

M&IS 24163 Principles of Management

Syllabus – Fall 2012

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

Course & Section: 24163 -- 004

Professor: Dr. Aviad Israeli

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Phone/Voicemail: (330) 672-1149

Office and office hours: Room A422 BSA MW 10:30-11:30am and by appointment

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

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.

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. If registration errors are not corrected by the required date 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 September 9, 2012 (Please check the registrar's website for details)

Required Text: Management: A Practical Introduction, 5/e by: Angelo Kinicki, Brian K. Williams. ISBN: 0078112710

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

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.

How to do well in this course? There are simple suggestions for success in this (or any other) course:

- 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

Attendance: in this online configuration, it is the responsibility of students to read chapters and attend exams online exactly on the required time frame. *Exams must be taken online in the stipulated time – no departures from this rule will be allowed.*

Evaluation: There will be 4 online examinations using a standards compliant web browser (such as Google Chrome or Mozilla Firefox). Each exam will count for 25% of the final grade. Examinations will consist of multiple choice type questions. All online testing material can be found at the FlashLine Blackboard Learn course site and can be taken from anywhere with access to the Web. All tests are open-book, open notes. All students are required to follow *Academic Honesty Statement*. This statement ensures that the student agrees to abide by 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 online exams will consist of multiple-choice questions based on the textbook lessons and materials posted online on the FlashLine Blackboard Learn course website. The chapters assigned for each 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 text book and the class notes closely and regularly usually recognize the intent and scope of the questions, and do well on the exams. Each of the four examinations is worth 25 points (total of all exams is 100). Each exam (including the final) will take approximately 30 minutes. You will have only one attempt to take each examination. Results for the examination will be available after the examination closes in the FlashLine Blackboard Learn course website. A score of 0 will be assigned to any missed examination.

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.*

Grading: 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 and offer any suggestions, insights or other feedback throughout the semester.

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: Please note that this is a tentative course calendar. In case of significant changes, I will inform you by email.

Week starting on	Chapters	Assignment(s), notes
August 27	Chapter 1: The Exceptional Manager	
September 3	Chapter 2: Management Theory	September 3 – Labor Day
September 10	Chapter 3: The Manager's Changing Work Environment & Ethical Responsibilities Chapter 4: Global Management	Exam 1: Introduction Chapters 1 – 4 <i>Exam is scheduled for Thursday September 13 at 5 PM – Friday September 14 at noon.</i>
September 17	<i>Planning</i> Chapter 5: Planning	
September 24	Chapter 6: Strategic Management	
October 1	Chapter 7: Individual & Group Decision Making	Exam 2: Planning Chapters 5 – 7 <i>Exam is scheduled for Thursday October 4 at 5 PM – Friday October 5 at noon.</i>
October 8	<i>Organizing</i> Chapter 8: Organizational Culture, Structure, & Design	
October 15	Chapter 9: Human Resource Management	
October 22	Chapter 10: Organizational Change & Innovation	Exam 3: Organizing Chapters 8 – 10 <i>Exam is scheduled for Thursday October 25 at 5 PM – Friday October 26 at noon.</i>
October 29	<i>Leading</i> Chapter 11: Managing Individual Differences & Behavior	
November 5	Chapter 12: Motivating Employees	
November 12	Chapter 13: Groups & Teams	
November 19	Chapter 14: Power, Influence, & Leadership	
November 26	Chapter 15: Interpersonal & Organizational Communication	
December 3	<i>Controlling</i> Chapter 16: Control & Quality Control Improvement	
Finals week		Exam 4: Leading and Controlling Chapter 11 – 16

PLEASE NOTE that the timing of the final exam is *not* under the control of your instructor, but has been posted long ahead of time on the University Registrar's website. Its timing, as well as that of your other exams, can be verified by accessing the official Registrar's website.