Course Number: MAN2021 Principles of Management – Sec 522F Fall 2019

Instructor: John Weiss
Title: Associate Professor
Office: Daytona Campus, Bldg 200, Rm 413
Office Hrs: Mon/Wed 12:30-4:30; Tues 8:30-11:30; Fri 8:30-12:30
Phone: 386.506.3792 FAX: 386.506.4492
Email: weissj@daytonastate.edu

Department Homepage: School of Business Administration Homepage

Course Description: This course is designed for students who hold or aspire to hold a managerial position. The management functions of planning, organizing, staffing, directing, and controlling will be comprehensively covered. Students will be given the opportunity to apply these concepts to real-world situations.

Credit Hours: 3
Pre-requisites: None

Minimum Technical Requirements
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the assignments folder
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs

Student Learning Outcomes: Upon completion of this course, the student will be able to

1. Identify management levels, functions and processes and the external forces that impact those elements.
2. Analyze decision making and staffing within basic organizational structures. (case 1,2 chp 4,6)
3. Discuss motivational techniques used in groups and teams. Disc 2
4. Explain the relationship between leadership, trust, communication, and control. Essay 2
5. Research and critique current issues in the field of management. Disc 1, essay 1
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**Class Format:** Taking a course via distance learning is somewhat different from your typical classroom experience. Our online classroom provides you with the various tools by which to meet the learning outcomes including practice quizzes, tutorials, and discussion forums where you can ask questions. Please take advantage of all that our online classroom has to offer. Make sure you visit our online classroom several times a week, read all posts, work through the chapter content, and ask questions. Our online classroom is provided and serviced by Falcon Online [http://class.daytonastate.edu](http://class.daytonastate.edu)


A link is provided to the college bookstore [Daytona State College Bookstore](http://www.daytonastate.edu/library/bookstore/) where students can find the location/days/hours of local DSC bookstores or order books and materials online.

**Equipment and Supplies:** Access to a computer with a reliable internet connection is needed. In addition, MSWord will be needed to complete some assignments. If you experience any computer problems, do not let this interfere with your work. The college has open computer labs on every campus and these are open day and evening. Some are even open on the weekends.

**Classroom Policies**

**Disclaimer:** Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there. In the event this happens I will notify the class either through the course announcements section located on the course homepage or through class e-mail. You are expected to monitor the announcements section and your e-mail on a regular basis.

**How to proceed through the course:** Students should plan to have three hours of study time per week for each credit hour of class time. Example: when taking a typical 3 credit hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

1. **Syllabus:** Read the syllabus thoroughly and feel comfortable that you understand it, especially when it comes to grading criteria and schedule dates. An electronic version of the syllabus is located in the content section of the course as well as on my faculty homepage.

2. **Calendar:** Manage your time wisely. There are many chapters to cover and this class will move quickly. Click on calendar to manage all of your key dates for all of your classes. You also can add personal dates as well. There is also a Class Schedule at the end of this syllabus to guide you
through the course. Get ahead in the course if you can by one week. We never know what life is going to toss our way and you will be glad you have that cushion of time if you need it.

3. **Content:** When you click on content you will see supplemental material provided by the publisher and the instructor for each chapter. This material is there to help you with your learning. You should review this material to see what you find useful to you.

4. **Discussions:** When you click on discussions you will see that there are several Graded Discussion Topics. See grading criteria for discussions in the syllabus for further description. There are also non-graded graded discussion areas where you can interact with other students and the instructor and you are encouraged to ask questions.

5. **Quizzes:** This is where your Graded Exams are located. See grading criteria for exams in the syllabus for further description. To do well on the exams I highly recommend that you read and outline the chapter. This is a basic reinforcement method and it works. Practice quizzes are provided for each chapter and I encourage you to take them. You can take the practice quizzes multiple times and they do not count toward your final grade.

6. **Assignments:** Upload your Essay and Case assignments here.

7. **Grades:** I typically grade assignments within 72 hours, or sooner, of the due date. You can click on grades to monitor your progress.

8. **Classlist/Communication:** You can contact me with any questions that you have regarding the course via my office phone or e-mail and I typically respond within 48 hours. To send me an e-mail simply click on classlist, click on my name, and then proceed from there. If for any reason you know that you will be out of class for an extended period of time, please contact me as soon as possible.

9. **Help/Resources:** This is where you can find other supplemental resources such as the DSC Library, research guides, FAQs and computer systems check.

**Handling of assignments:** A detailed class schedule of assignments and due dates is provided at the end of the syllabus.

**Communication:** Bring concerns & questions to appropriate class discussion boards or to the instructor during office hours. Emails determined to be of high importance by the instructor will receive first priority in response. Emails of a routine nature like those best addressed in class will be responded to in a timely fashion. Please keep in mind the instructor’s physical office hours when leaving phone messages.

**Attendance and Lateness Policy:** In either an online or traditional class your attendance is expected. During face to face lectures, if applicable, I will reinforce information, which I intend to cover on your assignments. Also, be aware that the schedule is tentative and may shift to allow for changes in
emphasis of certain materials. Material may be covered in lecture that is not available in the text, and it will be imperative you attend class both online and in person where applicable.

**Please Note:** The instructor may elect to penalize absences in-class or a lack of participation in an online class. If the penalty is implemented it will be reflected in your overall grade as:

- 1-2 absences 0 points
- 3 absences subtract one full letter grade
- 4 or more absences subtract two full letter grades

**Late Work/Make-up Work and Exams:** There is a late assignments folder. The instructor reviews all late or makeup work on a case by case basis. Assignments may be turned in early however; grades may not post until the close of the assignment. Late assignments will be graded by the end of the semester. Exams missed during the open/close range will be made available (see class schedule) for those with remaining attempts. Late assignments may not earn higher than a B grade.

**Classroom Etiquette:** In a traditional classroom all students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. The use of cellular phones, MP3 players and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly. Finally, cell phones, watch alarms, beepers, etc. are strictly prohibited in the examination room.

In an online class when posting to a discussion board be courteous and considerate. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication. Make every effort to be clear with correct grammar and spelling, and avoid emoticons or use of all caps. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Please do not send your instructor e-mail related to the course content. That is the purpose of the Discussion Forums. They take the place of classroom discussion.

**Evaluation/Assessment Methods**

Evaluation of learning includes participation in discussions related to course content, written essays and case analysis that requires critical thinking, and exams (multiple-choice). The final grade is then based on overall points accumulated.

Points per task:

- Discussions (2 x 100) 200 points
Essays (2 x 100) 200 points
Case Studies (2 x 100) 200 points
Exams (4 x 100) 400 points
Total possible 1000 points

When calculating the final grade, the following schedule is followed:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>870-899</td>
<td>B+</td>
</tr>
<tr>
<td>800-869</td>
<td>B</td>
</tr>
<tr>
<td>770-799</td>
<td>C+</td>
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<tr>
<td>700-769</td>
<td>C</td>
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<tr>
<td>670-699</td>
<td>D+</td>
</tr>
<tr>
<td>600-669</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

An incomplete grade will NOT be given UNLESS the following criteria are met:

- A request in writing is submitted to the instructor prior to last three weeks of class,
- All assignments were completed at that point in time,
- The student has a grade C or higher at that point in time.

CLASS SCHEDULE – See end of the syllabus

Class Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current college catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility.

GROUP DISCUSSION AND GRADING CRITERIA:

There will be two graded discussion topics. You should contribute to each discussion topic within the dates for that particular discussion. The graded discussions will be posted in the Discussion Forum of our online classroom. To access discussion topics, click on Discussions. Points will be awarded based on the quality of your discussion, the results of your research on the topic, and your effectiveness in interacting with other students. You should also “reply” to the posting of OTHER STUDENTS so you can discuss their views on the topic. The simple phrase “I agree” or any derivative of that is NOT an acceptable
response or reply. The earlier that you post on a topic, the more opportunity there will be for others to read and respond to your posts. This helps you earn a higher score. Your posting may be on the same issue or subject as another student’s, but it must not be from the same source. Please COMMENT on the article. DO NOT RETYPE OR CUT/PASTE THE ARTICLE. Your posting should be a minimum of 250 words and your thoughtful response to someone else’s posting should be a minimum of 150 words.

Discussions that earn 90 - 100 points will address the discussion topic thoroughly and include documented outside research. You will also respond thoughtfully to at least TWO other students and add new ideas or suggestions to each student’s post. The posts will be presented clearly and demonstrate both professional vocabulary and writing style. They will stimulate discussion, add value to the discussion and enhance the critical thinking process for the group. Each posting must include supporting evidence, details, examples, and citations (live links if they involve online research). You will need at least 3 quality posts to score in this point range.

Discussions that earn 70 - 89 points will address the discussion topic thoroughly and include documented outside research. You will also respond thoughtfully to at least ONE other student and add new ideas or suggestions to each student’s post. The posts will be presented clearly and demonstrate both professional vocabulary and writing style. They will stimulate discussion, add value to the discussion and enhance the critical thinking process for the group. Some postings (but not all postings) include several supporting evidence, details, examples, and citations (live links if they involve online research). You will need at least 2 quality posts to score in this point range.

Discussions that earn less than 70 points will not meet one or more of the above criteria.

You are required to read ALL POSTS from other students. If you do not, you may receive a penalty of 5 points. This means you must be online frequently during the graded group discussions. Please do not wait until the last few days to read posts. The purpose of a group discussion is to build upon posts with more information and learn from other students.

There is no makeup work for this assignment.

ESSAYS AND GRADING CRITERIA

There will be two (2) graded essay submissions. The topics allowed for each essay is explained in the essay assignment folder in the online course.

For each essay topic find one, two, or more articles on that topic. Articles that appear in management journals are valuable sources of research as they have rich bibliographies. You may also search for articles in periodicals such as Businessweek, Forbes, or others. Good newspapers such as the Wall Street Journal, New York Times, Washington Post are also good sources for current event articles. The essays should summarize the articles and relate them to the material learned in class.
The essay should have a **minimum of 500 words and should not exceed 800 words**. It should be completed in .doc, docx or .rtf format using MLA Format.

**It is suggested that your essay have the following sections:**

- **INTRODUCTION.** The introduction states the reason(s) why your topic deserves consideration. In other words, why is your topic relevant.

- **SUMMARY OF RESEARCHED ARTICLES.** Each article should be summarized separately. At the beginning of each summary, please state the author, the title, the source of the article, and the date it was published. Do not start a new page with each summary. Also, consider that the articles you select must have a common theme or topic.

- **TEXTBOOK CONNECTION.** Search through your textbook and obtain all information that relates to your topic. Show how the articles supported or contradicted information in your textbook.

- **EVALUATION AND CONCLUSION.** In this section you should state assess the topic. How does this topic affect you or a particular business or industry?

**Essays awarded 80-100%**

Essays that earn 81-100% will be clearly and professionally presented. They be properly presented in MLA Format and free of typographical and other errors. The quality of the articles or literature evaluated, and their source will be sound. The writing will demonstrate the ability to properly relate theory the article reviewed. The paper will follow the five-part outline and each part will be complete. The paper will be uploaded to the dropbox **on or before the due date**.

**Essays awarded less than 80%**

Essays that earn less than 80% will not meet one or more of the above criteria. They will be uploaded to the dropbox on or before the due date.

**Note: you will not be able to use your discussion topic as your essay topic.**

**Note:** Turnitin.com is used to determine essay originality. Submissions with an Similarity score higher than 60% may NOT earn more than one-half credit. **Papers with 80% or higher will earn NO points.** It is up to the instructor whether papers may be re-submitted.

**Late essays will carry a penalty of 20%.**
CASES AND GRADING CRITERIA

There will be 2 assigned cases and they are located in the content section of course. You should complete the cases after reading the corresponding chapter and working through the course learning tools for that chapter. The cases are short but must be answered thoroughly and professionally. There is no set word count and I look for quality over quantity. Typically, 2 short paragraphs will answer each question and more than that is fine also. It is important as you answer the questions that you also relate your answers to the concepts in the text as well as support your answers with your reasoning. Where you feel possible, also conduct outside research to help support your conclusions where you feel you can.

For a format, just identify your name, the case and the class at the top of the page. Re-write each question and then provide your answer underneath the question using single spacing for your answer.

Cases should be prepared in Microsoft Word and uploaded to the appropriate assignments folder on or before their due date. Each case is worth 100 points. Late cases are penalized 20 percent.

80 – 100 points: Each case question is answered accurately, thoroughly, and professionally. Professionalism in writing includes proper spelling, grammar and presentation. Outside research will be presented. Reference to textbook concepts will be presented. You will provide proper citations for all research.

60 – 79 points: One or more case question is answered incorrectly or the case is not presented professionally. May lack outside research and reference to textbook concepts.

0 – 59 points: Incomplete cases, multiple errors in reasoning or conclusion, lack of professionalism.

Note: Turnitin.com is used to determine case originality. Case submissions with an Similarity score higher than 60% may NOT earn more than one-half credit. Case submissions with 80% or higher will earn NO points. It is up to the instructor whether cases may be re-submitted.

EXAMS AND GRADING CRITERIA

There will be four scheduled exams and each exam will have 25 multiple choice questions. You will have TWO ATTEMPTS at each graded exam and I will take the highest score as the final score. Each exam is worth 100 points for a total of 400 points. Please do not open the exam unless you are ready to take it and you will have one (1) hour. If an exam is missed I will re-open them again towards the end of the term. Exams taken during the late period will be penalized 20 percent. To access the exams click on “Quizzes” in the navigation bar. Also, practice chapter quizzes are provided and they do not count towards your final grade.

Class Schedule: See end of the syllabus
Student Rights & Responsibilities

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”

Academic Integrity
In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you. Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution.

Honor Pledge: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view Honor Code.

A student who is found to have cheated will be reported to Judicial Affairs. The student will receive a grade of 0 on the assignment with no opportunity to resubmit the assignment for a different grade. If a student has previously taken this course with the current instructor or a different instructor, permission must be obtained from the current instructor to re-use previously submitted assignments. If permission is not obtained prior to the submission of the re-used assignment, the student may be determined to have self-plagiarized. This finding may result in a report to Judicial Affairs and the receipt of a grade of 0 on the assignment with no opportunity to resubmit the assignment for a higher grade.

Forms of Academic Dishonesty

Cheating - Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism - Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Fabrication - Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct: Other Academic Misconduct might include, but is not limited to:
• In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
• Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
• Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
• Soliciting someone to impersonate you online or in a classroom setting.
• Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
• Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

**Academic Support Services**

**Counseling and Accessibilities Office:** The Counseling and Accessibilities Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.

**Veterans:** If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/

The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to http://www.daytonastate.edu/asc/ or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. http://library.daytonastate.edu/index

**Technical Support** is available for FalconMail, printing, web usage, Falcon Online, and more. Students may call 386-506-3950 or e-mail HelpDesk@daytonastate.edu
**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate.

**Student Self-Service Help:** Go to http://daytonastate.edu/help to find help with registering, student accounts, financial aid, pulling your degree plan, etc.

**ASSIGNMENTS AND DUE DATES**

**Note:** There are NO makeup assignments for any of the work in this class.

**PLEASE MARK ALL IMPORTANT DATES ON YOUR CALENDAR. YOU ARE RESPONSIBLE FOR COMPLETING WORK ON TIME.**

**Aug 21** – Class begins. Please introduce yourself in our Student Success Forum under “Introductions.” This needs to be done the first time you sign-in on Aug 21 and no later than Aug 28.

**DUE DATES FOR EXAMS**
- Exam 1 (Chapters 1, 2, 4) – Sept 16
- Exam 2 (Chapters 5, 6, 7) – Oct 7
- Exam 3 (Chapters 8, 9, 10, 11) – Nov 4
- Exam 4 (Chapters 12, 13, 14, 15) – Dec 7
- Exam Late Period (20% penalty) ends 12/8

**DISCUSSIONS DATES**
- Oct 14 through Oct 21 – Graded Group Discussion #1
- Oct 28 through Nov 4 – Graded Group Discussion #2

**CASES AND ESSAYS DUE DATES** (via assignments folder)
- Case 1 Due on or before Sept 18
- Case 2 Due on or before Oct 2
- Essay 1 Due on or before Nov 13
- Essay 2 Due on or before Nov 26

Final date to submit late cases and essays (20% penalty) is Dec 8.

**Contacting Your Instructor**

If you have questions regarding anything in the syllabus please post your question online in the syllabus question forum.
If you have questions regarding course content please post your questions in the discussion forum on under the appropriate topic.

If you need to contact me about your grade or a personal issue, click on classlist then select my name (John Weiss). Also, please enter the course number in the subject line.

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**CLASS SCHEDULE**
**MAN2021 Principles of Management**
**Fall 2019 Section 522F**

<table>
<thead>
<tr>
<th>WEEK OF</th>
<th>CLASS ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/19</td>
<td>Review course materials</td>
</tr>
<tr>
<td>8/26</td>
<td>Post your Self-Introduction by 8/28. Read chapter 1 and complete practice quiz 1</td>
</tr>
<tr>
<td>9/2</td>
<td>Read chapter 2 and complete practice quiz 2</td>
</tr>
<tr>
<td>9/9</td>
<td>Read chapter 4 and complete practice quiz 4</td>
</tr>
</tbody>
</table>
| 9/16    | Take exam on chapters 1,2,4 by 9/16  
Case 1 due 9/18  
Read chapter 5 and complete practice quiz 5 |
| 9/23    | Read chapter 6 and complete practice quiz 6 |
| 9/30    | Case 2 due 10/2  
Read chapter 7 and complete practice quiz 7 |
| 10/7    | Take exam on chapters 5,6,7 by 10/7  
Read chapter 8 and complete practice quiz 8 |
| 10/14   | Discussion 1 – starts 10/14 and ends 10/21  
Read chapter 9 and complete practice quiz 9 |
| 10/21   | Read chapter 10 and complete practice quiz 10 |
| 10/28   | Discussion 2 – starts 10/28 and ends 11/4  
Read chapter 11 and complete practice quiz 11 |
| 11/4    | Take exam on chapters 8,9,10,11 by 11/4  
Read chapter 12 and complete practice quiz 12 |
| 11/11   | Essay 1 due 11/13  
Read chapter 13 and complete practice quiz 13 |
| 11/18   | Read chapter 14 and complete practice quiz 14 |
| 11/25   | Essay 2 due 11/26  
Read chapter 15 and complete practice quiz 15  
Thanksgiving Week |
| 12/2    | Read chapter 15 and complete practice quiz 15  
Take exam for 12,13,14,15 by 12/7  
Last date to upload cases and essays – 12/8 (20% penalty)  
Late exam period ends 12/8 (20% penalty) |