- Identify how a manager motivates employees and the differences between management and effective leadership

Grading Procedure

Grades and all relevant information are available to students in the syllabus. Item points, weighting, and assignment due dates are all listed on the site.

Exact due dates for assignments, tests, exams, etc. are included on the course calendar. In addition, class participation will be measured by your level of engagement during class primarily through timely return of work.

FINAL GRADE

The grade points assigned are estimates and subject to modification. Your final grade will be based on the points you earn on quizzes, assignments, class preparation and participation.

Your final grade in our course is directly related to your amount of effort in our course. Historically speaking, students that are engaged, prepared, complete assignments on time, and put forth effort for each quiz and assignment have done well in our course. Thus, your final grade is dependent on you. In addition, it is up to each student to keep track of our course calendar and any missing assignments. Missing assignments can severely influence your final grade and this effect may not be "seen" until the midterm or the final grade (see comments above).

Class Activities:

Each week I will have a brief video/Power Point presentation. I will have a weekly summary (agenda) printed for each week as well. Videos will be shown and repeated/looped at facility

Communication and feedback will be available via JPay.

JC will be picking up all completed materials on 7/15, 7/29, 8/10 and 8/21 so due dates correlate to those pick up times. Please keep a few things in mind:

Transporting, sorting and mailing paperwork does take time and patience! It will help if you:

-Complete everything by due date and keep in order.

-Put your name on every single paper!

-Try to write neatly and concisely; it is easier to read assignments if you only use one side of the paper when possible. This is especially true for students that write with a heavy hand.

-To save paper, I will have everything printed efficiently, using both sides of paper.

Generally, each assignment is due to coincide with the pickup dates, which are scheduled for July 15, July 29, August 10 and August 21. **With limited exceptions, late assignments**

will be accepted with a 50% deduction. For example, if you score a 90% for your assignment, your final grade would be inputted

as a 45% for being late. If this is abused, I reserve the right to refuse late assignments.

Please note:

The listing below indicates how many points you earn for each activity:

- **WEEK 1 ACTIVITIES (up to 20 pts)**

- A brief introduction is required along with confirmation that you have accessed the course information: syllabus, schedule and any materials.

- **ATTENDANCE / PARTICIPATION (up to 75 pts for the semester)**

- Please note that this is over 10% of your final grade
- Class participation will be measured by your attendance, level of engagement during class and/or participation in the discussion forum.

- Your participation is measured by your overall participation in classroom assignments.

- **HOMEWORK (up to 10 pts per week) 12 Assessments/Reflections will be due**

- You will be completing multiple Skill-Based Personal Assessments (SBPA). Each SBPA is intended to reveal information about your social traits, motivations, strengths and weakness, and attitudes.
- I am aware that some students will not have work management experience. Consider answering these questions on how you would answer these same questions in your personal or family management. Often, the way we think and react in our personal behaviors, attitudes and personality reflects in our work situations. Be a creative thinker!
 - Please be honest during these assessments as this will offer you the greatest feedback.
 - It is imperative that you take notes of your results and save your results of each PIA. The information gathered will be used in your final assignment for this course.
 - For each SBPA, you will submit a reflection of your results.

- **MANAGEMENT REFLECTION PAPER (up to 50 pts)**

- From what you have learned this semester based on all the completed assessments, you will be reflecting on a management example. You should discuss what you would have either done differently or why you agree with the management skills being implemented in your example. Reflection papers should be completed and submitted as shown in schedule. Due 8/10. 2-4 Pages.

- **SWOT ANALYSIS (up to 50 pts):**

- Building upon the results you gathered when completing your PIAs, you will conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of your results. Your SWOT analysis is your opportunity to analyze your results, to show understanding of your assessments and the effect on your future as a manager, and connect the awareness elements with the effect on your future careers through the SWOT analysis.
- You will submit your personal SWOT analysis in writing due 8/21/20
- The following guidelines must be adhered to for your submitted work:
 - Title page
 - 2 to 3 pages (not including title page)
 - Reference page (as required)
 - Written in essay format with an introduction, body, and conclusion

- **EXAMS (100 pts each)**

- We will have a mid-term and final exam that will cover all reviewed material.

Activities: Tentative activities, which are subject to change:

Week 1 =	20	
Participation =		75
Homework =	120	
Essays =	100	
<u>Exams =</u>	<u>200</u>	
Total =		515

Grading Scale

GPA	GRADE RANGE
4.0	93 - 100%
3.5	88 - 92%
3.0	82 - 87%
2.5	76 - 81%
2.0	70 - 75%
1.5	64 - 69%
1.0	58 - 63%
0.5	52 - 57%
0.0	0 - 51%

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Failure

Anyone caught cheating on an assignment or quiz will receive a zero for that task. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

Course Management

It is the responsibility of each student to manage their progress through the course. If circumstances arise beyond the control of the student, it is imperative that the circumstances be communicated to the instructor. You should be monitoring your grade throughout the semester. Waiting until the final week or the day after the conclusion of our course is not the time to assess your overall performance. Finally, at the conclusion of our course it is unacceptable to ask for a "bump up" in your grade. If you monitor your own performance and do your best, a "bump up" is not required. Again, your success is up to you.

For course withdrawals, **it is ultimately the responsibility of the student to withdraw from the course.** Simply not attending class will not classify as a withdrawal. You should also contact your instructor when considering a withdrawal.

If you are unable to complete the course due to extenuating circumstances, please refer to your academic catalog for specific qualifications and details related to an “incomplete” grade.

Help

If you need help with a topic, start with your fellow classmates. Ask questions and learn from each other. If you still need help with a topic, please ask your instructor. I am here to help you and want you to succeed. Lastly, tutors (plus additional services for academic success) can be accessed through the Center for Student Success. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

Calendar

The course calendar is below. Please note, calendar timelines and assignments are an approximation and could be changed. Your instructor will offer advance notice of any changes.

WEEK #	DATE	TOPIC	HOMEWORK
1	7/6/20	CH 1 & 2- 2 Assessments and Reflections WEEK 1 ACTIVITY (20 pts. Info to be provided in Week 1 Agenda)	Week 1 Activity, Skill Building Personal Assessment # 1-How Do I Rate as Manager- (PP 28-29 and Assessment # 2-Theory X and Y (PP 59-60) Reflections DUE 7/15/20
2	7/13/20	CH 3, 4 and 5 3 Assessments and Reflections	Assessment # 3-Sense of Culture (P 95), Assessment # 4 Skill Building Assessment/CSR (P 130), Skill Building Assessment # 5-Global Awareness (P 164) Reflections DUE 7/15/20
3	7/20/20	CH 6, 7, 8 and 9 4 Assessments and Reflections	Assessment # 6-Goal Setting (PP 198-199, Assessment # 7-Problem Solving (PP235-236), Assessment # 9-Decision Making Styles (PP 266-267) Reflections DUE 7/29/20
4	7/27/20	CH 10,11, 12 3 Assessments and Reflections Mid-Term Exam	Assessment # 10-Delegation Aptitude Survey (PP331-332), Assessment # 11-Comfort Level (P361), Assessment # 12-Innovation and Learning Styles (PP 393-394) Reflections DUE 7/29/20 Mid-Term Exam CH 1-12 DUE 7/29/20

5	8/3/20	CH 13, 14,15,16 Mgt. Reflection	Management Reflection (based on your assessments-what did you learn about yourself and Management? DUE 8/10/20
6	8/10/20	CH 17 & 18	Read, begin SWOT
7	8/17/20	CH 19 & 20 SWOT Analysis	SWOT Analysis DUE 8/21/20
	8/21/20	Final Exam	Final Exam CH 13-20 DUE 8/21/20

Student Responsibilities

- Follow the requirements in the Academic Honesty document posted in this class.
- Read assigned chapters before coming to class-you will be called out several times/week.
- Assignments will be due in accordance with the course calendar.
- Attend all classes and be on time. If you are absent you are still responsible for all information presented and for turning in any assignments that are due.
- The student is responsible for the material covered in a missed class.
- Participate in class activities and discussions in a responsible and considerate manner. Student discussion and questioning is encouraged.
- Points are earned for learning, not for effort or best intentions.
- Appropriate business talk and written work (grammar, spelling and capitalization) are expected.

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

- Attendance is reported for each class. If you are unable to attend class, please notify faculty and state reason. If it is an excused absence, it will be thus reported; otherwise will be recorded as Absent, no excuse) **You will be called out to view classroom presentations**

Class will begin promptly at the scheduled time.

Classroom Policy

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.

How To Contact Your Instructor

Send an email through JPay and if you want a reply it is necessary to:

1. Use your JC email so that I know the request actually came from you. I cannot respond to emails that do not originate from your JC email;

2. Put the course name and section in the subject line and include a few words to describe your email (e.g. BUA220 – Assignment question);
3. Use a greeting that includes my name and sign with your name;
4. Be sure to include a specific question and/or a message with complete information;
5. Use proper business etiquette and terminology in all of your email communications (i.e., no jargon or “text-like” communication);
6. Respond to me when you receive the message to ensure the message was delivered and understood.

These are common communication practices that demonstrate your good human relations skills and offer you the opportunity to practice your newly develop business acumen. Our Business Advisory Group of business leaders in the community expects that you will have these abilities.

Tips!!

- It may be surprising to learn how much of student **success depends directly upon you, the student.**
- Generally speaking, students who “attend” class, submitted homework ON TIME, and prepared for each week’s tests have generally done well in the class. **This is not a guarantee, but your effort can significantly affect your final grade.**
- **Please read feedback offered for every assignment.** The intent is to learn from your assignments and improve throughout the semester. If you do not read the feedback, you may be making the same mistakes and having points deducted.
- **Do not wait until the last minute to submit work.** Remember, all late work will be penalized 50% in most cases. If you are able to complete your work early in the week, you can avoid the “it’s due tonight” stress. Please plan ahead now.
- **Find a “study buddy.”** Your “study buddy” will help to remind you of upcoming assignments and can serve as a class teammate to address ideas and concerns.
- We may not review every topic included in each chapter during our time together in the classroom. **It is your responsibility** to review the assigned readings to prepare for any quizzes and complete your assignments.
- **Writing and reading make up a significant portion of our class, especially for this CEP version of BUA220.** At times, talking and listening are replaced by reading and writing. If you do not like to read and find it difficult to write, this class, either in person or online, may not be for you.
- **Schedule a quiet place** for class three (3) times each week as well as studying.
- **Due dates for all assignments correspond to JC Pick Up dates: July 15, July 29, August 10 and August 21.** Please plan ahead now.

Grading Rubric

Grade	Evaluation
A	Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.
B	Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.
C	Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.
D	Student's answer did not address question asked. Student made attempt at answer but missed the point of the question. Student's work meets bare minimum requirements in content and lacks some key understanding of the material. Document organization and/or mechanics are well below professional expectations.
F	Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Caveat

The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.