

MGT 3310 - Principles of Management: Principles of Management (SSI - June 03 to July 05)

Summer 2024 Syllabus, Section 380, CRN 51230

Instructor Information

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Office: Virtual
Office Hours:
MTWR Virtual Meeting Platform by appointment

Times and Location

Does Not Meet Face-to-Face

Course Description

This course is a study of managerial concepts, principles (planning, organizing, directing and controlling), and analysis of organizations (needs, motivations, personality, leadership, group dynamics and communication). Various conceptual and practical approaches of management for creating a quality work life will be included. Prerequisite: Junior standing.
Intl Business&Tech Studies Department, Sanchez School of Business

Student Learning Outcomes

- CO1: Identify management functions, practices, and principles.
- CO2: Develop a number of conceptual approaches to a variety of business applications.
- CO3: Identify management challenges associated with the twenty-first century.
- CO4: Identify a number of perspectives that are commonly used to analyze organizations and their activities.
- CO5: Identify the organizational behaviors of needs, motivations, personality, leadership, group dynamics, and communication.

Important Dates

Visit the Academic Calendar (tamui.edu) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Fundamentals of Management	Stephen P. Robbins	0135175151

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

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Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Open Boilerplate

ASSIGNMENT	VALUE
Online Chapter Assignments	10%
Online Quizzes	10%
Personal Inventory Assessments	10%
Online Chapter Simulations	10%
Weekly Exam(s)	30%
Padlet Exercises/Participation	5%
Final Exam	25%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
6/3	Review Course Syllabus/Pearson Account Registration Read: Chapter 1 Managers and Management in Today's Workplace Chapter 2 The Management Environment Chapter 3 Important Managerial Issues	Chapter Readings and PPTs	6/10/24 MyLab Assignments, Padlet, Weekly Exam
6/10	Chapter 4 Making Decisions Chapter 5 Planning and Goal Setting Chapter 6 Managing Change, Innovation	Chapter Readings and PPTs	6/17/24 MyLab Assignments, Padlet, Weekly Exam
6/17	Chapter 7 Entrepreneurial Ventures Chapter 8 Organizational Structure and Design Chapter 9 Managing Strategy	Chapter Readings and PPTs	6/24/24 MyLab Assignments, Padlet, Weekly Exam
6/24	Chapter 10 Entrepreneurial Ventures Chapter 11 Designing Organizational Structure Chapter 12 Managing Human Resources and Diversity	Chapter Readings and PPTs	7/1/24 MyLab Assignments, Padlet, Weekly Exam
7/1	Chapter 13 Managing Work Groups and Teams Chapter 16 Motivating and Rewarding Employees Chapter 17 Leadership and Trust	Chapter Readings and PPTs	7/5/24 MyLab Assignments, Padlet, Weekly Exam

Distance Education Courses

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

Course Structure

This is a distance learning class. It is not a "correspondence course" in which students may work at his or her own pace. Each week there will be online chapter assignments, quizzes, personal inventory assessments, chapter simulations, course participation/reflection assignments, and chapter exams. Refer to the schedule at the end of this syllabus for more information.

Student-Instructor Communication Policy and Response Time

- Course Messages/Emails

Instructor contact must be done through TAMIU email (Not Pearson MyLab or Blackboard Messages). Allow 2-3 business days response time for email

- Assignments and Assessments

Feedback to students on their submissions of an assignment or assessment will be provided on Blackboard 4-7 days after assignment deadline. (Does not include weekends)

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamtu.edu/distance/students/netiquette.shtml/>) for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course.]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: *[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]* Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. You will need the following additional software: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]* TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at elarning@tamui.edu.

Minimum Technical Skills Expected

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

90- 100%	A
80- 89%	B
70- 79%	C
60- 69%	D
below 60	not passing

Rubrics (may be included here and in the Syllabus and Overview in the course)

Late Work Policy

Missing any part of this schedule may prevent completion of this course. If you foresee difficulty of any type (i.e., an illness, employment change, etc.) which may prevent completion of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course. See "Attendance Policy." If I have not heard from you by the deadline dates for assignments, exams, or forums, no make-up work will be allowed (unless extraordinary circumstances existed, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation if the excuse is acceptable to the instructor. "Computer problems" are not an acceptable excuse.



Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

Turnitin Policy Or Other Types of Assignments in Other Systems

N/A

Proctoring

N/A

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.