# Wayland Logo

Campus Name

School of Business

# 2. UNIVERSITY 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.

# 3. COURSE NUMBER & NAME:

MGMT 3304-VC-02, Principles of Management

# **4. TERM**:

Fall 2020

# **5. INSTRUCTOR**:

Penny Miller

# **6. CONTACT INFORMATION**:

Office phone: 940-867-9761

WBU Email: penny.miller@wayland.wbu.edu

Cell phone: 940-867-9761

# **7. OFFICE HOURS, BUILDING & LOCATION**:

I do not office on a Wayland campus, so do not have regular office hours. However, I am available by appointment to talk by phone, Skype, Zoom, or (possibly) in-person at the Wichita Falls campus (on Call Field or on Sheppard AFB location), as long as I can arrange a room.

# **8. COURSE MEETING TIME & LOCATION**:

The course is entirely online and has no scheduled meeting time.

# **9. CATALOG DESCRIPTION**:

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

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Management: A Faith Based Perspective | Cafferky | 1st | 2012 | Pearson | 9780-13605-8342 | 5/8/16 |

# 12. OPTIONAL MATERIALS

# N/A

# **13. COURSE OUTCOMES AND 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.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & 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.

# **16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

Each week there will be a discussion post and a quiz over the reading. There will be one written assignment and a final exam, which will be essay.

Discussions: 10 points each week + 10 points for participation each week (140 points)

Quizzes: 20 points each week (140 points)

Journal: 100 points

Final Exam: 100 points

Total points possible: 480

Your semester grade will be calculated as follows:

90% and above: A

80% - 89%: B

70% - 79%: C

60% - 69%: D

Below 60%: F

**JOURNAL ASSIGNMENT**

Create a journal. There is no specific format or page length. Choose what you think is appropriate for the subject. There are three requirements for the journal:

**Part One:**

* Interview three managers discuss the following questions (choose managers in different types of companies, and if possible, different levels of the organization). Although it is not necessary to identify the individuals precisely, be sure to include sufficient information to determine the preceding information.
  + What preparation did they have for their managerial position? What support do they receive from their companies in their position?
  + What are the three primary challenges they face as managers?
  + What advice would they give a new manager to help them succeed?
* Instead of a transcript of the interviews, summarize common themes and contrast differences in a summary.

**Part Two:**

* In your interactions with other businesses or in your workplace, note at least 3 incidents where you believe values were either violated or upheld. (If observed in other companies, you may have to use your own values to complete.)
  + Describe each of the incidents
  + Discuss the values that apply
  + Discuss what was done correctly and/or what should have been done differently, and why
* You should have one incident in which you think the incident was handled correctly and one in which it wasn’t. The third can be either way.

**Part Three:**

* Address the following discussion question, Pg. 166, Discussion Topic #1
* The expectation is that you will be able to do a thorough analysis of the issues and values involved and explain why you would take the approach you decided is appropriate. Part of a thorough analysis is to acknowledge opposing ideas. Provide concrete examples.

**Grading Criteria:**

* Grammar/spelling/writing (10 points)
* Part One (30 points)
* Part Two (30 points)
* Part Three (30 points)

**DISCUSSION /PARTICIPATION**

Each week there will be a discussion question. The expectation is to have a complete, well-written and well-thought-out response which answers all parts of the questions. I expect good grammar and good spelling.

In addition to the discussion post itself, each student should post responses to at least two classmates’ posts. This will show as Participation.

**QUIZZES**

There is a quiz each week over the reading for that week to capture the highlights. You will be able to take the quiz three times—the highest score will go into the gradebook. It is more important to me that you learn the information.

**FINAL EXAM**

The final exam is a comprehensive, take-home final that I will load when it is time to take it. It is worth 100 points. You can use your book, notes and any other aids you like. There is no time limit, as long as you turn it in by the due date. The questions will be essay and comprehension based.

**EXTRA CREDIT**

Someone always asks about extra credit. I am hoping no one will need it, but if you feel compelled to do extra credit then you have a choice of the following. You may do one or both, depending upon your time, accessibility, interest and need. I know that some of these may be somewhat more difficult for those stationed outside the US, but there should be sufficient variety to give you something to choose from. The folders for submitting your extra credit are in the Week 7 assignment folder.

1. Read a book on a management topic with consent of the instructor and prepare a summary which includes the following information:
   * Name of the book and author
   * Summary of the main thrust of the book (overarching theory of the book)
   * Did you find the book valuable—why or why not?
   * How might you apply the information you gained from the book to your own management career (now or in the future)?

Length not to exceed 2 pages. Possible points: 15.

1. Attend a meeting of one of the following groups:
   * Industry or professional organization. Examples include: AFA, NCOA, AFSA, BPW, SHRM, AHA, ASTD, etc.—there are hundreds out there.
   * Business development association, whether a meeting or a function: Chamber of Commerce, Board of Commerce and Industry, etc.
   * Self-improvement organization, such as Toastmasters International
   * Community service organization: Rotary, Optimists, Kiwanis
   * Governmental board, body or council: city council, Planning and Zoning Commission

After attending one of these meetings, you should talk to a member of the organization to round out your understanding of the group and its purpose. Afterwards, prepare a summary with the following information:

* + Name of organization
  + Date and time of meeting
  + General format of meeting—what did they do?
  + Purpose/focus of the organization
  + What did you like/not like about the organization and/or meeting?
  + What value, if any, would the organization have to your organization or management career? Or in the case of the governmental organization—of what importance is the work of that organization to a business (or what impact could the decisions of that group have on your business?)

Length not to exceed 2 pages. Points possible: 15. Note: No one will be able to improve their final grade by more than one letter grade through extra credit assignments.

**17.1 Include Grade Appeal Statement:** “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/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.”

# 18. TENTATIVE SCHEDULE

Week One: Review Syllabus and course requirements. Complete introductions and discussion question for Week One. Read chapters 1-4. Take quiz. Review any supplemental materials in weekly content folder.

Week Two: Read chapters 5 and 6. Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discussion question.

Week Three: Read chapters 7 and 8. Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discussion question.

Week Four: Read chapters 9 and 10. Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discussion question.

Week Five: Read chapters 11 and 12. Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discussion question.

Week Six: Read chapters 13 and 14. Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discuss question.

Week Seven: Review any supplemental materials in weekly content folder. Take quiz. Respond to weekly discussion post.

Week Eight: Take final exam. Turn in any extra credit.

# 19. ADDITIONAL INFORMATION

N/A