

INDIANA WESLEYAN UNIVERSITY
MNG 210 (B) Management Principles
MWF 8:55am – 9:50am
MAX 122
Fall 2021 Course Syllabus

Dr. Lisa Nieman, Professor of Business

Office Location: MAX 206C Office Hours: MW 1:30pm – 3:30pm
Office Phone: (765) 677-2064 TTH 9:00am – 12:00pm
Home Phone: (765) 674-2491 (till 9pm)
E-Mail: lisa.nieman@indwes.edu

Textbook: Schermerhorn Jr., J. R. & Bachrach, D. G. (2021). Exploring Management (7th ed.) with WileyPlus access. Wiley: Hoboken, New Jersey.

Course Description: A study of management principles as they apply to all organizations. The functions of planning, organizing, directing, motivating, and controlling are examined. Prerequisite: BUS100 or LDR200.

Student Learning Outcomes:

(Leadership)

The student will:

1. Identify the roles and responsibilities that managers fulfill in the marketplace.
2. Describe the role of the key functions of management in the effective operation of the organization.
3. Influence others in a group project to increase their initial investment and explain the process the group used to invest their talents.

Grading Criteria:
(Scholarship)

Exams (4 @ 100 points each)	400 points
Meeting with Manager	50 points
Investing Your Talents	100 points
Group Presentation	50 points
Final Exam	100 points
In-class Assignments (6 @ 5 points each)	30 points
Wiley Assignments (17 @ 10 points each)	<u>170 points</u>
Total	900 points

Exams: No quizzes/exams will be given early. If you have to travel on behalf of the university (sports, Christian Service Teams, etc.), you will need to make prior arrangements with me to take the quiz/exam the next school day upon your return (not necessarily the next class day!).

Students with Disabilities: If you need course adaptations or accommodations because of a disability please make an appointment with The Center for Student Success – Second

Floor of the Student Center (Phone x2257) as soon as possible. If you have already received an Academic Adjustment Letter from the Center for Student Success, have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

Grading Scale:	Percentage	Point Scale
	A 95-100	851-900 points
	A- 92-94	824-850 points
	B+ 89-91	797-823 points
	B 85-88	761-796 points
	B- 82-84	734-760 points
	C+ 79-81	707-733 points
	C 75-78	671-706 points
	C- 72-74	644-670 points
	D+ 69-71	617-643 points
	D 65-68	581-616 points
	F 0-64	0 – 580 points

Attendance: Attendance is taken at the beginning of each class and you will be marked tardy if you are not present when the class begins. Each tardy will be considered the equivalent of one-third of an absence. A tardy is defined as the time from class start to 15 minutes after class start time. Any time after 15 minutes of class start is considered an absence. All absences will be initially considered unexcused. More than ONE unexcused absence will result in a 10 point reduction per occurrence. **Illness will only be considered an excused absence if you have notified Dr. Nieman prior to or during the class period (via e-mail). Zoom link for class will only be provided for those in isolation or quarantine, and you will be required to attend with sound and video on.** You are establishing patterns now that will follow you in your chosen career path. Punctual attendance on the job is a major consideration in the business world. Excessive absences will affect your class participation and peer evaluation points.
(Character)

In-Class: This is an experiential learning class and most class sessions you will be expected to participate and dialogue in an exercise to reinforce the concepts being discussed.

Late Work: All assignments are all due at the beginning of class on the due date. **Assignments may NOT be submitted late for any reason.** You will receive zero (0) points on anything submitted late. In the world of business deadlines are crucial. Failure to submit something on time generally means that your business will not be considered or funded for the venture. Submitting important papers on time is a life lesson that needs to be learned in a supportive atmosphere.

Grace Happens! The “One Time Only” use forgiveness card. Each student receives a ‘Grace Happens!’ card at the beginning of the semester with their name on it. This card can be

redeemed at any time during the semester for a one day extension on an assignment, to cancel a late for class, or to cancel an absence from class. The card cannot be redeemed on exam and/or any presentation days. If an assignment is due on Friday at 7:50am and a student forgot about it they can redeem their card for a one day extension and turn the assignment in on Saturday by 7:50am (electronically). If a student saves their card until the last week of the semester they can redeem their card for 10 bonus points. The card must be surrendered at the time of redemption and is not transferrable or replaceable.

Computers: You are allowed to use your laptop computer to take notes in class - in fact, we encourage it! However, the following activities are not permitted during class: (1) Any activity that involves connecting to the Internet (chat, surfing, posting, email, etc.) unless specifically assigned by the professor; (2) Gaming; (3) Watching video; and (4) Listening to music or other audio files. Violators will be asked to leave class immediately and all in-class student computers will be turned off for the remainder of the class. Please hold each other accountable for adherence to this policy.

Honesty: The Academic Affairs Office at IWU, has suggested that faculty remind students about the official campus policy for student honesty and cheating. Listed below are the direct quotes from the Faculty Handbook and from the IWU Catalog.

Faculty Handbook

10.3.4.3 Student Honesty, Plagiarism, Cheating, and Forgery

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the faculty, and in quizzes or tests. Each faculty should define what constitutes honest work in a specific course. Any deviation from ordinary standards such as the permitted use of notes for an examination or an "open book" test should be stated clearly by the faculty.

Cheating is defined as submitting work for academic evaluation that is not the student's own, copying answers from another student during an examination, using prepared notes or materials during an examination, or other misrepresentations of academic achievement submitted for evaluation or a grade.

Plagiarism in research writing is considered cheating. The Prentice Hall Reference Guide (2006) indicates, "To plagiarize is to include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is" (p. 292). Students are expected to submit only their own original work. They are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate citations. Students cannot "re-cycle" assignments that they completed for other courses and use them as original products in their present course without properly citing their previous work. This does not apply to portfolios or other program collections of selected student work as directed by faculty.

An undergraduate student charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating--failure in paper, assignment, or exam;
2. Second incident of cheating--failure in the course involved;
3. Third incident of cheating--dismissal from the university.

Incidents of cheating and/or plagiarism will be investigated by the faculty.

IWU Catalog: Honesty, Cheating, Plagiarism, and Forgery
See catalog for detailed information.

WileyPLUS

How to access your course

Your Course Section ID

A12664

Log in to WileyPLUS

1

- Log in at www.wileyplus.com/go/login
- Select Add Course

Don't have a WileyPLUS account? Create one at www.wileyplus.com/go/signup



Find your course

2

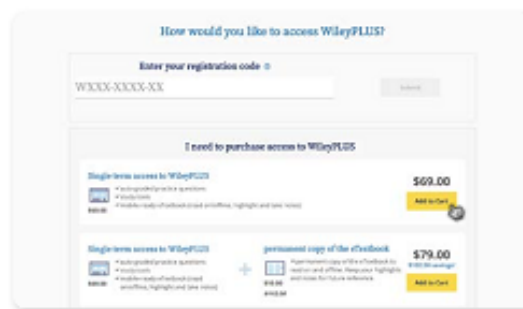
- Enter your Course Section ID and select Find my course
- Review your course section details, then click Next



Register and access

3

- Already purchased? Just enter your registration code.
- Haven't purchased? Choose a purchase option or start a free trial.
- Access your course and start learning!



Go to www.wileyplus.com/go/wpngsupport for registration help

WILEY

Dr. Nieman		MNG210 (B) Management Principles				Fall 2021
					Note: Assignments are Subject to Change	
Date		Day	Study		Homework/Exam Due	Scripture Verse
September	3	Friday	Syllabus			Galatians 5:22-23
	6	Monday	No Class Labor Day			
	8	Wednesday	Chapter 1		Team Player Survey	Exodus 18:19-26
	10	Friday	Chapter 1		Wiley #1	Isaiah 30:1-5
	13	Monday	Chapter 2		Wiley #2	Romans 12:4-5
	15	Wednesday	Chapter 2			Zechariah 1:4-6
	17	Friday	Chapter 3		Wiley #3	1 Chronicles 22:1-19
	20	Monday	Chapter 3			Isaiah 58:1-14
	22	Wednesday	Chapter 4		Wiley #4	Romans 12:17
	24	Friday	Chapter 4			Malachi 1:7,8
	27	Monday	Chapter 1-4		Exam #1	
	29	Wednesday	Chapter 5		Wiley #5	Jeremiah 29:11
October	1	Friday	Chapter 5			Leviticus 26:3-39
	4	Monday	Chapter 6		Wiley #6	Exodus 4:21
	6	Wednesday	Chapter 6		Meeting with Manager	Luke 16:1-13
	8	Friday	Fall Break			
	11	Monday	Chapter 7		Wiley #7	Genesis 37:5-36
	13	Wednesday	Chapter 7			2 Kings 22:10-23:25
	15	Friday	Chapter 8		Wiley #8	Acts 13:1-3
	18	Monday	Chapter 8			Acts 19:8-10
	20	Wednesday	Investing Talents			Ephesians 6:5-9
	22	Friday	Chapters 5 - 8		Exam #2	
	25	Monday	Chapter 9		Wiley #9	Titus 3:1,2
	27	Wednesday	Chapter 9			Mark 2:14-17
	29	Friday	Chapter 10		Wiley #10	1Chronicles 18:14-17
November	1	Monday	Chapter 10			Acts 15:32-35
	3	Wednesday	Chapter 11		Wiley #11	1Corinthians 9:19-27
	5	Monday	Chapter 11			1 Corinthians 18:14-17
	8	Monday	Chapter 12		Wiley #12	1 Corinthians 12:14-31
	10	Wednesday	Chapter 12			Psalms 32:8
	12	Friday	Chapters 9 - 12		Exam #3	
	15	Monday	Chapter 13		Wiley #13	Micah 2:12,13
	17	Wednesday	Chapter 13			Hebrews 13:7,8
	19	Friday	Chapter 14		Wiley #14	Psalms 19:1-14
	22	Monday	Chapter 14		Investing Talents	John 3:16
	24	Wednesday	No Class Thanksgiving Break			
	26	Friday	No Class Thanksgiving Break			
	29	Monday	Chapter 15		Wiley #15	Proverbs 21:1
December	1	Wednesday	Chapter 16		Wiley #16	Philippians 3:8
	3	Friday	Chapter 17		Wiley #17	John 3:16
	6	Monday	Chapters 14-17		Exam #4	Proverbs 21:1
	8	Wednesday			Group Presentations	Philippians 3:8
	10	Friday			Group Presentations	Isaiah 26:3,4
	13	Monday			Group Presentations	Proverbs 15:14
	14	Tuesday	FINAL EXAM 8:00am - 9:50am			

Meeting with Manager
Due: Wednesday, October 6, 2021

You will need to schedule a meeting with someone in a **senior management position**. This needs to be someone NOT related to you and NOT a current IWU student! You should contact the individual as soon as possible and set up a meeting time for approximately 30-45 minutes. Before leaving the interview, you need to obtain a business card from the individual and have them sign the back of the card. You will need to document the following information:

Name of the individual: _____
Place of employment: _____
Address of business: _____

Date & Time of Meeting: _____
Length of Meeting Time: _____

Interview Questions:

- 1) What kind of training did they have prior to obtaining a management position?
- 2) What do they like the most about their job?
- 3) What part of their job is the most challenging?
- 4) What advice would they give to someone interested in a management position?
- 5) What is the best book they have read in the past year?
- 6) What publications do they read regularly? (Business and non-business)
- 7) What skills do they believe are necessary to being an effective leader?

All of this information will be included in a 3-4 page (double-spaced) typewritten report. The scoring rubric is as follows:

Writing Lab	_____ (10 points possible)
Included all information listed above:	_____ (5 points possible)
Content	_____ (25 points possible)
Diction/Style	_____ (5 points possible)
Spelling/Grammar	_____ (5 points possible)
TOTAL	_____ (50 points possible)

Staple Signed Business Card Here

MNG 210 – Management Principles
Investing Your Talents – Matthew 25:14-30
Due: Monday, November 22, 2021

1. You will each be given a designated amount of money (\$1, \$2, or \$5) and then you will add that money to those of your group. Your group has until Monday, November 22, 2021 to use the money and make it grow.
2. You will work in your designated groups. Each person in the group needs to complete the reflection paper (that is due on 11/22/21) since that is your personal evaluation of this project. The reflection paper should cover what your group did to grow your funds, your return on investment, and how planning organizing, leading, and controlling were used.
3. You are to be creative in the ways you manage this money to make more money.
4. The funds that are garnered from this project will go to provide assistance to the Grant County Rescue Mission as part of an ongoing Management Principles Project.
5. Points for the successful completion of this project will be determined as follows:

CRITERIA	13-15 points	10-12 points	7-9 points	0-6 points
INTRODUCTION	Strong introduction of topic, terms. Clearly delineates subtopics to be reviewed. Specific thesis statement.	Conveys topic. Clearly delineates subtopics to be reviewed. General thesis statement.	Topic is somewhat unclear. Describes subtopics to be reviewed. General thesis statement.	Does not adequately convey topic. Does not describe subtopics to be reviewed. Lacks adequate thesis statement.
CRITERIA	17-20 points	13-16 points	8-12 points	0-7 points
FOCUS & SEQUENCING	All material clearly related to subtopic, main topic. Strong organization and integration of material within subtopics. Strong transitions linking subtopics and main topic.	All material clearly related to subtopic, main topic and logically organized within subtopics. Clear, varied transitions linking subtopics and main topic.	Most material clearly related to subtopic, main topic. Material may not be organized within subtopics. Attempts to provide variety of transitions.	Little evidence material is logically organized into topic, subtopics or related to topic. Many transitions are unclear or nonexistent.
CRITERIA	13-15 points	10-12 points	7-9 points	0-6 points
CONCLUSION	Strong review of key conclusions. Strong integration with thesis statement. Insightful discussion of impact of the researched material on topic.	Strong review of key conclusions. Strong integration with thesis statement. Discusses impact of researched material on topic.	Review of key conclusions. Some integration with thesis statement. Discusses impact of researched material on topic.	Does not summarize evidence with respect to thesis statement. Does not discuss the impact of researched material on topic.
CRITERIA	11-20 points			0-10 points

CREATIVE APPROACH	Strong group involvement, pooling of ideas, selection of ideas, and implementation of ideas.			Little group involvement, pooling, selection of, and implementation of ideas.
CRITERIA	11-20 points			0-10 points
RETURN ON INVESTMENT	Strong effort toward growing investment, pre-planning and execution is evident, and ROI calculated.			Little effort toward growing investment, some pre-planning and execution is evident, and no ROI calculated.
CRITERIA	5 points	4 points	3 points	0-2 points
GRAMMAR, MECHANICS & LENGTH	The paper is free of grammatical, spelling, and punctuation errors. Scholarly style. Writing is flowing and easy to follow.	Grammatical and/or spelling and punctuation errors are rare and do not detract from the paper. Scholarly style. Writing has minimal awkward or unclear passages.	Very few grammatical, spelling, or punctuation errors interfere with reading the paper. More informal tone than scholarly. Writing has a few awkward or unclear passages.	Grammatical, spelling and punctuation errors substantially detract from the paper. Informal tone. Writing is choppy with many awkward or unclear passages.
CRITERIA	5 points	4 points	3 points	0-2 points
APA	No errors in APA	1-5 errors	6-10 errors	11+ errors
TOTAL				100 points

6. Failure to bring the money to class on or before class time on Monday, November 8, 2019 will result in zero (0) points for this activity. Your individual reflection paper is also due on 11/8/19 (place in the assignment dropbox).

**MNG210 Management Principles
Group Presentation Evaluation Form**

Group Members:_____

<p><u>Investing Talents Project Presented:</u></p> <p>Creativity in presenting the investing talents project:</p> <p>Group presents how planning, organizing, leading, and controlling impacted the outcome.</p> <p>Group presents strategy used to accomplish their goal.</p> <p>Group presents overall outcome and what changes they would make if they would do this again.</p> <p>Additional Comments:</p>	<p>PoorExcellent</p> <table> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5										
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<p><u>Pertaining to Presentation Skills:</u></p> <p>Ideas are developed and supported convincingly.</p> <p>Visual aids are simple, easy to read and understand.</p> <p>Speaker's voice is clear, speech is comfortably paced.</p> <p>Voice volume is appropriate.</p> <p>The speaker's non-verbal communication is appropriate: facial expressions, gestures, position of body and arms, eye contact, nervous habits are controlled.</p> <p>Speaker responds to audience questions by: stepping toward the questioner, watching and listening, repeating the question when necessary, answering the entire audience.</p> <p>Additional Comments:</p>	<p>PoorExcellent</p> <table> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
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PROJECT TEAM PEER EVALUATION

Name: _____

Date: _____

Use this form to evaluate each member of your project team including yourself. Place the names of team members in the horizontal boxes and then in the vertical boxes immediately below the team member name place a numerical value relating to the statement on the left hand side of the evaluation form (1 through 4, with 4 expressing that you strongly agree with the statement on the side of the form).

It is extremely important that you seriously, thoughtfully, and respectfully discuss the cumulative results of the evaluation within your group.

1 = Strongly Disagree

2 = Disagree

3 = Agree

4 = Strongly Agree

Name of Project Team Member					
Preparation Team member was well prepared. Had completed all research, reading, and assignments					
Attendance Team member arrived on-time and stayed for the duration of the meeting					
Participation Team member actively participated in meeting and contributed to the learning process					
Interpersonal Relations Team member maintained a positive and productive relationship with all team members					
Between Meeting Communication Team member initiated communication and responded appropriately					
Overall Contribution Score					

Individual Questions for Reflection: (Please provide answers on the back of this form)

1. What are the most important concepts you have learned from the Project Team experience?
2. How will you use this learning to improve both personally and professionally?

Name: _____

Meeting with Manager Scoring Rubric

	<i>Outstanding</i>	<i>Competent</i>	<i>Emerging Competence</i>	<i>Needs Improvement</i>
Writing Process	Student has taken a draft of the paper to the Writing Center for review and assistance. 10 points			The paper was not taken to the Writing Center for review and assistance. 0 points
Complete Interview Information	All information is complete (Name, place of employment, Business card with signature, etc.) 5 points	Almost all information is given 4 points	Most information is given 3 points	Some information is given 0-2 points
Content: Responses to Questions	Responses are well thought out and thorough; it is clear from the paper that significant thought and reflection has been given to each question. Responses are supported by significant documentation. The superior paper goes significantly beyond quality expectations for assignment completion. 25 points	Responses are well thought out and thorough. It is clear from the paper that significant thought and reflection has been given to each question. Responses are supported by documentation. The strong paper goes beyond quality expectations for assignment completion. 20-24 points	Responses are well thought out and thorough. Responses are documented. 15-19 points	Responses are not well thought out or thorough. Responses are poorly documented. 0-14 points
Diction/Style	Distinctive, fresh, precise, compact, "sparkling." Variety in word choices. Appropriate. 5 points	Mostly appropriate word choices. 4 points	Word choice may be flat, inconsistent or not entirely appropriate. 3 points	Word choice may be inappropriate, incorrect, or inconsistent. 0-2 points
Grammar/Mechanics	Grammar is consistently accurate; subjects agree with verbs in number and tense; pronouns agree with antecedents; point of view is consistent; spelling and punctuation are accurate; no typographical errors. 5 points	Grammar is accurate; non/verb agreement, and pronoun/antecedent agreement is mostly accurate; point of view is consistent; few errors in spelling and punctuation; no typographical errors. 4 points	Sentences are generally correct in structure; may display isolated serious errors in grammar and punctuation or frequent minor errors that do not interfere substantially with meaning or do not greatly distract the reader; occasional misspellings. 3 points	The paper may contain serious and distracting errors in grammar and punctuation as well as numerous irritating minor errors and frequent misspellings. 0-2 points
Total	49-50 points	13 40-48 points	28-39 points	0-29 points