**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: MGMT 3304 –VC03 – Principles of Management

**Campus**

: WBUonline

**Term/Session**

**:** Fall 1 - 2022

**Instructor**

**:** Dr. John C. Correu

**Office Phone Number/Cell #**

**:** 210-860-6429

**WBU Email Address**

**:** [john.correu@wayland.wbu.edu](mailto:john.correu@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:**

Virtual Campus

I am available almost any time of the day, but if you would like to set up a specific time to meet, email me and we will coordinate a mutually agreeable time.

**Class Meeting Time and Location**

**:**  Virtual Campus

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Principles of Management from a Biblical Perspective | Lane/Geesey  Chickering  Christopher | 1st | 2022 | Kendall Hunt | 9798-76570-7333 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Course Information**

**Catalog Description**

**:**

Management functions for profit and nonprofit organizations (planning, organizing, leading, and controlling) and managerial skills and roles in today's environment.

**Prerequisite:**None

**Course Outcome Competencies**

**:**

* Define management and the management process and explain the functions of management in an organization.
* Name the external environments and distinguish the impact each environment has on management.
* Outline the steps in decision making and describe the three decision types.
* Define communications and explain the nature of formal and informal communications within an organization.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course.

Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.

Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

***Course Requirements and Grading Criteria****:*

* **Current Events (CE)** - Part of the participation grade will be based on written and oral current events (CEs) presented each week relevant to the *principles of management*. CE articles may be obtained from a newspaper, magazine or website and should not be more than 6 months old. *CEs should be sent via the digital dropbox for grading*. Each CE should contain the following:
  1. *Reference (*paragraph 1*)* - properly cite the current event including the author, the name of the source, the date it appeared or was published, etc. in accordance with APA guidelines
  2. *Summary (*paragraph 2*)* - provide a written summary of the current event *in your own words*
  3. *Relevance (*paragraph 3*) - s*tate how the current event relates to the course (with reference(s) to page numbers in the text)
  4. There are 8 CEs due from each student on the dates indicated on the schedule, each being worth up to 12.5 points. A late CE is downgraded 1point per week it is late.

**Practical Exercises (PE)** – There are 10 Practical Exercises (PE) due as shown on the Course Outline. Each PE is worth 10 points and contains 5 questions taken from the text. Download PEs from the Digital Dropbox on Blackboard. PEs are graded in class. A late PE is downgraded 1 point per week it is late.

* **Midterm and Final Exams** - Two major exams, a midterm and a final, will be given during the term. Both exams will cover reading assignments, class lectures, classroom discussion, and PEs.
* **Participation** –There will be given one discussion question weekly. Students are expected to respond to the original post and respond to two postings of your classmates. These postings do not need to be long. They should elaborate on a point that was made or politely disagree or defend the posting.

**Subject of Evaluation** **Points %** **Letter Grade Percentage**

1. Current Events (CEs) 100 20% A 90 -100
2. Practical Exercises (PEs) 100 20% B 80 - 89
3. Midterm Exam 100 20% C 70 - 79
4. Final Exam 100 20% D 60 – 69
5. Participation 100 20% F Below 60

* **TOTAL 500 100%**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Subject** | **Reading** | **Assignments Due** |
| **1** | Aug 8 | Introduction to Management/Management Theories | Ch. 1-2 | CE1, PE 1&2 |
| **2** | Aug 15 | Management’s Role in Ethics and Responsibility/Planning | Ch. 3-4 | CE2, PE 3&4 |
| **3** | Aug 22 | Strategic Management | Ch. 5 | CE3, PE 5 |
| **4** | Aug 29 | Individual and Group Decision Making/Organizational Culture and Structure/**Midterm Exam** | Ch. 6-7 | CE4, PE 6 |
| **5** | Sep 5 | Human Resource Management/Leadership versus Management | Ch. 8-9 | CE5, PE7 |
| **6** | Sep 12 | Motivation and Training | Ch. 10 | CE6 |
| **7** | Sep 19 | Communication | Ch. 11 | CE7, PE 8 |
| **8** | Sep 26 | Managerial Control and Accountability/ **Final Exam** | Ch. 12 | CE8, PE 9, PE10 |
| **Final Day of Class – Oct 1** | | | | |

**Additional Information**

None