

BUA220: Principles of Management

BUA220.I50

Winter 2019



Number of Credits: 3.0

Days Class Meets: online

Meeting Times: online

Location: online

Instructor: Stephen Young, PhD

Office: WA226B

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Office Hours: MWTh: 10 – 11am; MW: 1 – 4pm

Online: As req'd

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

- Introduce the student to management; its functions, roles and challenges
- Review the concepts of empowerment and total quality management
- Understand the fundamentals of planning and time management
- Review the decision making process and those factors which affect it
- Understand the basic principles of organization
- Review the delegation process and keys to effective delegation
- Study the communication process and methods of improving communication
- Review the major theories on how to motivate employees
- Understand the different leadership styles and theories
- Introduce the idea of team building and effective team leadership as well as the concept of managing change
- Review the steps in the control process
- Study methods to improve productivity, control quality, and promote employee safety
- Develop skills necessary in coaching employees to improved performance
- Understand group dynamics and techniques to make meetings more effective
- Review conflict and stress as well as methods to manage these situations
- Understand the process of selecting, training, and compensating employees
- Review the performance appraisal process and the disciplinary process
- Introduce the role of the supervisor in the union setting

Textbook

- **Management (w/New MyMgmtLab Access Code) Edition: 14th**
Author: Robbins
ISBN: 9780134639680

Copyright Year: 2018
Publisher: Pearson

Text Book Zero! Your course materials were included in the cost of your tuition and fees; therefore no textbook needs to be purchased. You will receive an access code from your instructor that will allow you to log into the courseware. Your subscription includes access to the MyLab course as well as access to the e-text. Hardcopies of the text can be purchased from the JC bookstore or directly from our publisher Pearson.

Extras

You **must have** access to an Internet connected computer. You are also expected to have "**backup computer**" plans; at a friend's computer, a relative's computer, JC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time, **you are expected to find a way to do the work**. Do you need access to the Microsoft suite of products for your assignments? You have access with your JC email account!

- Navigate to office365.com
- Click "for home"
- In the upper right, log in with your JC email
- Use you JC email to log in. The page will take you to a new link where you can type in your JC email password
- Click "sign in"
- Now click "word" or "powerpoint" (whichever program you need)
- Once you are done with your assignment, you can "save as", and then upload your word document to the MyLab link

Grading Procedure

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

Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the course calendar. In addition, class participation will be measured by your level of engagement during class and/or via the MyMgmtLab discussion board. As applicable, it is expected that each student engage in classroom discussions and/or discussion forums. For the online discussion forums and when a question is posed (will be announced via the course announcements page), each student should respond to the initial question posted and respond to at least two classmate responses. Your response should promote the conversation, not simply state your agreement. Proper online etiquette and professional business communication is required.

Please note: The accumulative percentage scores in MyMgmtLab can be inflated if you skip assignments because a zero will not be recorded until the midterm grading schedule and near the end of the course. Your grade may drop significantly when zeroes are submitted. That said, it is up to you to monitor assignments that you have not completed and ensure that all work has been submitted. In addition, if you have submitted your work on time and MyMgmtLab states "incomplete" or "past due", that means I have not graded your assignment yet. You do not need to email me asking if I received your assignment.

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 (to be completed in MyMgmtLab):

The list and descriptions below indicate the types of activities completed in our class. All of the course assignments and activities are posted within the course calendar and posted in the announcements section of MyMgmtLab. Generally, each assignment is due on the 7th day of each week. **With very limited exceptions, early access to assignments will NOT be granted. Late assignments (written work only, does not include tests or quizzes) will be accepted with a 50% deduction (FOR ANY REASON).** 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: All late work must be submitted no later than 14 days prior to the end of the semester. For example, if you missed an assignment in Week 2, you have until 14 days prior to the semester ending to submit that assignment with the late penalty.

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

- **WEEK 1 ACTIVITIES (up to 40 pts)**
 - More information on these activities will either be reviewed in class or will be sent to you via email.
- **HOMEWORK (Simulations and activities in MyMgmtLab) (up to 10 pts per week)**
 - Simulations and essays are located in our MyMgmtLab course.
 - For the simulations, go through the simulations as many times as necessary to ‘get it’. These are hands-on activities to gain an understanding of the chapter concepts. You have unlimited attempts until the due date.
 - For the essays, you should be reflecting on the proposed question and offering your own insight. Each essay must be written academically and must include an introduction, body with arguments, and a conclusion.
- **PERSONALITY INVENTORY ASSESSMENTS (MyMgmtLab) (25 pts ea)**
 - You will be completing multiple Personality Inventory Assessments (PIA). Each PIA is intended to reveal information about your social traits, motivations, strengths and weakness, and attitudes.
 - Please be honest during these assessments as this will offer you the greatest feedback.
 - It is imperative that you take notes of your results or print your results of each PIA. The information gathered will be used in your final assignment for this course.
- **CHAPTER QUIZZES (MyMgmtLab) (25 pts ea):**
 - Each chapter has a quiz. You will have two attempts for the quizzes associated with Chapters 1 and 2, but all remaining quizzes will only have a single attempt. All quizzes are “open book”. You will have one hour to finish each quiz. To help you prepare for each quiz, you can complete the study plan and “practice” before the quiz.
- **MANAGEMENT REFLECTION PAPER (MyMgmtLab) (50 pts)**
 - From what you have learned this semester, 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. More information and paper requirements can be found in MyMgmtLab.

- **SWOT ANALYSIS (MyMgmtLab) (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 via the MyMgmtLab assignment link.
 - The following guidelines must be adhered to for your submitted work:
 - Times New Roman or Arial type, font size 11 or 12, double spaced
 - Title page
 - 2 to 3 pages (not including title page)
 - Reference page (as req'd)
 - Written in essay format with an introduction, body, and conclusion

Activities: Tentative activities, which are subject to change:

Week 1 =	40
Quizzes =	350
Homework =	150
PIAs =	140
Paper =	50
SWOT =	100
Total =	830

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 by calling 796-8415 or by stopping by the Center for Student Success (see this link: <https://www.jccmi.edu/center-for-student-success/tutoring-center/>). 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.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

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.

Semester Start <i>14-Jan</i>	BUA 220.150 <i>Due Date</i>	Read & Study <i>Management, 14e</i>	Assignments <i>Located in MyMgmtLab 50% Penalty for late work 7th day 11:59 PM submission time stamp</i>
Week 1	20-Jan	Ch1: Managers in the workplace	Week 1 Activities Complete MyLab registration Get Started w/ MyLab Chapter 1 H/W Chapter 1 Quiz PIA - Time management assessment
Week 2	27-Jan	Ch2: Making decisions Ch3: Managing the external environment / org culture	Chapter 2 Essay Chapter 2 Quiz PIA - Problem solving, creativity, innovation Chapter 3 H/W Chapter 3 Quiz PIA - Comfort with Change Scale
Week 3	3-Feb	Ch4: Managing in a global environment Ch5: Managing diversity	Chapter 4 Essay Chapter 4 Quiz PIA - Intercultural sensitivity scale Chapter 5 Essay Chapter 5 Quiz PIA - Multicultural awareness scale
Week 4	10-Feb	Ch6: Managing social responsibility and ethics Ch7: Managing change and innovation	Chapter 6 H/W Chapter 6 Quiz PIA - Ethical leadership Chapter 7 H/W Chapter 7 Quiz PIA - Are you a type A personality? Management Reflection Paper
Week 5	17-Feb	Ch12: Managing human resources Ch14: Managing communication	Chapter 12 Essay Chapter 12 Quiz PIA - Work performance assessment Chapter 14 H/W Chapter 14 Quiz PIA - Communication styles
Week 6	24-Feb	Ch15: Understanding and managing human behavior Ch16: Motivating employees	Chapter 15 Essay Chapter 15 Quiz PIA - Emotional intelligence assessment Chapter 16 H/W Chapter 16 Quiz PIA - Work motivation indicator
Week 7	3-Mar	Ch17: Being an effective leader	Chapter 17 Essay Chapter 17 Quiz PIA - Leadership style inventory SWOT analysis on PIA

Important Dates: Fall 2018

DATE	EVENT
JAN 14, 2019	DAY AND EVENING CLASSES BEGIN
JAN 14 – MAY 5, 2019	SEMESTER DATES
FEB 1, 2019	IN-SERVICE DAY. NO CLASSES
MAR 11 – 17, 2019	MID SEMESTER BREAK, NO CLASSES
MAY 5, 2019	END OF WINTER SEMESTER
MAY 7, 2019	GRADES DUE

Student Responsibilities

- Follow the requirements in the Academic Honesty document posted in this class.
- Read assigned chapters before coming to class.
- 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. Notify your instructor in advance if you are going to miss a class and make arrangements to make up any missed work.
- Participate in class activities and discussions in a responsible and considerate manner. Student discussion and questioning is encouraged.
- View the grade book weekly and JC email account weekly. Grade issues must be reconciled within the same week of grade posting. Waiting until the end of the semester will not result in a grade change for any reason.
- Points are earned for learning, not for effort or best intentions.

- **As applicable, all assignment must be typed using Times New Roman or Arial typeface, either 11 or 12 font size, double spaced, with references properly cited.**
- 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 at three designated times 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.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **Help** to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Quit**). These students will be dropped/withdrawn from the class.
- V – The instructor **Verifies** that the student is participating and doing acceptable work.

Class will begin promptly at the scheduled time. For your safety, the door will be closed and locked. If you are late to class, you may knock on the door and your instructor will answer when convenient. It is strongly advised that you notify your instructor prior to the start of class if you are going to be late. Attendance will be taken at the beginning of certain class sessions. Absent or late students will be marked accordingly.

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 to youngstephen@jccmi.edu 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 can not 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. BUAXxx.xx – 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 have come to 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.** If you wait until 11:00pm ET to start your quiz, work on your simulation, or complete your assignments and computer issues arise, you may be late in your submission. Remember, all late work will be penalized 50% regardless of reason. 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.
- Use spell check for all written assignments.
- **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 the online 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.
- **The weekly time commitment for a three (3) credit online class to earn a 2.5 or higher:**
 - 3 - 5 hours completing assigned readings;
 - 1.0 hour for each chapter quiz in MyMgmtLab;
 - 1.0 hour to complete weekly homework;
 - Varied time during weeks with written assignments.
- Remember that MyMgmtLab is where the class is actually located. MyMgmtLab is your personal study area with the e-text, study plan, and homework to help you study and be successful in class. Grading will occur in MyMgmtLab.
- **Schedule a quiet place** for class three (3) times each week as well as studying.
- Talk with friends/employers about business topics we study to reduce study time and memorization as well as increase retention.
- **Due dates for all assignments are on the 7th day of each week by 11:59ET.** Please plan ahead now.
- **Sign up and register for our class in MyMgmtLab ASAP.** You will have assignments due in our MyMgmtLab course during week 1. This is a fast paced course with a significant amount of information... please don’t fall behind.
- In addition to the weekly study plans, MyMgmtLab offers “Dynamic Study Modules”. They can be found on the left navigation pane on the course main page. These modules, while not required, can be used to prepare for the weekly readings and quizzes. An app can be downloaded to your mobile device to access this feature or you can access via your computer.

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.