COURSE SYLLABUS
Last Updated: 1/24/2023

Semester: Spring 2023
Class Meeting Days: None (100% online)
Class Meeting Location: None (100% online)
Instructor: Dr. K. Doreen MacAulay
Office Location: Virtual (MS Teams)
Office Hours for Dr. MacAulay: Friday from 8am to 12 pm or by appointment (please email to receive link for appointment).
Office Hours for Graduate Teaching Assistance (GTA): See **Meet the Instructor and GTA** section for office hour times and links.
Phone Number: 813-974-4354
Email: macaulay1@usf.edu

I.   Welcome!
I hope you are ready for a great semester of learning, interacting, and fun! Principles of Management is a survey course that I hope will introduce you to several new and interesting topics that will help you now and throughout your career.

I am excited to be working with you this semester and your team of GTAs feel the same way. So please do not hesitate to reach out to your TA or myself, if we can be of any assistance to you. You will be assigned a TA based on your last name, but please feel free to reach out to any of the team members should you need help. We are here to help you be successful in this course. To find out which GTA you are assigned to, please see the **Meet the Instructor and GTA** section.

II.   University Course Description
Examines intrapersonal, interpersonal, group/team, organizational, and environmental (both stakeholder and societal) factors influencing the management task.

III.   Course Prerequisites
There are no prerequisites for this course.

IV.   Course Purpose
This course will provide you with the foundations for understanding the role of management in an organization. This course will cover general areas such as planning, organizing, influencing, and controlling that are relevant for any industry. We will also review issues of management such as ethics, diversity, and social responsibility.

V.   How to Succeed in this Course

Successful students use the following practical tips:

1. Check Canvas and emails daily for announcements. You can also have notifications of announcements sent to your USF email.
2. Use the **Modules tab** as your main page for knowing what is required for the course.
3. Close down other programs and apps before you begin working on the class material.
4. When possible, plug in to a wired internet connection, rather than rely on WiFi. Especially for tests. Wifi can be unreliable and not effective for test taking.
5. Download and ensure you have HONORLOCK ready before you want to take the course tests. This will help reduce any frustrations based on time constraints.
6. If new to Canvas, read see the Innovative Education Website for information.

VI.   Learning Outcomes

Upon completion of this course students will:

- Understand the basic theories, concepts and effective behavioral practices that form the foundation of modern management thought.
- Have explored how one's worldview is shaped by personal values, identity, culture rules and biases in relation to how they influence management of a workplace.
- Be able to identify and describe major global issues that impact businesses and management of those businesses.
- Have demonstrated the ability to apply key management concepts.

VII. Required Texts and/or Readings and Course Materials

1) All assigned material on Canvas
2) Management, 10th edition © 2022 by Kinicki
   Connect Access ISBN: 9781266804502
   Student Price (if they opt-in): $61.76
   Please see Canvas Module 1 for book information (See Obtaining the Book)

VIII. Grading Scale

Letter Grade	F	D	C	C+	B-	B	B+	A-	A	A+
% earned	49	50-59	60-69	70-74	75-79	80-84	85-89	90-94	95-97	98-100
	Not Acceptable		Acceptable	Below Expectation		Mets Expectation		Above Expectation		Exceptional work

IX. Grade Categories and Weights

Assignment	%
Assignments: 2 Assignments * 5 points See canvas for more details.	10
Syllabus Quiz: .5 point 1 Syllabus quiz is required for this course valued at .5 point.	0.5
Personal Introduction: .5 point	0.5
Reference and Research Quiz	2
Chapter quizzes: 4 Quizzes (4 * 5 points) There will be 4 MC quizzes throughout the course. Each one will be on a specific chapters and lectures that is defined in the title of the quiz one (ie: Quiz 1 – Chapter 2 and 3). These are closed book but not proctored.	20
Discussion Board – 4 * 1 points each You will be provided an article to read and asked to answer questions based on the article. There will be four options to participate in discussions. You will be graded on only two of them.	4
McGraw Hill Connect – ISeeIt Assignments (4*3)	12
McGraw Hill Connect – Role Play Assignments (4 * 3 points)	12
Knowledge Test (Chapters 1-12; Uses Honorlock)	12
Global Citizens Assignment -This will be a project that is due the last week of classes. This can be presented as a paper or presentation. GC Goal and Company Profile (4 points) GC Paper Draft (10 points) GC Paper Final (10 points)	24
Meditation - Each week there will be meditation videos available for you to watch before you start your work for the week. This is a self-report complete/incomplete task.	3
TOTAL	**100**
Bonus Marks **(up to 2 percentage points of bonus marks can be earned)**	**Up to 2**

X. Project Assignments

For descriptions of projects and assignments, please see the modules tab of the course canvas site. The details for the assignment will be listed in the module in which the assignment is due. It will have all the details for you in the module in which the project is assigned.

It is important that you read through all the material in each of the modules to know what is expected of you each week. The MODULES tab is where you should be following along with the course.

XI. Communication

There are several ways that you will be able to engage with your instructor, your TAs, and your classmates. Your instructor and TAs can be reached during their office hours that are posted on the canvas site under **Meet your Instructor and TAs.** These office hours will be conducted via teams. Links will be provided under each of the TAs bios on the **Meet your Instructor and TAs** page. To set a meeting with Professor MacAulay, email her at macaulay1@usf.edu and she will send you a link.

For an additional resource, this course will also use Teams. We will have a Teams chat room that will be monitored by the TAs. This will be a place for us to interact with one another, ask general questions, and post general announcements. If you do not find your MAN3025 team in your Microsoft Teams, please contact your TA. It will go live on January 9th, 2023.

XII. Course Environment

Your Principles of Management team considers the diversity of its students to be a strength and an important component of a successful learning experience. As we prepare you to function at a level of excellence in the workplace, we need to ensure you embrace the strengths of that a diverse work environment has to offer you and your organization.

Additionally, the University of South Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. USF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.

Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics is valued in our community.

The goal of our team and of the University if to help you be successful in a classroom where everyone feels safe and welcome.

XIII. Grade Dissemination

You can access your scores at any time using "Grades" in Canvas. Grades will be posted at 8am on the Thursday after the due date except for the final GCA project.

XIV. Course Schedule*

Module	Topics	Reading	Deliverable List	Due
1	Course Information and Resources	Posted Module 1 Material	Syllabus Quiz (JAN 13) Personal Introduction; Reference and Research Quiz; Meditation	JAN 13 & JAN 15
2	Introduction to Management	Posted Module 2 Material and Chapters 1-2	Meditation; Quiz 1	JAN 22
3	Management Landscape	Posted Module 3 Material and Chapters 3-4	Meditation; Assignment 1	JAN 29
4	Strategic Management	Posted Module 4 Material and Chapters 5-6	Meditation; Discussion Board; Role Play Assignment	FEB 5
5	Decision Making in Management	Posted Module 5 Material and Chapter 7	Meditation; Role Play Assignment; ISeeIt Assignment	FEB 12
6	Organizational Structure	Posted Module 6 Material and Chapters 8	Meditation; GCA Part 1	FEB 19
7	Org Culture and HR	Posted Module 7 Material and Chapters 9	Meditation; Role Play Assignment	FEB 26
8	Individual Differences	Posted Module 8 Material and Chapter 11	Meditation; Quiz 2; Discussion Board; ISeeIt Assignment	MAR 5
9	Motivation	Posted Module 9 Material and Chapter 12	Meditation; GC Draft Report; Role Play Assignment	MAR 12
10	March Break – March 13-19			
11	Groups and Teams	Posted Module 11 Material and Chapter 13	2 Meditation; Discussion Board; Knowledge Test	MAR 26
12	Power, Influence and Leadership	Posted Module 12 Material and Chapter 14;	Meditation; Quiz 3; Discussion Board	APR 2
13	Communication	Posted Module 13 Material and Chapter 15	Meditation; Assignment 2; ISeeIt Assignment	APR 9
14	Control	Posted Module 14 Material and Chapter16	Meditation; ISeeIt Assignment; Quiz 4	APR 16
15	Creativity, Innnovation & Change	Posted Module 15 Material and Chapter10	Meditation; Final Global Citizen Assignment	APR 23

* The Schedule is subject to revision. Announcements will be emailed through canvas.

XV.   Global Citizens Project

MAN3025 is certified as a Global Citizens course and may be used to fulfill partial requirements of the Global Citizen Award upon successful completion of the course (final grade of B or higher). Even if you are not applying for the award, this project is part of the course. Please see Module 2 for more details. There are two options for this assignment. You can complete a report or a presentation. You are not asked to complete both formats. An overview is provided in Module 1 and individual submission details are provided in the modules in which the submissions are due.

Please note that you cannot submit work from a previous class to satisfy this requirement. If you are found submitting work that has already been submitted for another course, you will receive zero for this assignment.

XVI.   Course Policies: Grades

Late Work:

You will receive 75% for work passed in up to 24 hours late. You will receive 50% for work passed in after 24 hours. To receive an excused late submission, you are to provide the professor with documentation to verify extenuating circumstances (hospitalization, death in the family, etc).

Basis for Grades:

Each module will have an outline of the requirements for that module. There will be no sample assignments provided as I want you to create your own work. Be creative.

Incomplete Policy: Grades of "Incomplete":

An "I" grade indicates incomplete coursework and may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

XVII. Course Policies: Technology and Media

Email: Class communications will happen through canvas email of the announcements section. Please be sure you are receiving your emails from canvas. If you email your TA or the instructor, you will receive a response within 24 (weekdays) - 48 hours (weekends). If you have not received a message, **please feel free to follow-up with the individual**.

Canvas: Canvas will be your main source of materials for this course. Please be sure to sign into the class canvas site. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

HONORLOCK: All students are to review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online tests within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence are to be done with the permission of any person residing in the residence.

To avoid any concerns in this regard, students can select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor.

Students are to ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.
Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the proctored exam. To use Honorlock, students are required to download and install the ***Honorlock Google Chrome extension***. For additional information please visit the ***USF online proctoring student FAQ*** and ***Honorlock student resources***.

XVIII. Course Policies: Student Expectations

Course Hero / Chegg Policy:
The USF Policy on Academic Integrity specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

End of Semester Student Evaluations:
All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Turnitin.com:
In this course, turnitin.com will be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit http://www.turnitin.com.

XIX. Learning Support and Campus Offices

Tutoring Hub
The Tutoring Hub offers free tutoring in <u>several subjects</u> to USF undergraduates. Appointments are recommended, but not required. For more information, email <u>asctampa@usf.edu</u>

Writing Studio
The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email <u>writingstudio@usf.edu</u>

XX. Important Dates to Remember

Drop/Add Deadline:	August 26th, 2022
Labor Day Holiday (No Classes):	September 5th, 2022
Fall Graduation Application Deadline	September 19th, 2022
Mid-term Grading Opens:	October 3rd, 2022
Mid-term Grading Closes	October 18th, 2022
Withdrawal Deadline:	October 29th, 2022
Veterans Day (No Classes)	November 11th, 2022
Thanksgiving Holiday (No Classes)	November 24 & 25, 2022
Test Free Week:	November 26th - December 2nd, 2022
Fall Classes End	December 2nd, 2022
Final Fall Exam Week (this course has not exam)	December 3rd – 8th, 2022
Fall End of Term	December 8th, 2022

XXI. Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at:
https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

USF strongly urges all community members to get fully vaccinated. Vaccines are our most reliable means of preventing the spread of COVID-19. The vaccine is free, readily available, and all of USF's faculty, staff, and students are of age to be eligible for the vaccine; therefore, if someone chooses not to be vaccinated, they are assuming significant risk, including isolation and quarantine. Vaccines are also the most reliable way to ensure that students do not face any disruption to their studies or social activities, and faculty and staff do not face disruption to their teaching, research, or university work.

It is critically important that individuals who feel unwell stay home and contact Student Health Services or their primary care provider for medical advice.

Academic Integrity
Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in **USF Regulation 3.027**.

Academic Grievance Procedure
The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events

pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures or has been applied to the grievant in a manner different from that used for other students.

Disability Access
Students with disabilities are responsible for registering with Students Accessibilty Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS is to accompany this request. Please visit the **Student Accessibility Services website** for more information.

Disruption to Academic Progress
Disruptive students in the academic setting hinder the educational process. Disruption of the academic process (**USF Regulation 3.025**) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

Food and Housing Insecurity
We recognize that student facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull (**feedabull@usf.edu** or **their website**), or Student Outreach and Support (**socat@usf.edu** or **their website**).

Intellectual Freedom and Viewpoint Diversity Act (House Bill 233) Preliminary Guidance Document
Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the **USF Student Conduct Code**.

Religious Observances
All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs (**USF Policy 10-045**). The University of South Florida, through its faculty, will make every attempt to schedule required classes and

examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students are asked to review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

Sexual Misconduct / Sexual Harassment
USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (**USF Policy 0-004**). The USF Center for Victim Advocacy is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to the Title IX Office unless you request that they make a report. Contact the **USF Center for Victim Advocacy**: 813-974-5757. Please be aware that in compliance with Title IX and under the USF Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations personally to an educator, he or she is required to report it to the Title IX Office. For more information about Title IX, a full list of resources, or to report incidents of sexual harassment, sexual violence, relationship violence or stalking visit: **usf.edu/title-ix**

Statement of Academic Continuity
In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Canvas, Teams, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas for each class for course-specific communication, and the USF, College, and Department websites, emails, and **ALERTUSF** messages for important general information (**USF Policy 6-010**).