



The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship.

Department of Business
College of Applied and Social Sciences
MGT 200: Management Principles
Summer Session 1 2021
2/3Credit Hours

INSTRUCTOR INFORMATION:

Instructor: Dr. Anne Christo-Baker
Instructor Campus Phone: (330)-829-4923

Instructor Email: christe@mountunion.edu
Office Hours: Wednesdays 10:00- 11:00 a.m. Available at other times by appointment

GENERAL COURSE INFORMATION

COURSE DESCRIPTION:

This course is an introduction to the basic principles of management. Emphasis is on the role of managers as decision-makers who continually must confront and evaluate alternatives, optimizing the use of scarce resources to maximize returns. The course provides a general understanding of the management functions of planning, organizing, leading, and controlling from the viewpoint and needs of the professional manager.

COURSE PURPOSE:

Management is important to the functioning of all organizations. Management and managers ensure effective coordination of activities by working with people to achieve an organization's goal. This course provides a general overview of the functions and practice of management and serves as a foundation for upper-level management and human resource management courses.

COURSE MATERIALS:

Students are required to acquire an access code to McGraw Hill CONNECT for this text. This includes an electronic copy of the text

M: Management – Connect Access 6TH 20.

ISBN-13 978-260-48519-6

ISBN -10: 1-260-48619-6

Bateman, T.S., Snell, S. & Konopaske, R. (2020). *Management*, (6th Ed.). New York, NY: McGraw-Hill Education.

Purchasing a hard copy or loose-leaf version of the text is optional.



REQUIRED

M: Management - Connect Access 6TH 20

Author:	Bateman, Thomas
ISBN-13:	978-1-260-48519-6
ISBN-10:	1-260-48519-6
Edition/Copyright:	6 TH 20
Publisher:	McGraw-Hill Publishing Company

All course materials comply with copyright/fair use policies

COURSE DELIVERY:

This course is delivered Online Asynchronously. Your instructor will provide materials for you in our learning management system (D2L). Some of the materials will be readings, lectures for viewing, assignments for completing, and exams for evaluation. You can access and satisfy these requirements on your own schedule, so long as you meet the expected deadlines. Some of the methods we employ for asynchronous online learning include self-guided lesson modules, pre-recorded video content, virtual libraries, lecture notes, and online discussion boards or other media platforms.

This course is organized in alignment with Mount Union University's online course template. Each weekly lesson contains an overview and objectives, readings, and related materials, learning activities and assessments, as well as supplemental resources.

Lessons will run Monday-Sunday of each course week. Lessons will open on the Friday prior to the start of a lesson. All assignments should be completed and submitted by 11:59 p.m. on due dates. Because of the way the course is structured, students must stay on track with assignment dates and cannot complete assignments from previous weeks once the due date is passed.

Content may include lectures, videos, individual and group assessments, readings, and case studies.

- Some activities will require individual completion; others require group input

COURSE LEARNING OBJECTIVES:

Upon completion of this course, a student should be able to:	Assessment
1. Distinguish between the primary functions of management: planning, organizing, leading, and controlling	Connect Assignments and Exams
2. Identify the complex challenges facing managers in current business environments	Discussion Forum and Exams
3. Describe practical steps that managers should take to model ethical behavior and encourage ethical choices	Connect Assignments and Exams
4. Explain the importance of employee motivation in an organization and the manager's role in promoting motivation	Discussion Forum and Exams
5. Identify the advantages and challenges of employee diversity within organizations	Connect Assignments and Exams
6. Apply critical thinking skills to develop solutions to managerial scenarios	Discussion Forum and Connect Assignments

MEASUREMENT OF LEARNING OBJECTIVES:

Each of the course learning objectives are aligned with weekly learning objectives. Each week students will be given resources, lectures, and activities to complete that align with the weekly learning objectives. After reviewing the resources and participating in the weekly activities, the student will be assessed to see if they have achieved the knowledge or skills described in the learning objectives.

TECHNOLOGY REQUIREMENTS FOR ONLINE COURSES:

College coursework during these times requires students to be more responsible than ever in keeping up with reading and assignments, checking email and D2L frequently, and staying in regular communication with instructors. Technology access will therefore be critically important to your success in this course. The lecture presentations, links to articles, assignments, quizzes, and rubrics are located on the D2L site for the course. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations.
- Access to a video/web camera.
- Reliable Internet access and a Mount Union email account.
- A current Internet browser that is compatible with D2L.
- Microsoft Word as your word processing program.
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage.

Please contact the IT Help Desk at (330) 829-8726 or Helpdesk@mountunion.edu if you need assistance with obtaining or using a device, any necessary software, or internet access at any time during this semester.

If you experience issues with CONNECT, please contact McGraw-Hill customer support

COURSE ASSIGNMENTS AND ACTIVITIES

ASSIGNMENTS EXPECTATIONS

- Assignments may take the form of case studies, reflections, self-assessments, essays, discussion boards, or projects.
- Unless stated otherwise, written assignments should be typed, double spaced, 12 pt., Times New Roman font, 1-inch margins, and include your full name, date, and course.
- Papers, including citations and bibliographies should be formatted using the American Psychological Association (APA) manual style guide. (Resource links are available on D2L).
- Papers should be written in formal grammatical tone and format. Avoid using contractions and colloquialisms.
- A quick primer on using APA and other writing resources can be accessed at
 - <https://www.mountunion.edu/citation-and-grammar>
- Due dates and times are listed on the course schedule.
- If you violate one of the standards in the University Academic Honesty statement, it will result in a zero for that assignment, and I am required to report it to the Office of Academic Affairs.
- While group studying and sharing of ideas is encouraged, you may not consult with other students about papers or other assignments in this course.

Late work policy: Late assignments will only be accepted at the discretion of the instructor. Late assignments will be subject to a significant grade reduction. No assignments will be accepted after one week from the due date.

CONNECT ASSIGNMENTS

Several homework assignments will be completed using CONNECT. After acquiring the access code, you must register with CONNECT through specific instructions via D2L Brightspace. Start and due dates for such homework are published in CONNECT.

Directions for Accessing CONNECT Resources

1. Access this course in D2L
2. Under Table of Contents select McGraw-Hill Text
3. Click on McGraw-Hill Campus
4. Click on the Connect textbook for this course and follow the on-screen instructions

Connect assignments are in several formats. There are case analyses, quizzes, LearnSmart exercises, and self-assessments as follows:

▪ **Case Analyses**

These may be in either essay or video format

You will be presented with a case study and asked to answer several questions. You will have limited time to answer the questions. Be sure to study the material before starting the assignment.

▪ **Application-Based Activities**

These activities will provide you with valuable practice using problem solving skills to apply your knowledge to realistic scenarios. These scenarios are often presented in several stages.

▪ **Self-Assessments**

These assignments are a great way for you to get to better understand yourself and your behavior. Due dates are in course schedule. Your results may be integrated into class discussions.

▪ **LearnSmart Assignments**

LearnSmart (LS) assignments are intended to help you direct your learning. Understanding that individuals have different learning styles, I will **not require these assignments**. However, you should note that they expose you to foundational terminology, concepts, and principles in your course at formative times.

As such, I encourage you to complete the exercises and to return to previous LS assignments to practice challenging topics, refresh your knowledge, and increase your retention of course concepts. *Hint: they are useful in helping you prepare for exams*

EXAMS

There will be three online exams. These exams will be open book. However, they are to be completed individually, without collaboration or assistance from others

- You may use notes and your textbook, **but no group work of any kind is permitted.**

DISCUSSION FORUM PARTICIPATION:

EXAMPLE FORUM INFORMATION: Participation in discussion forums is critical for maximizing students' learning experiences and is required for the online delivery of this course. Each student is required to be part of an online community who interact, through discussion, to enhance and support the professional development of the group.

Active participation in discussion topics is defined as making at least one (1) original posting per week for each discussion topic and at least two (2) responses to colleagues' postings. This will result in a minimum total of three (3) postings per topic.

- In your postings you are expected to offer comments, questions, and replies to the discussion questions that have been posted by the instructor as well as to classmates
- I will be reading all discussion forum postings and will participate in the discussions only as appropriate: I prefer that each of you to try to assist each other and be resourceful rather than to "wait" for my comments. My role as the instructor is to observe and facilitate. **Post as early as possible.** This will allow for stimulating and timely discussions with your classmates.
- Postings will be evaluated on the quality of the postings and the degree to which the postings promote discussion among classmates.
- For a posting to be considered substantive, it should meet the following criteria:
 - It ties personal experience and practice to the concepts that are being discussed.
 - It avoids repeating or rehashing points made by others.
 - It demonstrates understanding and integration of course readings and provides relevant citations.
 - It incorporates ideas shared by others and the instructor to create a clearer and more comprehensive presentation of the concept under review.
 - It poses real-life questions or challenges that spring from the discussion material and attempts to shape informed conclusions
- Please see evaluation rubrics in the appendix to this syllabus. **Additional posting guidelines and examples are available on D2L.**

NOTE: Your original post will be due each week by Wednesday at 11:59 p.m. and all subsequent posts will be due by Sunday at 11:59 p.m.

COURSE GRADING:

Grades will be based on depth of personal insight, critical thinking, and application of theoretical concepts to scenarios being analyzed. Specific guidelines and grading criteria will be provided with each assignment.

The following activities will be evaluated, and the relative weight of that evaluation is noted:

Activity	Points	
Discussion Forums 3@ 20 points each	60	15%
CONNECT Assignments 5@20 points	100	25%
Exams	240	60%
Exam 1- 80 points		
Exam 2- 80 points		
Exam 3- 80 points		
TOTAL	400	

Additional guidelines and evaluation rubrics will be available on D2L.

Grading Scale

Grading Scale	
Percentage	Grade
93% - 100%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
60% - 66%	D
58% - 59%	D-
57% and below	F

COURSE POLICIES/PROCEDURES/EXPECTATIONS

COURSE COMMUNICATION:

Students are expected to check their Mount Union email account frequently for important course information. If you are having trouble understanding any aspect of the course, please contact me.

Communication in this course will be primarily through emails. Please use your Mount Union (UMU) email for all communications in this course. Students are expected to check their Mount Union email account frequently for important course information. ***If you are having trouble understanding any aspect of the course, please let contact me.***

If you need to contact me, the best method is via email. I am here to help and will do my best to respond to inquiries in a timely manner. I will endeavor to respond to your emails within 48 hours during weekdays and within 48-72 hours over weekends/holidays. The same is expected of you when responding to me or to your fellow classmates.

Email Netiquette

You are expected to be polite and respectful in all your communications, whether to the professor or to your classmates. *When sending emails, please use appropriate greetings, tone, and identifying information such as your full name, course, section number and the assignment or incident to which you are referring.* For further information on communicating in the online environment, refer to the video links available in the *START HERE* folder.

LATE WORK POLICY:

Late assignments will only be accepted at the discretion of the instructor. Late assignments will be subject to a significant grade reduction. No assignments will be accepted after one week from the due date.

CLASSROOM CONDUCT

Professionalism will always be expected. Because the classroom (in person or online) is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances. This includes both in-person and online forums. We will show respect for one another by exhibiting patience and courtesy in our exchanges. Appropriate language and restraint from verbal attacks upon those whose perspectives differ from your own is a minimum requirement. Bullying will not be tolerated. Courtesy and kindness are the norm for those who participate in my class. Think before you type or speak. Remember, typing in all CAPS is the same as yelling, and sarcasm comes across differently when written.

ATTENDANCE AND PARTICIPATION

Attendance is a critical component and critical to being successful in this course! It is expected that you will be an active participant in this course and contribute each week. You will get more out of the class if you participate, and others may benefit from your contributions.

Class attendance for an online is defined as an online presence demonstrated by active participation in all learning activities as required by the instructor. Failure to fulfill requirements within the parameters of each session will result in the student being marked absent.

CLASS ABSENTEEISM

Absenteeism in this online course means not accessing course materials or participating in online course activities.

"A student who misses class for health reasons is required to contact the Health Center for either treatment, release, or referral. The medical staff will determine the seriousness of health problems and inform the vice president for student affairs/dean of students when absence is legitimate; however, in all cases, the student is responsible to notify the faculty member and make up missed class work. In cases of prolonged illness or off-campus emergency, the student must notify the vice president for student affairs/dean of students who will verify the circumstances and issue notifications when warranted." – University of Mount Union Student Handbook

ACADEMIC INTEGRITY:

Academic Integrity is at the heart of the mission and values of the University and is an expectation of all students. Maintaining academic integrity is a reflection of your character and a means to ensuring that you are achieving the outcomes of this course and that your grades accurately reflect your learning and understanding of the course material. Cutting corners or cheating in this class will result in cheating yourself out of learning.

Academic integrity is a partnership between me, as the instructor, and you, as the student. My role, as instructor of this course, is to facilitate learning and to provide you with clear guidelines and feedback to help you maintain your academic integrity. Your role in this course is to take responsibility for your learning and to complete all assignments in an honest manner and to ask for clarification from me if you are unsure of how to do so.

Students who are found responsible for committing academic dishonesty will receive a zero for the assignment. The academic dishonesty issue will also be brought to the Department Chair and the Office of Academic Affairs who may impose additional sanctions as provided in the University policy regarding Academic Honesty.

ONLINE CONDUCT:

Professionalism is always expected. Because the virtual classroom is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances. We will show respect for one another by exhibiting patience and courtesy in our exchanges. Appropriate language and restraint from attacking those whose perspectives differ from your own is a minimum requirement. Bullying will not be tolerated. Courtesy and kindness are the norm for those who participate in my class. Think before you type or communicate. Remember, typing in all CAPS is the same as yelling, and sarcasm comes across differently when written.

INTELLECTUAL PROPERTY:

As a learning community, the University of Mount Union embraces the entrepreneurial mindset, creativity, and innovation. To support innovation, the University has an Intellectual Property Policy to help identify, protect, communicate, and commercialize innovation resulting in possible monetary rewards for the innovator at UMU. The University strongly encourages innovators to have an open discussion with the Office of Academic Affairs to discuss any innovations. The complete UMU Intellectual Property Policy is available on iRaider under "Policies -> Institutional Policies".

STUDENT RIGHTS AND GRIEVANCES:

Students have a right to equitable access for their course instruction, materials, and facility. Students also have a right to respectfully express their views and opinions in class discussion boards as well as in their writing and speaking assignments, without fear of ridicule or retribution. In addition, students have a right to safety and privacy during their course instruction that prohibits discrimination and harassment of any type by any person. Students also have a right to fairness in grading and learning objective assessment, as well as timely communication from the instructor. Any student who may feel that their rights have been violated may file a grievance regarding Title IX, civil rights, conduct, discrimination, or harassment using the appropriate grievance procedure in the University's student handbook available on the Mount Union website. Academic complaints, such as disputes over a grade, should be filed in accordance with the procedures laid out in the University Catalogue available on the Mount Union website.

UMU DIVERSITY AND INCLUSION STATEMENT:

At the University of Mount Union, we continuously strive to welcome, accept, and respect all people. We believe that through the union of disparate perspectives, we strengthen our community, facilitate global enlightenment, and enable collective self-discovery. As such, we embrace diversity and inclusiveness to facilitate the development of ideas, the advancement of global perspectives, and to create a greater understanding and acceptance of all people. We actively promote a diverse and inclusive environment that obliges mutual respect and positive engagement to effectively enrich learning and living for our students, faculty, staff, administration, and community.

As members of the University of Mount Union community, we pledge to:

- Acknowledge, respect, honor, and celebrate diversity.

- Work together to create an environment that is both diverse and inclusive.
- Take these inclusive attitudes with us as we continue our life journeys.

OTHER RESOURCES AND POLICIES

Other UMU resources and Policies can be found on the [UMU Common Syllabus Elements](#) page. Elements found on this

COURSE SCHEDULE

Week	Chapters/ Topics	Activity	Due Date/Time
Week 1	Chapter 1: Managing Effectively in a Global World Chapter 2: The Evolution of Management	Discussion Forum 1: initial posting Discussion Forum 1 Responses due	05/20 05/23
Week 2	Chapter 3: Organizational environment/Culture Chapter 4: Ethics and Corporate Responsibility	Connect Assignment 1 Exam 1 opens Exam 1 closes	05/25 05/28 05/29
Week 3	Chapter 5: Planning and Decision-Making Chapter 7: Organizing for Success	Connect Assignment 2 Discussion Forum 2 Initial Posting due Discussion Forum 2 Responses to classmates due	06/01 06/03 06/06
Week 4	Chapter 8: Managing Human Resources Chapter 9: Managing Diversity and Inclusion	Connect Assignment 3 Exam 2 opens Exam 2 closes	06/08 06/11 06/12
Week 5	Chapter 10: Leadership Chapter 11: Motivating People	Connect Assignment 4 Discussion Forum 3 Initial Posting due Discussion Forum 3 Responses	06/15 06/17 06/20
Week 6	Chapter 14: Managerial Control Chapters 15 Innovating and Changing	Connect Assignment 5 Exam 3 opens Exam 3 closes	06/22 06/25 06/26

COURSE FLEXIBILITY:

This syllabus is designed to assist you in planning your studies and course work and will be followed as closely as possible. Nevertheless, every course syllabus is subject to change at the discretion of the instructor. It is important to remember that your Mount Union email account is the official method of communication and will be used by University faculty and officials to communicate any notices, updates, or changes regarding your courses.

Changes will be posted on D2L and are responsible for adhering to those changes

APPENDICES

APPENDIX 1: DISCUSSION FORUM RUBRIC

The course discussion rubric provides specific guidelines on how discussion contributions will be graded and what is considered a substantive response. Some characteristics that are considered to be a part of excellent discussion contributions are outlined below. The instructor will consider these characteristics when assessing students' quality and level of participation.

Criterion	Below Average	Average	Very Good	Excellent	Score
Quality of Information in Posting	Posting simply restates the main concept. Does not demonstrate an understanding of materials and concepts. Introduces little or no substantive contribution to discussion.	Demonstrates a moderate understanding of materials and concepts. No details and/or examples are given.	Postings consistently focus on the week's topic and relate the underlying concepts in the readings to the discussion. Provides at least 1 supporting detail or example. Demonstrates strong understanding of materials and concepts.	Postings consistently focus on the week's topic and relate the underlying concepts in the readings to the discussion. Comments including several supporting and details and/or examples. Demonstrates a superior understanding of materials and concepts.	
Critical Thinking	Does not identify and summarize the problem, is confused, or identifies a different or inappropriate problem.	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem.	Identifies not only the basics of the issue, but recognizes nuances of the issue.	Provides exemplary insights, engages other opposing postings, and draws support from experience and information not available from assigned sources.	
Citations and Resource Development	Never cites sources and/or does not provide information regarding outside resources related to the topic.	Rarely cites sources or provides information regarding outside resources related to the topic.	Occasionally cites sources or provides information regarding outside resources related to the topic.	Consistently cites relevant and reliable sources used to develop posting and provides information regarding outside resources related to the topic.	
Word Choice, Voice, and Grammar	The writer struggles with a limited vocabulary and is unable to convey meaning. Grammar, spelling, and basic punctuation are often incorrect.	Though understandable, writing lacks detail and precision. Some problems exist with word usage, syntax and grammar are present.	The writer demonstrates a strong grasp of standard writing conventions. A few problems with word usage and grammar are present.	The writer demonstrates a strong grasp of standard writing conventions, including spelling, punctuation, word usage appropriate for graduate level work. Very few grammatical and/or typographical errors were present, if any.	
Total Score:					

APPENDIX 2: COURSE CALENDAR

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 Course Begins! View welcome video	18	19	20 Discussion Forum 1: Introductions due	21	22	23 Discussion Forum 1 Responses to classmates due
24	25 Connect Assignment 1	26	27	28 Exam 1 opens	29 Exam 1 closes	30
31 MEMORIAL DAY – take a break!						

June

2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Connect Assignment 2	2	3 Discussion Forum 2 Initial Posting due	4	5	6 Discussion Forum 2 Responses to classmates due
7	8 Connect Assignment 3	9	10	11 Exam 2 opens	12 Exam 2 closes	13
14	15 Connect Assignment 4	16	17 Discussion Forum 3 Initial Posting due	18	19	20 Discussion Forum 3 Responses to classmates due
21	22 Connect Assignment 5	23	24	25 Exam 3 opens	26 Exam 3 closes	27
28	29	30				