

**M&IS 24163 Principles of Management, Section: 004, CRN: 16072, Fall 2014**

**Class:** No classes in classrooms; it is a 100% web based course

**Instructor:** Dr. Aviad Israeli

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**Phone/Voicemail:** (330) 672-2075

**Office hours:** by appointment

**Students are expected to check their university email regularly for university and class announcements.**

**Required Text\*:**

M&IS24163: PPK MGMT W/CNCT+ (includes Connect access code)

Management 6th Edition, By Angelo Kinicki, ISBN: 0077809750 / 9780077809751

The book can be purchased in a paperback or and E-book version at the university bookstore or online from the publisher at: <http://shop.mcgraw-hill.com/mhshop/productDetails?isbn=0077809750>

*\* You must purchase the course book including the Connect access code before the semester starts in order to complete the course assignments on time.*

**Objective:**

The course reviews the role of management and managers in business organizations. The course will present management by focusing on its four main functions – *planning, organizing, leading* and *control*.

**Sustainability module:**

The course includes a module that presents sustainability as a challenge and opportunity for contemporary management. The sustainability module is available on Blackboard. You should follow the instructions provided in the sustainability module on page 3. Sustainability will be presented and discussed in the context of the four functions of management: *planning* how to be sustainable, *organizing* for sustainability, *leading* with focus on sustainability leaders and *controlling* for sustainable performance. The assigned readings from the module are included in the course schedule. Questions about the readings from the sustainability module will be included in the exams.

**Prerequisites:**

Sophomore standing (completion of 30 hours). Students without the proper prerequisites risk deregistration from the class. In case of doubt please consult the Course Catalogue or the advisors at the Undergraduate Programs Office.

**Correspondence:**

Email communication will be through FlashLine email. When you contact me via email please make sure you write your course and section number. Class notes, assignments, exams, grades and other course related material will be accessible through FlashLine Blackboard Learn course site. Connect access (which is provided with the textbook package) will be available directly from the course Blackboard site.

**Registration:**

Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on FlashLine) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until September 7, 2014 to correct the error (Please check the registrar's website for details). Students attending the course who do not have the proper prerequisite risk being deregistered from the class. If registration errors are not corrected by this date and you continue to attend and participate in classes for which you are not officially enrolled, and you will not receive a grade at the conclusion of the semester for any class in which you are not properly registered.

**Drop date:**

Course withdrawal deadline is November 2, 2014. (Please check the registrar's website for details)

**How to do well in this course?**

There are simple suggestions for success in this (or any other) course:

- Read the syllabus and familiarize yourself with all the course requirements and instructions. Read all the course related emails on a daily basis.
- Mark your calendar for all the course important dates (assignments, quizzes and exams deadlines).
- Read the course chapter in advance – don't postpone studying, and then cram the night before a test. Read or review lectures and readings more than once
- Complete the weekly assignments, and attend quizzes and exams online exactly on the required time frame. *Assignments must be taken online in the stipulated time – no departures from this rule will be allowed.*

## Evaluation and grading:

This is a 100% web-based section with no scheduled meeting times. Access to course content (and especially quizzes and exams) requires a Connect code (purchased with the course textbook) and high speed internet from home or from another site where the class can be viewed. General information about using Connect can be found at: <http://www.connectstudentsuccess.com/>. Before the semester starts, you will receive an email with instructions for registering your Connect code with the course site.

### *Quizzes and exams*

There will be 2 online quizzes and 2 online exams (midterm and final) using a standards compliant web browser (such as Google Chrome or Mozilla Firefox). The quizzes and Exams will consist of multiple choice type questions.

The quizzes and exams can be taken from anywhere with access to the Web. All quizzes and tests are open-book, open notes. All students are required to abide by the *Academic Honesty Statement*. This statement ensures that the student agrees to follow the university rules on cheating, and any failure to do so will result in a failing grade. Thus, for example, while you are allowed to use books and notes for the tests, it is cheating if you ask other students to help you while taking the tests.

The quizzes are not proctored and you are expected to take them on your own. The online midterm and final exams are proctored and must be taken using an online service called ProctorU (which requires a computer with high-speed internet and a web cam). Students must go to: <http://proctoru.com/tech.php> and click on the equipment test to see if your computer meets the requirements. If your computer meets the minimum requirements, you need to register and create an account at <http://www.proctoru.com/portal/kent/>. The instructions on the site will also direct you to schedule and take the exams with the ProctorU service. The service is free if you schedule your ProctorU session 72 hours or more before the exam. You should create a ProctorU account and schedule your exams as soon as possible. General information about the service is available here: <http://www.kent.edu/dl/studentservices/proctoredtesting.cfm>.

The online quizzes and exams consist of 25 multiple-choice questions based on the textbook lessons and materials posted online on the FlashLine Blackboard Learn course website. The chapters assigned for each quiz/exam are listed on the course calendar. *No grade change will be made on an individual basis because of questions misread or misunderstood.* Those who follow the textbook and the class notes closely and regularly usually recognize the intent and scope of the questions, and do well on the exams. Each quiz is worth 15 points of the final grade (30 points for the two quizzes) and each exam is worth 20 points of the final grade (40 points for the two exams). Total of all quizzes and exams is 70 points. Each quiz/exam will take 50 minutes. You will have only one attempt to take each quiz/exam. Results will be available after the examination closes in the Blackboard course site. A score of 0 will be assigned to any missed quiz or exam.

### *LearnSmart assignments*

In addition to the exams and quizzes, you will also have to review each chapter to evaluate your performance using Connect LearnSmart assignments that will be posted on the Blackboard site. The LearnSmart assignments are posted each week and take about 45-60 minutes to complete. These

assignments include multiple choice questions with detailed feedback about your performance and understanding of the material. These assignments will be open throughout the week and you can do them at any time and also repeat the same assignment to improve your performance. You will have to complete the assignments with a passing grade (60 and above) for them to be considered at credit towards your final grade. The proportion of completed assignments will be worth 20 point of the final (i.e. if you completed all the assignments, you will receive 20 points and if you did only half, you will receive 10 points).

### *Writing Component*

The College of Business Administration requires that writing skills components be added to business courses given the importance of writing in general as well as in the business world. Thus a writing requirement is included in this class. This writing component is required of all Principles of Management (POM) sections and will be graded uniformly over all sections.

In week 2-4 you will look at several online tutorials on business writing. There will be three (3) writing assignments which you will post on Black Board Learn. The first will be a formal e-mail or memo in week four (4). The second will be a letter in week eight (8). And the third will be an executive summary in week twelve (12). The assignment will be available on the Sunday of the prescribed week and will be due on the following Saturday at noon.

The points assigned to the assignments is 2 points for assignment one, 3 points for assignment two and 5 points for assignment three. The three writing assignments will account for 10 points of your total grade and should be taken seriously. They will be graded with a rubric which will be visible to you. There will be opportunities for a redo on the first two assignments if you receive a grade below 72.5%. Your maximum grade on a redo will be limited to 82.5%. Students are expected to learn and improve their writing during the semester. Therefore, no redo will be allowed on the third assignment.

Assignments	Points counted towards final grade
Quizzes (2 quizzes 15 points each)	30
Exams (2 exams 20 points each)	40
LearnSmart assignments (proportion of completed assignments)	20
writing component	10
Total	100

The grading scale is as follows:

Total percentage earned	Grade
≥ 92.5 points	A
≥89.5 points	A-
≥87 points	B+
≥82.5 points	B
≥80 points	B-
≥77.5 points	C+
≥72 points	C
≥68.5 points	D+
≥ 62points	D
Below 62 points	F

According to University Guidelines the grades are converted to your grade point average by the following rules: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0.0

### **Student Feedback:**

Formal class evaluations will be distributed at the end of the term. However, if there are any problems or concerns during the semester, this feedback will be appreciated. Student can e-mail me at [aisraeli@kent.edu](mailto:aisraeli@kent.edu) and offer any suggestions, insights or other feedback throughout the semester.

### **Academic Honesty**

*Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.*

### **Students with Disabilities:**

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary adjustments for conducting the examinations. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/disability>) for more information on registration procedures.

### Course calendar:

This is a tentative course calendar updates will be communicated via email.

Week starting on	Chapters	Assignment(s), notes
August 25, 2014	Chapter 1: The Exceptional Manager	LearnSmart assignment for Ch. 1 Read: sustainability module pages 1-9
September 1, 2014	Chapter 2: Management Theory	September 2 – Labor Day LearnSmart assignment for Ch. 2
September 8, 2014	Chapter 3: The Manager's Changing Work Environment & Ethical Responsibilities Chapter 4: Global Management	LearnSmart assignments for Ch. 3, 4 <b>Quiz 1: Introduction, Chapters 1 – 4</b> <i>Quiz time window Thursday at 5pm – Friday at 5pm.</i>
September 15, 2014	<i>Planning</i> Chapter 5: Planning	LearnSmart assignment for Ch. 5 <b>writing assignment 1 – due on Saturday at noon</b>
September 22, 2014	Chapter 6: Strategic Management	LearnSmart assignment for Ch. 6
September 29, 2014	Chapter 7: Individual & Group Decision Making	LearnSmart assignment for Ch. 7 Read: sustainability module pages 10-18
October 6, 2014		<b>Midterm: Planning, Chapters 5 – 7</b> <i>Exam time window Monday at 5pm – Friday at 5pm.</i>
October 13, 2014	<i>Organizing</i> Chapter 8: Organizational Culture, Structure, & Design	LearnSmart assignment for Ch. 8 <b>writing assignment 2 – due on Saturday at noon</b>
October 20, 2014	Chapter 9: Human Resource Management	LearnSmart assignment for Ch. 9
October 27, 2014	Chapter 10: Organizational Change & Innovation	LearnSmart assignment for Ch. 10 Read: sustainability module pages 19-24 <b>Quiz 2: Organizing, Chapters 8 – 10</b> <i>Quiz time window Thursday at 5pm – Friday at 5pm.</i>
November 3, 2014	<i>Leading</i> Chapter 11: Managing Individual Differences & Behavior	LearnSmart assignment for Ch. 11

November 10, 2014	Chapter 12: Motivating Employees Chapter 13: Groups & Teams	LearnSmart assignment for Ch. 12 LearnSmart assignment for Ch. 13 November 11 – Veterans’ Day <b>writing assignment 3 – due on Saturday at noon</b>
November 17, 2014	Chapter 14: Power, Influence, & Leadership	LearnSmart assignment for Ch. 14
November 24, 2014	Chapter 15: Interpersonal & Organizational Communication	LearnSmart assignment for Ch. 15 November 27 - December 1 – Thanksgiving Break
December 1, 2014	<i>Controlling</i> Chapter 16: Control & Quality Control Improvement	LearnSmart assignment for Ch. 16 Read: sustainability module pages 25-39
Finals week		<b>Final: Leading and Controlling, Chapter 11 – 16</b> <i>Exam time window Monday at 5pm – Friday at 5pm.</i>