

**PRINCIPLES OF MANAGEMENT
M&IS 24163-003 Spring 2007**

Call #: 14086 Monday and Wednesday 7:00-8:15 p.m. BSA Room 100

INSTRUCTOR:

Robert W. Eckman

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Office Hours: By appointment, via telephone or after class Monday and Wednesday evening.

TEXT:

Management 4th edition by Chuck Williams, South Western College Publishing.

There is a Study Guide for this text. It is NOT required, nor is it recommended.

COURSE OBJECTIVE:

At the conclusion of this course, the student should be able to:

- Explain the basic managerial process
- Discuss how environmental factors, ethics and social responsibility, and the global environment affect management
- Discuss “how to make things happen” in an organization including planning, decision-making, managing information, and controlling.
- Describe how to “meet the competition” through global management, organizational strategy, innovation and change, and designing adaptive organizations.
- Organize people, projects and processes
- Describe the leadership skills needed to be an effective manager, including motivating employees and managing communications.

COURSE REQUIREMENTS:

Every student is expected to attend every class. The classroom lectures, exercises and discussions are an integral part of the course and necessary for your full understanding of the subject. In order to maximize the time spent in the classroom the student must read all assigned material *prior* to class. Attending class without reading that day's assigned material will often result in the student feeling lost and unable to learn from the discussion or classroom exercise. Most reading assignments will be in the Williams text; some additional reading may be distributed or assigned for discussion. These readings may be placed on reserve in the library or located on the Internet.

GRADING:

Your grade will be determined by your test scores. It will be calculated as follows:

Exam #1	100 points	16%
Exam #2	100 points	16%
Exam #3	100 points	16%
Exam #4	100 points	16%
Final Exam	120 points	20%
Participation	100 points	16%
TOTAL	620 points	100%

POINTS	GRADE
558-620	A
496-557	B
434-495	C
372-433	D
<372	F

Please note: 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. Possession of exams and quizzes from prior semesters is also considered cheating and is seen as a breach of university policy. 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.

Exams: Each exam will only contain those chapters identified as part of the reading schedule. You are expected to learn the topic and build upon knowledge gained throughout the semester. Critical thought will be required and the ability to synergize many concepts into one.

Missed exams: You are expected to take the exams on the dates indicated on the schedule. However, if an emergency or something unavoidable comes up that conflicts with exam 1, 2 or 3 you will not need to take a **make-up exam**. Simply notify me in writing that you missed the exam within one week of having missed it. Your score will be based on a weighted average of the 3 exams that you do take. The final exam must be taken on the assigned date. If there is a crisis (death or birth, with written documentation) in the family a make-up exam can be arranged. The style of the exam will be at the discretion of the instructor.

EXTRA CREDIT:

The instructor reserves the right to incorporate extra credit during the course of the semester as needed.

ENROLLMENT:

Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Web for Students) 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 January 29, 2006 to correct the error with your advising office. 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, you are advised now that you **will not** receive a grade at the conclusion of the semester for any class in which you are not properly registered.

WITHDRAWAL:

For Spring 2005, the course withdrawal deadline is March 28, 2006. Course withdrawal period for Spring of 2006 begins on January 29th, 2007 and ends March 25th, 2007. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.

STUDENTS WITH DISABILITIES:

University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access equal access course content. If you have documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Student Disability Services (contact 330-672-3391 or visit www.kent.edu/sds for more information on registration procedures).

CLASS CANCELLATION (SNOW DAYS):

Please note that the university makes the decision to hold or cancel classes based upon weather; I do not make this decision. Please listen to the radio, TV or check the KSU website if the weather turns bad. Please do not call me as I do not make this decision and can only refer you to the sources listed above.

CELL PHONES:

Cell phones must be **silenced** upon entering the classroom. If a student's cell phone rings during class or an exam the instructor reserves the right to ask the student to leave the room for the remainder of that class period. This is in accordance with the University policy on disruptions in the classroom.

Spring break is March 26th, 2007 with classes resuming Monday, April 2nd, 2007

Principles of Management Reading and Exam Schedule				
Week of	Date	Reading	Chapter	Points
1	15-Jan	No Classes		
	17-Jan	Syllabus Review	1	
2	22-Jan	Chapter 1: Management	1	
	24-Jan	Chapter 2: History of Management	2	
3	29-Jan	Chapter 3: Organizational environments and cultures	3	
	31-Jan	Chapter 4: Ethics and Social Responsibility	4	
4	5-Feb	TEST		100
	6-Feb	Chapter 5: Planning and Decision Making	5	
5	12-Feb	Chapter 6: Organizational Strategy	6	
	14-Feb	Chapter 7: Innovation and Change	7	
6	19-Feb	Chapter 8: Global Management	8	
	21-Feb	Review and Catchup		
7	26-Feb	TEST		100
	28-Feb	Chapter 9: Designing Adaptive Organizations	9	
8	5-Mar	Chapter 10: Managing Teams	10	
	7-Mar	Chapter 11: Managing Human Resource Systems	11	
9	12-Mar	Chapter 12: Managing Individuals and a Diverse Work Force	12	
	14-Mar	Review and Catchup		
10	19-Mar	TEST		100
	21-Mar	Chapter 13: Motivation	13	
11	26-Mar	Spring Break		
	28-Mar	Spring Break		
12	2-Apr	Chapter 14: Leadership	14	
	4-Apr	Chapter 15: Managing Communication	15	
13	9-Apr	Review and Catchup		
	11-Apr	TEST		100
14	16-Apr	Chapter 16: Control	16	
	18-Apr	Chapter 17: Managing Information	17	
15	23-Apr	Chapter 18: Managing Service and Manufacturing Operations	18	
	24-Apr	Speaker Series		
16	30-Apr	Speaker Series		
	2-May	Review and Catchup		
	7-May	Finals Week		120
Subject to change at anytime! You will be notified of changes via email and a new version available on MyCourse website for Principles of Management			Exams	520
			Participation	100
			Total	620