

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 VC01 – Principles of Management

Campus: WBUOnline

Term/Session: Summer 2023

Instructor: Dr. Kasandra Lane

Office Phone Number/Cell #: (806)291-1023

WBU Email Address: kassie.lane@wbu.edu

Office Hours, Building, and Location:

Weekdays from 8-4 (Plainview, TX, Home office) - best available communication channel will be by email

Class Meeting Time and Location: This is an online course; new weeks begin every Monday AT 7:30 AM C.S.T and end every Saturday at 11:59 PM C.S.T

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Principles of Management from a Biblical Perspective</u>	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](#) page.*

Optional Materials: NONE

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 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

- ✚ Weekly Discussion Posts: You will be required to complete three (3) discussion posts using Blackboard per week as assigned in accordance with the syllabus. Discussion questions are required to be posted NO later than midnight (Central Standard Time (CST)) on Wednesday of the assigned week. Additionally, each student is required to reply to the responses of at least TWO other students no later than midnight (CST) on Saturday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
 - Initial Discussion Posts: These posts must be a minimum of 5-7 sentences in length. You must use textual evidence from your textbook to support your response in APA format. This means you are required to have an intext citations and a reference at the end of your work.
 - In-Text citation when using a quote – “...” (Lane et al., 2022, p.456).
 - In-Text citation when summarizing an area of the book – at the end of your statement (Lane et al., 2022).
 - Reference will be placed at the end of your work
 - Response to Peers: These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! ... do not count toward your minimum length requirement stated above.

- ✚ Chapter Review Assignments: You will be assigned chapter review exercises periodically throughout the semester. These will allow you to take your reading and incorporate your understanding of the material with business and biblical relations. All responses will require evidence from the chapter to gain credit. You are REQUIRED to use evidence from the chapter or the bible to back up each question assigned. You can use the citation examples that are shown above to cite your evidence. Chapter assignments are due NO later than Saturday at

11:59 PM CST of the assigned week. **All submissions must be through Blackboard; NO work will be accepted by email.**

- ✚ Quizzes: Periodically during the course there will be quizzes to help make sure you are connecting to the material that we are currently covering, as well as to the material we have previously covered up to that point in the course. These will be done in blackboard and are a part of your overall grade. Quizzes will not be able to be made up.
- ✚ Unit Exams: There will be 2-unit exams. Each exam will be covering the material from the text.
- ✚ Final Exam: The final exam will cover ALL of the material learned during the course.

Requirement	Percent of Grade
Weekly DQ Posts	30 %
End of Chapter Homework	20 %
Weekly Quizzes	10 %
Unit Exams	25 %
Final Exam	15 %

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

1 Week of Aug 22	<p>Introduction to MGMT 3304 PL01 Welcome to Principles of Management! Romans 15:7 <i>“Therefore welcome one another as Christ has welcomed you, for the glory of God.”</i></p> <p>This week our focus will be on Chapter 1 and 2 Chapter 1: Introduction to Management: What is a Definition of a Good Manager? Chapter 2: Management Theories</p>
2 Week of Aug 29	<p>This week our focus will be on Chapter 3 and 4 Chapter 3: Managements Role in Ethics and Social Responsibility Chapter 4: Planning <i>Review for your first test</i></p>
3 Week of Sept 5	<p>Complete Test 1 <i>This test will cover Chapters 1-4</i></p>

	<p style="text-align: center;"><i>Proverbs 3:5-6</i></p> <p style="text-align: center;"><i>“Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.”</i></p> <p style="text-align: center;">AND</p> <p style="text-align: center;">Jump into Chapter 5 Chapter 5: Strategic Management</p>
4 Week of Sept 12	<p style="text-align: center;">This week our focus will be on Chapter 6 and 7</p> <p style="text-align: center;">Chapter 6: Individual and Group Decision Making Chapter 7: Organizational Culture and Structure</p>
5 Week of Sept 19	<p style="text-align: center;">This week our focus will be on Chapter 8 AND TEST 2</p> <p style="text-align: center;">Chapter 8: Human Resource Management</p> <p style="text-align: center;">Complete Test 2 <i>This test will cover Chapters 5-8</i></p> <p style="text-align: center;"><i>Isaiah 41:10</i></p> <p style="text-align: center;"><i>“Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand.”</i></p>
6 Week of Sept 26	<p style="text-align: center;">This week our focus will be on Chapter 9 and 10</p> <p style="text-align: center;">Chapter 9: Leadership vs. Management Chapter 10: Motivation and Training</p>
7 Week of Oct 3	<p style="text-align: center;">This week our focus will be on Chapter 11 and 12</p> <p style="text-align: center;">Chapter 11: Communication Chapter 12: Managerial Control and Accountability</p>
8 Week of Oct 10	<p style="text-align: center;">FINAL WEEK</p> <p style="text-align: center;"><i>Also, Please Complete Course Evaluation</i></p>

Additional Information

- ✚ The schedule above shows the date that the class WILL MEET along with the unit we will be covering. All work that is due for each week will be due by 12:00 P.M. on SATURDAY night of the week in which they are assigned. Late work is NOT accepted without prior approval. Student athletes are expected to turn their work in EARLY if they will be out of town when an assignment is due.
- ✚ Assignments not submitted by deadline will be given a grade of zero.
- ✚ NO cell phones allowed in class. NO earphones are allowed in class. Also, please take off hoods and caps during our class.
- ✚ Submitting the work of another student:
First instance results in grade of a zero for that assignment
Second instance results in an F for the term