

**M&IS 24163 Principles of Management, Section: 004, CRN: 16780, Fall 2013**

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

**Instructor:** Dr. Aviad Israeli

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**Phone/Voicemail:** (330) 672-1149

**Office and office hours:** Monday Tuesday 11:00 am – noon, A422 BSA

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

**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*.

**Sustainability module:**

The course includes a module that present 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.

**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 8, 2013 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 Sunday, November 3, 2013. (Please check the registrar's website for details)

**Required Text:**

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

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

**Important note:**

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

**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.

**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
- Do the self-evaluation tests that the instructor puts on the Blackboard site

**Attendance:**

In this online configuration, it is the responsibility of students to read chapters, complete the weekly LearnSmart assignments, 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 and grading:**

There will be 4 online examinations using a standards compliant web browser (such as Google Chrome or Mozilla Firefox). Examinations will consist of multiple choice type questions. The exam link will appear on the Blackboard course site, but it requires a valid Connect code (which you need to purchase with the course textbook). The exam can be taken from anywhere with access to the Web. All tests are open-book, open notes. All students are required to confirm online that they follow the *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 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 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 20% of the final grade (total of all exams is 80%). Each exam will take approximately 50 minutes. You will have only one attempt to take each examination. Results for the examination will be available after the examination closes in the Blackboard course site. A score of 0 will be assigned to any missed examination. In addition to the exams, 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 take about 45 minutes each and they 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 repeatedly do 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 in your final grade. The proportion of completed assignments will be worth 20% of the final (i.e. if you completed all the assignments, you will receive 20% and if you did only half, you will receive 10%).

Assignments	Percent of final grade
Exams (4 exams 20% each)	80%
LearnSmart assignments (proportion of completed assignments)	20%
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 26	Chapter 1: The Exceptional Manager	LearnSmart assignment for Ch. 1 Read: sustainability module pages 1-9
September 2	Chapter 2: Management Theory	September 2 – Labor Day LearnSmart assignment for Ch. 2
September 9	Chapter 3: The Manager's Changing Work Environment & Ethical Responsibilities Chapter 4: Global Management	LearnSmart assignments for Ch. 3, 4 Exam 1: Introduction, Chapters 1 – 4 <i>Exam time window Thursday at 5 PM – Friday at 5 PM.</i>
September 16	<i>Planning</i> Chapter 5: Planning	LearnSmart assignment for Ch. 5
September 23	Chapter 6: Strategic Management	LearnSmart assignment for Ch. 6
September 30	Chapter 7: Individual & Group Decision Making	LearnSmart assignment for Ch. 7 Read: sustainability module pages 10-18 Exam 2: Planning, Chapters 5 – 7 <i>Exam time window Thursday at 5 PM – Friday at 5 PM.</i>
October 7	<i>Organizing</i> Chapter 8: Organizational Culture, Structure, & Design	LearnSmart assignment for Ch. 8
October 14	Chapter 9: Human Resource Management	LearnSmart assignment for Ch. 9
October 21	Chapter 10: Organizational Change & Innovation	LearnSmart assignment for Ch. 10 Read: sustainability module pages 19-24 Exam 3: Organizing, Chapters 8 – 10 <i>Exam time window Thursday at 5 PM – Friday at 5 PM.</i>
October 28	<i>Leading</i> Chapter 11: Managing Individual Differences & Behavior	LearnSmart assignment for Ch. 11
November 4	Chapter 12: Motivating Employees	LearnSmart assignment for Ch. 12
November 11	Chapter 13: Groups & Teams	LearnSmart assignment for Ch. 13 November 11 – Veterans' Day
November 18	Chapter 14: Power, Influence, & Leadership	LearnSmart assignment for Ch. 14
November 25	Chapter 15: Interpersonal & Organizational Communication	LearnSmart assignment for Ch. 15 November 27 - December 1 – Thanksgiving Break
December 2	<i>Controlling</i> Chapter 16: Control & Quality Control Improvement	LearnSmart assignment for Ch. 16 Read: sustainability module pages 25-39
Finals week		Exam 4: Leading and Controlling, Chapter 11 – 16 (TBA)