Management 304 Sections 001 and 002  
Principles of Management  
Spring 2014  
Syllabus and Course Schedule

**INSTRUCTOR**

Dr. Greg Hoffeditz  
Office: Rehn 213A  
**Hours:** Mondays and Wednesdays 9:00 – 10:30 and 12:00 – 1:00  
Fridays: By appointment  
**E-mail:** ghoffeditz@business.siu.edu  
Office phone: 618-453-7895 (only M/W/F)

**LECTURE**

Mondays and Wednesdays  
Sec 001 1:00 – 1:50 pm  
Sec 002 3:00 – 3:50 pm  
Room: LAWSON 141  
**QUIZZES**  
Fridays (see course schedule)

**TEACHING ASSISTANT Sec 1 & 2**

Thomas McDuffee  
**E-mail:** tomme88@siu.edu  
Office: Rehn 209A  
**Hours:** By appointment

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### Course Description

This course is designed to develop an understanding of the fundamentals of management. We will look at what managers do on a daily basis and explore some of the attributes that make them successful. As a foundational course, you will be introduced to some of the terminology and basic concepts used in the management field. We will utilize the book, case materials, group activities, other readings, and personal experiences to better understand the role of managers in our business environment.

### Prerequisites

Check the course prerequisites with your academic advisor.

### Course Objectives

- To develop an understanding of what managers do and what makes them successful.
- To introduce terminology used in the management field.
- To become acquainted with the **Desire to Learn** (D2L) system since you will be using it in other business courses at SIUC. Check with technical support if you need help logging in to the D2L (SIU Online) system.
- To become acquainted with the **MyManagementLab** (MML) system. This system will be used for primary management of this course. All quizzes will be accomplished using this software platform.
- To enhance and promote **critical reasoning skills** needed to cope with business issues and other dilemmas you may encounter in everyday life. Thinking strategically is an essential skill for business practices and life in general. It is a skill that involves looking at issues from several different points of view.
• Understanding how other stakeholders will see potential implications of your decisions as a manager is an important skill that can be applied to a wide range of situations. Finding solutions that can provide mutual benefit to concerned parties will allow you to manage difficult situations more effectively, leading to greater success in business and life.

REQUIRED TEXT AND MATERIAL

Text
ISBN-10: 0132620537

MyManagementLab Access Card only:
Go to www.pearsonmylabs.com to register and log on.
NOTE: After obtaining the access card, you will be able to purchase an eText through the website.

* At the bookstore (Recommended):
Student Value Edition Package includes the above text (3-hole punch), PLUS
MyManagementLab Access Card
ISBN-10: 0133035662

**Accessing MyManagementLab (MML)**
Obtain an Access Card either through the bookstore (with the book package) or from Pearson. You will receive a User ID and password. You will need to log in to register for the course. *Once you’ve registered, you will have access to course materials and resources.* Assignment due dates and time specified are located in the course schedule section of this syllabus.

To register for Management - Sections 1 and 2:
2. Under Register, click Student.
3. Enter your instructor’s course ID: *(Section 1) hoffeditz80882 OR (Section 2) hoffeditz09245,* and click Continue.
4. Sign in with an existing Pearson account or create an account:
   - If you have previously used a Pearson website (for example, MyMathLab), enter your Pearson username and password. Click Sign In.
   - If you do not have a Pearson account, click Create.
   - Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor’s online course:
   - Use the access code that came with your textbook or that you purchased separately from the bookstore, OR
   - Buy access using a credit card or PayPal.
   - If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click Go To Your Course on the Confirmation page.
   - Under *MyLab/Mastering New Design* on the *left*, click Management - Sections 1 and 2 to start your work.
Other Readings/Videos
Other readings may be assigned in addition to the textbook. These will be made available via D2L, MML, offered through the library system, or handed out in class. Additional readings will supplement the text by providing information about more current issues in management.

Web Sites, Operating Systems and Browsers
Web Sites: This course relies heavily on MyManagementLab (MML) and SIU’s Desire2Learn (D2L) to deliver important course materials. Make sure you are able to access each by the end of the first week of classes or you will quickly fall behind. **All quizzes will be on MML and have a specific time frame to be taken.** If you fail to complete the quiz during that time frame you **WILL NOT** be able to make it up.

Operating Systems and Browsers: Use the appropriate operating system (see below) to access MML. If you do not use a compatible web browser for your OS and your quiz fails to submit properly, there **will not be** a second chance. It is your responsibility to follow directions.

Prior to setting up your computer, Pearson recommends first registering for your MML course.

Go to MyManagementLab.Com, then to Students, Support, and Set Up Your Computer (System Requirements). Next, click on MyManagementLab 2012/2013.

**READ and FOLLOW ALL OF THE REQUIREMENTS** regarding operating systems (OS), browser settings, AND other requirements (such as Internet Connections)

<table>
<thead>
<tr>
<th>Operating Systems</th>
<th>Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>Firefox</td>
</tr>
<tr>
<td>Windows 8</td>
<td>Chrome</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 10, 9</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Firefox</td>
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<td></td>
<td>Chrome</td>
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<td></td>
<td>Internet Explorer 10, 9</td>
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<tr>
<td>Mac OS</td>
<td>Safari</td>
</tr>
<tr>
<td>10.8 Mountain Lion</td>
<td>Chrome</td>
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<tr>
<td></td>
<td>Firefox</td>
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<tr>
<td>10.7 Lion</td>
<td>Chrome</td>
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<tr>
<td></td>
<td>Firefox</td>
</tr>
<tr>
<td></td>
<td>Safari 5</td>
</tr>
<tr>
<td>10.6 Snow Leopard</td>
<td>Chrome</td>
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<tr>
<td></td>
<td>Firefox</td>
</tr>
<tr>
<td></td>
<td>Safari 5</td>
</tr>
</tbody>
</table>

**Please note:** under the Players and Plug-Ins section of the System Requirements page, it states that Flash Player is needed to run MML – this indicates that Pearson cannot guarantee the accuracy of assessments submitted in MML via a tablet device. The only portion of MML that is completely mobile device compatible for Spring 2014 is the e-Text.
YOU are responsible for YOUR ACTIONS
Cell phones (including texting) and other distractions such as talking when inappropriate, goofing off, or sleeping, **will not be tolerated** and **you may be asked to leave**. If your behavior continues to be problematic, necessary measures will be taken, which may include loss of grade.

YOU are responsible for CLASS PARTICIPATION/PREPARATION
YOU are expected to be prepared for each class and to actively participate. Prior preparation will help you to grasp the materials quickly. YOU are expected to read all relevant materials prior to class and come to class prepared.

YOU are responsible for ATTENDANCE
Regular attendance is necessary if you expect to do well in the course. Each class lecture, case discussion, exercise, video, or guest lecture may be tied to the course quizzes through specific questions. In other words, attending class will clue you in to what is going to be on the quiz. **Some questions will be specific to things that are only covered in the classroom. Periodically throughout the semester attendance will be taken on an unannounced basis.**

**WHY IS YOUR ATTENDANCE IMPORTANT?**
This attendance data will be used to determine consideration for grade adjustments at the end of the semester. For example, if you have a final score of 179 points and have not signed the roster 90% of the times attendance is taken, you will receive a B for the course. Do not come begging for an A. An A is 180 points, not 179. **Attendance will also dictate if you receive consideration to make up a quiz for extenuating circumstances.** If your initials do not appear on at least 80% of the class rosters when attendance is taken, do not expect any favors – I use the equity theory of motivation – the outcome you receive will be equal to the effort you put in.

YOU are responsible for ASSIGNMENTS
All assignments must be submitted on the designated due date and time. Late assignments WILL NOT be accepted.

YOU are responsible for ACADEMIC HONESTY
Student who have committed or have attempted to commit acts of academic dishonesty will be subject to the disciplinary sanctions and conditions as outlined in the SIUC Student Conduct Code. **YOU are responsible for the authorship of papers and oral presentations. Papers that show signs of plagiarism and/or improper documentation of sources put YOU in jeopardy of receiving a failing grade.**

YOU are responsible for TRACKING YOUR PROGRESS
It is up to YOU to keep current on your grades using **MML** and/or **D2L**. If you find a grade discrepancy, do not wait until final grades are submitted to say anything. Failure to notify me of a discrepancy PRIOR to final grades being submitted will result in the grade received.
COURSE LAYOUT/FORMAT

Mondays will generally consist of a lecture covering the book chapter and/or other pertinent materials. On Wednesdays we will typically cover the rest of the chapter and discuss some additional materials such as business cases or current events. Friday’s are quiz day. On quiz days, instead of coming to the classroom you will log in to the MML course site at one of the many campus computer labs or at home (see Course Quizzes below) and take the quiz during your scheduled course time.

COURSE ASSIGNMENTS AND GRADES:

COURSE QUIZZES
(10 Quizzes total, 20 points each, for a total of 200 points)
There are 12 graded quizzes throughout the course; however, only the 10 highest quiz scores will count toward your final grade. This means that you can miss two (2) quizzes and not be penalized. Take all of the quizzes in case you need to miss one for some reason. With the exception of week 1, quizzes will be administered every Friday of the semester. Check the Course Schedule at the end of this syllabus OR the assignment calendar on MML for scheduled times.

- ALL quizzes will be administered through the MyManagementLab (MML) system and must be taken at the scheduled time for your section.
- You must have an ACTIVE MML account through the publisher. No more than one temporary access to MML is allowed.
- DO NOT use a smart phone or iPad device to attempt to take the quizzes. They will not work sufficiently and WILL NOT submit your quiz completely.
- You will need HIGH SPEED INTERNET ACCESS on a computer to complete the quizzes. We recommend that you use one of the many university computer labs to take the quizzes as these tend to have more reliable connections.
- You must use the APPROPRIATE WEB BROWSER for your computer’s operating system (see operating systems and browsers).
- There will be NO MAKE UP QUIZZES given for lost connections, slow Internet speeds or any other computer problems.
- It is recommended that you FREQUENTLY SAVE YOUR RESPONSES in case of computer or Internet malfunctions, or operator errors. This ensures you will at least receive partial credit for the quiz.
- It is up to you to insure that your computer will work and that you log in at the correct time to take the quiz.
- **You will need to start the quiz at the beginning of the scheduled course time.** The quiz will expire at the end of your scheduled class time – NOT at the end of the allotted hour! This is to track attendance for that class period (i.e. Sec 1: 1:00 -1:50 and Sec 2: 3:00 – 3:50). The only difference between the quiz Fridays and class is that you take the quizzes online instead of in the classroom.
- There are NO EXCUSES for missing a quiz and there will be no make-up quizzes allowed without PRIOR APPROVAL to the assigned quiz time.
- **DO NOT wait until the time is up to try to submit!** Your answers may not save! And if they don’t, you will not have a score for that quiz!
- **Save your answers frequently**, just in case your computer malfunctions, which it will if you are not following the guidance above. **DO NOT hit the Save and Submit tab by**
**mistake** – if you do, your quiz will end at that moment, whether you finished or not, and that will be your score. **Use the SAVE tab only until you are ready to submit for scoring.** It is also good to write down your answers.

- **The Practice Quiz Does not count towards your final grade.** It is there to make sure you have no problems between your computer and the MyManagementLab program before your quizzes (1-12) count towards your grade.

The quizzes will cover material from the book, cases, extra readings, and lectures. This means anything covered in the course (i.e. lecture and/or assignments) is fair game for the quiz. **It is important to attend class regularly since there may be things on the quiz that are not covered in the book or online slides** (i.e., things from the in-class lecture).

Quizzes need to be taken individually. **Quizzes will be generated from a random pool of questions so each student will receive a different set of questions.** You will have a limited amount of time to finish the quiz.

If you have a **LEGITIMATE EXCUSE** to miss a quiz you will need to show documentation to the instructor prior to the quiz. **Legitimate excuses consist of the following:**

- Recognized holidays,
- 3 exams scheduled for the same day,
- National Guard/Military active duty,
- Travel/participation in **University sponsored events** (sports, clubs, professional, etc.)

**Optional Cumulative (online) Mid-term and Final Exams:** (20 points each; may replace up to two of your lower quiz scores if taken.**

A mid-term and final exam will be offered to make up for two of your quiz scores if needed. If you take either or both of these exams they may replace your two lowest counted quiz scores assuming you score higher on the mid-term and/or final exam than your lowest quiz scores (i.e. if one of your counted quiz scores is 5, you can replace that with the final if it is higher than 5).

- The mid-term or final exam will not be counted if the score is lower than all of your counted quiz scores.
- **Midterm exam will only replace the lowest score from Quizzes 1 – 5**
- **Final exam will only replace the lowest score from Quizzes 6 – 12**
- The mid-term and final exams will be cumulative, covering material leading up to the exam date (see course schedule)
- You need not show up for the mid-term or final as they will be in the same format as the quizzes (MML)
- The mid-term and final exams will be taken during the scheduled course time (online mid-term during the scheduled class time and online final exam during the scheduled exam time)
- **No make-up mid-terms or finals** will be given

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Point Value</th>
<th>Percentage of Overall Grade:</th>
</tr>
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<tbody>
<tr>
<td>Quizzes x 10</td>
<td>200 (20 points ea)</td>
<td>100%</td>
</tr>
<tr>
<td>• 2 extra quizzes (12 total)</td>
<td>40 (20 points ea)</td>
<td>• Replaces lowest 2 quiz scores</td>
</tr>
<tr>
<td>• Optional midterm and final</td>
<td>40 (20 points ea)</td>
<td>• See above information</td>
</tr>
<tr>
<td>• Total points possible</td>
<td>280</td>
<td>• Only 200 count towards grade</td>
</tr>
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</table>
### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>180 – 200</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>160 – 179</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>140 – 159</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>120 – 139</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>F</td>
<td>Below 120</td>
<td>0-59.9%</td>
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</tbody>
</table>

### Subject to Change Clause

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. Students will be informed of changes either verbally or in writing.

### Syllabus Attachment

Please review the following site for additional University policies and information: [http://pvcaa.siu.edu/_common/documents/syllabus-attachment-spring14.pdf](http://pvcaa.siu.edu/_common/documents/syllabus-attachment-spring14.pdf)

### Course Schedule

– Check the course schedule online frequently for updates

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>13 Jan</td>
<td>Course Introduction&lt;br&gt;Syllabus Overview&lt;br&gt;Book introduction&lt;br&gt;<strong>Assignment</strong> – Read Chapter 1 for Friday</td>
<td>Course Introduction&lt;br&gt;<em>Desire to Learn</em> system and <em>MyManagementLab</em></td>
<td><strong>Chapter 1</strong>&lt;br&gt;Managers and Management&lt;br&gt;Log on to <em>MyManagementLab</em> (MML)</td>
</tr>
<tr>
<td>20 Jan</td>
<td><strong>No Class</strong>&lt;br&gt;<em>Martin Luther King Day</em></td>
<td>Chapter 1 cont. &lt;br&gt;Desire 2 Learn Demonstration</td>
<td><strong>Practice quiz on MML - Chapter 1</strong>&lt;br&gt;Assignments – <em>Read</em> Chapter 2</td>
</tr>
<tr>
<td>27 Jan</td>
<td><strong>Chapter 2</strong>&lt;br&gt;The Management Environment</td>
<td>Chapter 2 cont.</td>
<td><strong>Quiz 1 on MML – Chapter 2</strong>&lt;br&gt;Assignments&lt;br&gt;Read Chapter 3</td>
</tr>
<tr>
<td>3 Feb</td>
<td><strong>Chapter 3</strong>&lt;br&gt;Integrative Management Issues</td>
<td>Chapter 3 cont.</td>
<td><strong>Quiz 2 on MML - Chapter 3</strong>&lt;br&gt;Assignments&lt;br&gt;Read chapter 4</td>
</tr>
<tr>
<td>Week</td>
<td>Monday</td>
<td>Wednesday</td>
<td>Friday</td>
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</tbody>
</table>
| 10 Feb | **Chapter 4**  
Foundations of Decision Making | Chapter 4 cont. | **Quiz 3 on MML - Chapter 4**  
Assignments  
Read chapter 5 |
| 17 Feb | **Chapter 5**  
Foundations of Planning | Chapter 5 cont. | **Quiz 4 on MML - Chapter 5**  
Assignments  
Read Chapter 6 |
| 24 Feb | **Chapter 6**  
Organizational Structure and Design | Chapter 6 cont. | **Quiz 5 on MML - Chapter 6**  
Assignments  
Read Chapter 7 |
| 3 Mar | **Chapter 7**  
Managing Human Resources | Chapter 7 cont. | **Optional Mid-term Exam on MML – Chapters 1 - 7**  
Assignments  
Read chapter 8 |
| 10 Mar | No Class  
Spring Break | No Class  
Spring Break | No Class  
Spring Break |
| 17 Mar | **Chapter 8**  
Managing Change and Innovation | Chapter 8 cont. | **Quiz 6 on MML – Chapters 7 and 8**  
Assignments  
Read Chapter 9 |
| 24 Mar | **Chapter 9**  
Foundations of Individual Behavior | Chapter 9 cont. | **Quiz 7 on MML - Chapter 9**  
Assignments  
Read chapter 10 |
| 31 Mar | **Chapter 10**  
Understanding Groups and Managing Work Teams | Chapter 10 cont. | **Quiz 8 on MML - Chapter 10**  
Assignments  
Read chapter 11 |
| 7 Apr | **Chapter 11**  
Motivating and Rewarding Employees | Chapter 11 cont. | **Quiz 9 on MML - Chapter 11**  
Assignments  
Read chapter 12 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| 14 Apr | **Chapter 12**  
Leadership and Trust | Chapter 12 cont.           | **Quiz 10 on MML - Chapter 12**     |
|       |                                             |                            | **Assignments**  
Read Chapter 13                                         |
| 21 Apr | **Chapter 13**  
Managing Communications and Information | Chapter 13 cont.           | **Quiz 11 on MML - Chapter 13**     |
|       |                                             |                            | **Assignments**  
Read Chapters 14 and 15                                         |
| 28 Apr | **Chapter 14**  
Foundations of Control | **Chapter 15** Operations Management | **Quiz 12 on MML - Chapter 14 and 15** |
| 5 May  | Optional Final Examinations (MML)  
**Section 2 – Monday, May 5, 8:00 – 10:00 p.m.**  
**Section 1 – Thursday, May 8, 12:50 – 2:50 p.m.** | | |

**University Final Exam Schedule**  