**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**

**:** Spring 2- 2024

**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

**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

**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 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** N/A

**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**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:**

* 1. **No use of any generative AI tools permitted.**
     1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
     2. All assignments must be fully created, designed, and prepared by the student(s).
     3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

* **Current Events (CE)** - CE articles may be obtained from a newspaper, magazine or website and should not be more than 6 months old. Please review the example provided in the Course Content area. 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. Points will be deducted from your final participation grade based on missed discussion question posts and/or not submitting responses to your classmates as required.

**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%**

**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.

**Tentative Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Subject** | **Reading** | **Assignments Due** |
| **1** | Mar 25 | Introduction to Management/Management Theories | Ch. 1-2 | CE1, PE 1&2 |
| **2** | Apr 1 | Management’s Role in Ethics and Responsibility/Planning | Ch. 3-4 | CE2, PE 3&4 |
| **3** | Apr 8 | Strategic Management | Ch. 5 | CE3, PE 5 |
| **4** | Apr 15 | Individual and Group Decision Making/Organizational Culture and Structure/**Midterm Exam** | Ch. 6-7 | CE4, PE 6 |
| **5** | Apr 22 | Human Resource Management/Leadership versus Management | Ch. 8-9 | CE5, PE7 |
| **6** | Apr 29 | Motivation and Training | Ch. 10 | CE6 |
| **7** | May 6 | Communication | Ch. 11 | CE7, PE 8 |
| **8** | May 13 | Managerial Control and Accountability/ **Final Exam** | Ch. 12 | CE8, PE 9, PE10 |
| **Final Day of Class – May 18** | | | | |