

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 <<VC02 >> – Principles of Management

Campus: << WBUonline >>

Term/Session: <<Fall 1 2024>>

Instructor: <<Penny Miller>>

Office Phone Number/Cell #: <<940.867.9761>>

WBU Email Address: <<penny.miller@wayland.wbu.edu>>

Office Hours, Building, and Location: <<Office Hours in Blackboard Collaborate on Monday, 6 – 7 PM or by appointment>>

Class Meeting Time and Location: <<NA>>

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: <<NA>>

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](#)

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

<< Discussion: 70 points
 Participation: 35 points
 Weekly quizzes: 150 points
 Final exam: 100 points>>

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

<< The following is a tentative schedule for the class.

Week	Assignment Due	Due Date
1	Review syllabus and assignments Read text chapters 1, 2 Review lecture Post response to discussion question Respond to posts of two other students Take Week 1 quiz	08/18, 11:59 PM Central
2	Read text chapters 3 Review lecture Post response to discussion question Respond to posts of two other students Take Week 2 quiz	08/25, 11:59 PM Central
3	Read text chapters 4, 5 Review lecture Post response to discussion question Respond to posts of two other students Take Week 3 quiz	09/01, 11:59 Central

4	Read text chapters 6, 7 Review lecture Post response to discussion question Respond to posts of two other students Take Week 4 quiz	09/08, 11:59 PM Central
5	Read text chapters 8,9 Review lecture Post response to discussion question Respond to posts of two other students Take Week 5 quiz	09/15, 11:59 Central
6	Read chapters 10 – 12 Review lecture Post response to discussion question Respond to posts of two other students Take Week 6 quiz	09/22, 11:59 Central
7	No reading assignment Post response to discussion question Respond to posts of two other students No quiz	09/29, 11:59 Central
8	Complete final exam Turn in any extra credit	10/04 by 5 PM Central

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Additional Information

<< The following is detailed information about all of the assignments. Be sure to post any questions about the requirements on the course General Discussion Board.

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.

I am still figuring out where to put the participation grade, but I have until the end of the semester for that. Each week's discussion in 10 points. Participation is based upon your interaction with other students. The expectation is that you will post responses (a different perspective, a question, additional information or experience) to the posts of two other students each week. Participation will be 5 points each week.

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, lectures, 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.

2. 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

Note that many of these meetings may be attended virtually. This is acceptable. After attending one of these meetings, you should talk to a member of the organization, if possible, 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.>>

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