

Principles of Management Honors Management (MANGMT) 3000H-01

Department of Management
Robert J. Trulaske Sr., College of Business
University of Missouri – Fall 2021

Instructor

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Office Hours (In-Person or Zoom)

Mondays from 11am-12:00pm
or by appointment

Course Description: Focus and Purpose

Using a combination of lecture and seminar-discussion format, we will explore the basic concepts of management, organization, and their application to business operations. Mondays will consist of lecture and class discussion. Wednesdays will consist of class discussion about practical application of material, case studies, reflection exercises, and real world examples.

As an honors course, we will focus on both learning and development. The class format and structure encourages a deeper level of learning and thinking about management issues. Learning will go beyond simple memorization and identification of key management concepts and will encourage students to consider managerial implications and real world application – both good and bad. Students will be asked to consider their own opinions, preferences, and ideas behind important management decisions. The reflection and discussion format will help students develop their professional skills through both written and oral communication by providing students with the opportunity to become conversant in these issues.

As a result of this course, you should:

1. Describe and illustrate the four major management functions: planning, organizing, leading, and controlling.
2. Demonstrate decision-making and teamwork.
3. Identify any major developments in management thought.
4. Recognize social-responsibility initiatives.
5. Describe the nature of business strategy.
6. Demonstrate the use of operating plans, policies, procedures, and rules.
7. Analyze global business and how diversity impacts operations.
8. Develop a set of skills in oral and written discussion of both sides of management issues.
9. Develop a deeper understanding of your own competencies, values, beliefs, and interests as they relate to management, career options, and environments in the work world.
10. Demonstrate the ability to lead a small group discussion consisting of varying ideas.

Required Text

1. *Principles of Management* from OpenStax, ISBN-10: 0-9986257-7-9

You have several options to obtain this book:

- [View online](#)
- [Download a PDF sample \(Links to an external site.\)](#)

You can use whichever formats you want. The web view is recommended -- the responsive design works seamlessly on any device.

2. Articles, case studies, podcasts, and videos provided on Canvas.

Assignments and Course Requirements

Detailed assignment information is on Canvas under the **Assignment** link.

Class Readings & Content: I will assign readings from our textbook, articles, case studies, videos, and/or podcasts on a weekly basis. Your role as a class member is to read, watch, or listen to the assigned material before coming to class. You should be prepared to discuss the content. I will usually ask you to bring to class a one-page journal entry (reaction paper) in which you record your thoughts about the readings. You will use the journal entries as a basis for our in-class discussions (see journal entries below).

Journal Entries: In order for you to get the most out of your course readings and content, you will regularly record journal entries. In these entries you do not summarize the material. Instead, you will relate the material to your personal experiences and/or what you have learned in other courses or in the media. I hope you will put some thought into your writing, but the content of your journal entries is up to you.

I will regularly (e.g., most Wednesdays) ask you to produce and submit to Canvas a typed (double-spaced) one-page journal entry based upon the course reading for that day. Your journal entry should consist of your reactions or thoughts about the reading just as if you were journaling about it. You should also bring a copy (electronic or hardcopy) with you to class. **Note:** Journal entries are due before our class session (12:30pm).

I will read all of your journal entries but will not evaluate their specific content. Rather, your entries will be evaluated based on how much thought was demonstrated. These entries should reflect some thought on your part and should be reasonably free of spelling, punctuation, and grammatical errors. In giving you credit for each journal entry I will use a *grading scale* posted on our Canvas course site.

Written Assignments - Case Studies: I will also give you three (short) writing assignments throughout the semester. These assignments will consist of an analysis of a case study related to our recent learning, discussions, and reading in the text.

All documents should be formatted in 12-point Times New Roman font, double-spaced with 1-inch margins. Points will be taken off for not following these standards. Case Study writing assignments are due on the assigned Friday by 4:59:59 pm (CT). More detailed information is posted on Canvas.

Weekly Quizzes: All quizzes are required to be completed each Friday by 4:59:59 pm (CT), and late quizzes are **NOT** accepted. Quizzes are open book/note and reflect all material included in the course (text, articles, discussions, videos, podcasts, etc.) and are due Friday by 4:59:59 pm (CT). You have 10 minutes to complete each quiz. You may not collaborate with anyone. Complete your work individually. Your electronic signature (i.e., accessing and submitting the quiz through Canvas) indicates that you completed this quiz on your own and without assistance. Each quiz is open for one week.

Exams: Two exams worth 100 points each will be given this semester. Exams will consist of multiple choice and short answer questions. Study guides will be provided before each exam.

Class Participation: Your participation and attendance are important for 1) the success of this class and 2) your success in the class. Class participation includes attendance, participation in class discussion, and your turn as discussion leader. If you are absent for more than 1 or 2 classes, it will affect your course grade (part of class participation). Points for missing class will be deducted from your class participation points.

Each student will sign up to be discussion leader one time during the semester. More information will be provided in class and on Canvas.

Late Work Policy: Late homework/quizzes/papers/exams are **NOT** accepted. If you have circumstances (death in the family, medical emergency) that affect your ability to complete the homework, please contact your me in advance of the due date. Late homework is not accepted. Make sure to test the technology and make the submission before the deadline. Also, ensure you have uploaded the CORRECT assignment. *If you have mistakenly uploaded the wrong assignment, you are unable to submit the correct assignment after the due date.* **Always check your submission is the right assignment and it uploaded successfully.**

Submitting Your Work: Submit your assignments through the corresponding Canvas Assignment link (accessible via **Assignment** on the Course Navigation Menu) by the date/time specified. All course homework must be submitted as a Word (.doc or .docx) document or by the file stated on the assignment link.

Evaluation

Item	Points Available
Journal Entries	
Journal Entries (1 page each - based on your reactions to a reading assignment)	150
Writing Assignments	
Writing Assignment: Case Study #1	100
Writing Assignment: Case Study #2	100
Writing Assignment: Case Study #3	100
Quizzes (10 points each)	
Weekly Quizzes (11 quizzes) (will drop the lowest score)	100
Exams	
Exam #1 (45 questions @ 2 pts each and 2 short answers questions @ 5 pts each)	100
Exam #2 (45 questions @ 2 pts each and 2 short answers questions @ 5 pts each)	100
Class Participation	
Includes attendance, participation in class discussion, and your turn as discussion leader	100
Total	850

Final Grade Point System

Final grades are not rounded to the nearest point or percentage. Do not ask or make that request.

Grade	Points earned
A+	100%-98%
A	< 98% to 93%
A-	< 93% to 90%
B+	< 90% to 87%
B	< 87% to 83%
B-	< 83% to 80%
C+	< 80% to 77%
C	< 77% to 73%
C-	< 73% to 70%
D+	< 70% to 67%
D	< 67% to 63%
D-	< 63% to 60%
F	< 60% to 0%

Professionalism and Electronic Devices

I expect students to behave in a professional manner and to be kind and respectful to each other and to me. Our discussions will include a variety of opinions and viewpoints and not everyone will agree with one another. That's okay. Our classroom environment will welcome diverse opinions and thoughts. Our goal will be to have meaningful conversations, learn from one another, and engage in respectful exchanges.

Because this is a discussion course it is intended to be interactive in nature. When the focus of our attention is directed toward a screen, people tend to engage with others less and the quality of face-to-face interaction is reduced. This class will follow the trend that major companies are adopting during their meetings which is the "no phone policy". Phones should be silenced, and should not be out or visible in this class.

Students with Disabilities

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible. If disability-related accommodations are necessary (for example, a note-taker, extended time on exams, captioning), please establish an accommodation plan with the Disability Center (<http://disabilitycenter.missouri.edu>), S5 Memorial Union, 573- 882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

Statement of Academic Dishonesty

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of academic integrity rules as serious matters. Sanctions for such a breach may include academic penalties from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

The Writing Center

The Writing Center, located in the Student Success Center, offers writing support to all students at the University of Missouri. Tutors come from all majors and are familiar with a variety of writing styles and formats. Although tutors are not editors, they can help with any stage of the writing process, from initial brainstorming to major structural revisions, to putting the finishing touches on a final draft. For more information on how to make an appointment or to submit your essay to the Online Writery, visit the Writing Center website at writingcenter.missouri.edu or call 573-882-2496.

Mental Health

The University of Missouri is committed to supporting student well-being through an integrated network of care, with a wide range of services to help students succeed. The MU Counseling Center offers professional mental health care and can help you find the best approach to treatment based on your needs. Call to make an appointment at 573-882-6601. Any student in crisis may call or go to the MU Counseling Center between 8:00 – 5:00 M-F. After hours phone support is available at 573-882-6601.

Visit our website at <https://wellbeing.missouri.edu> to take an online mental health screening, find out about workshops and resources that can help you thrive, or learn how to support a friend. Download Sanvello, a phone app that teaches skills and strategies to help you maintain good mental health. Log in with your Mizzou email to unlock all the tools available through Sanvello at no cost to you.

Intellectual Pluralism

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the departmental chair or divisional director, the director of the [Office of Students Rights and Responsibilities](#), the [MU Equity Office](#), or equity@missouri.edu.

All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

Course Recording

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [section 200.015](#) of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under [section 240.040](#) of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline following provisions of [section 200.020](#) of the Collected Rules and Regulations of the University of Missouri about student conduct matters.

Students who are permitted to record are not allowed to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the class without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline following provisions of [section 200.020](#) of the Collected Rules and Regulations of the University of Missouri about student conduct matters