

PRINCIPLES OF MANAGEMENT

MAN 3015 | Fall 2023 | Monday and Wednesday 2:00pm–3:15pm | LPH 123

Instructor Information

Professor: Patrick Rolando

E-Mail: prolando@usf.edu

Phone/Message: Office 365 'USF Teams'

Office Hours: After class or by appointment

Course Description

People don't pay for a flight; they pay for a relaxing vacation.

People don't pay for fancy cars; they pay for status.

People don't pay for fitness coaching; they pay for confidence.

Sell the desired outcome and they'll pay for your solution.

The course provides a basis for developing the skills necessary to effectively find your solution through management, planning, organizing, influencing, and controlling.

You also need to have self-knowledge of your strengths and weakness, so this course will assist you to develop or elaborate on those, how to set goals aligned with your mission and value as a one-person business or manager for an organization and develop on those.

Once the solution is determined, clients hire based on your social media, customers buy based on your social media, employers hire based on your social media, creators hire based on your social media, brands hire based on your social media, and in this course, we will dive into the basics of social media for modern life.

We will also review issues of management such as ethics, diversity, and social responsibility, and how it ties to your mission and values as a part of your solution.

This instructor believe that the future should have no poverty with people focused on doing what they like and assisting others along the way, which this course will get you knowledge on how to be part of that group.

The class material will include both theory and practical applications. In addition to lectures covering the topics discussed in your book, you will be expected to complete activities through McGraw Hill Connect, engage in class discussions/class exercises and to complete an individual project that will encompass the creation of different social media for various purposes with the intent to get you prepared for the workforce.

For an additional resource, this course will also use Teams. We will have a Teams chat room. 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 MAN3015 team in your Microsoft Teams, please let me know. It will go live on August 21, 2023. For easier access and faster responses download the Teams app and have notifications turned on.

Student Learning Outcomes

1. Understand the basic theories, concepts and effective behavioral practices that form the foundation of modern management thought.
2. 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 situation.
3. Be able to identify and describe major global issues that impact the management of issues.
4. Have demonstrated the ability to apply key management concepts.
5. Understand the importance of personal branding in management.
6. Understand the different management style.
7. Describe and explain the conceptual skills of strategic planning.
8. Learn the importance of understanding the role cultural differences play in effective management.
9. Appreciate the importance of establishing and maintaining long-term relationships.
10. Understand the role conflict-resolution and management skills have played in resolving numerous conflicts in today's business world.

Materials

The text and 'Connect' access are required, all other materials will be provided via Canvas or in class.

Required Text

Management, 10th edition © 2022 by Kinicki

Connect Access ISBN: 9781266804502 - \$64 student price

ISBN: 9781264263691 (Connect Access Card Only)

ISBN: 9781265147730 (Loose Leaf Textbook + Connect Access Card)

I'll work with the bookstore to ensure that they are setup properly for you. Please note, they likely won't stock the print bundle, but you have the option to purchase a print book directly through Connect for \$44 and have it mailed to your home. You can always try to get it through Amazon, just ensure that it is the correct edition as content changes a lot from one edition to the other.

Assignments

Personal Introduction

You are your own company and have your own mission, vision and values along with short and long-term goals to achieve that. It can be work-related, nonwork-related or, in most cases, both, as it should be connected to all aspects in your life. The objective of the assignment is to develop a clear, personally meaningful purpose, establish alignment among goals, and to practice the discipline needed for effective implementation.

Class Participation

Engaging actively with the content of this course will be essential to your learning. Reading of materials before class are required and will help you have a better understanding of what's being discussed, and, after having read and processed the content, if there is something in there that you don't understand, you'll be able to ask about it in class.

It is important that you read through all the material for each chapter that will be covered. The schedule is provided in the Class Academic Calendar document saved under the Teams group.

The participation component of the course grade is awarded for student's constructive contributions to class discussion at every class meeting. Excellent participation requires thorough preparation, critical thinking, a cooperative attitude, and the willingness to share ideas.

Flip

Grade will include a weekly entry into a Flip, the entries will be in different subjects. There are no requirements regarding the length of the entry. The Flip will be available via Canva assignment, and you will be responsible for submitting it in a timely manner. Commenting in other students Flip is needed to view others prospective in the subject, exchange ideas and learn from it.

Please do not use the background music feature when recording your videos into Flip, however all other features and creativity are encouraged.

McGraw Hill Connect Assignments

You will work through a variety of activities and exercises using the McGraw-Hill Connect access. Regardless of the length or number of questions per assignment, each activity is valued at 3 points.

Sixteen chapter assignments will be given throughout the semester, most of the times more than one assignment will be required, so organized your workload accordingly.

Assignments will always be due on Sunday's following lecture and will be allowed to submit it only once and by the due date, no exceptions.

Mid-term and Final Knowledge Check

Mid-term and Final Knowledge check will be monitored using Honorlock, it can be taken from home by the due date.

You will have 2 Knowledge Checks during the semester. One mid-way through the class and the second at the end of the semester. This will consist of 20 true/false and multiple-choice questions on the chapters covered.

Mid-term will have questions on chapters 1, 2, 5, 6, 7, 8 and 10.

Final will have questions on chapters 15, 9, 14, 11, 12, 13, 16, and 4.

You will have half an hour (30 minutes) to complete it.

Detailed answers will be made available the day after the test is due.

One-man Business Essay

You will have 2 essays during the semester. It will consist of 1-2 pages on topics related to your OBM project. Your paper do not need any APA formatting, but needs to have your name, be justified and 1.5 spacing.

1 page minimum and 2 pages max.

One-man business (OMB) Project

All project materials are to be submitted online via Canvas by the due date. No exceptions.

This is an individual project that will encompass the creation of different social media for various purposes with the goal to get you prepared for the modern workforce we live on.

For this project we will meet individually, and I will assist you finding a subject where you excel so you can create your one-man business around it by monetizing social media to sell your services. Once determined

the path you are going, then we will work weekly on the creation of different social medias around it. In the end of the semester everyone will have to present their final portfolio.

This project will include weekly entries to the Flip discussion board so the class as a group can brainstorm and exchange ideas.

Social medias that will be requires by the end of the semester are: Tik Tok, Instagram, Twitter, Threads, YouTube, Blog, Podcast and Gumroad.

Techniques you use to create those will be the same you apply as a manager in the corporate world, or manager of your own life, and will include alignment of a mission, values, goals, proper intentions and short- and long-term tasks to achieve your desired outcome.

Keep it professional, refrain from personal opinion on sensitive topics such as politics and religion, set the tone as a consulting professional delivering a product, and for the school learning purpose, adhere as closely as possible to **Management, 10th edition © 2022 by Kinicki**

Individual Presentation

In the end of the semester everyone will have to present their final portfolio, presentations can be in person, via Teams, or via recorded presentation (presence is still required in class for questions).

An excellent presentation provides concise, useful information about your product and portfolio.

Plan for 5-10 minutes presentation. You should not go more than 10 or less than 5 minutes.

Dress for Presentation Day is to be **Business Casual**.

Summary of Assignments

Category (% of grade)	Specific Assignment	Points	% of Grade
Personal Introduction	1 Assignment via Canvas	40	4%
McGraw Hill Connect	20 Assignments via Connect	60	6%
One-man Business Essay	2 Essays	100	10%
Flip	10 Assignments via Flip/Canvas	50	5%
Class Participation	In-Class Evaluation	50	5%
Mid Term (12%)	20 Quiz questions via Canvas	50	5%
Final (12%)	20 Quiz questions via Canvas	50	5%
OMB Individual Project	Material Submission and Presentation	100	10%

Grading

Final grades will be calculated by summing all the points you have accumulated in the course. Grades will be determined using the grading scale shown below.

F	≥ 100	D	100 – 199	C	200 – 299	B	300 – 399	A	400 – 500
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Policies

Communication

The best way to contact me is through email. I answer non-time sensitive emails within 24/48 hours on weekdays. I may respond to it less frequently on weekends and holidays; There may be times during the semester when I do not have access to email. I will be sure to notify you if such situations occur.

To avoid confusion on my part, please follow the following guidelines when sending emails:

1. Use only this email address: prolando@usf.edu
2. Identify yourself as a student in MAN 3015 in either the subject line or the first paragraph of your email.
3. Always sign your emails, so that I know who sent them.
4. Treat your emails as professional communications—use proper grammar, punctuation, and spelling, and avoid internet shorthand.

I will hold myself to the same standards I expect of you. Emails that I receive that do not adhere to the guidelines above will not be answered.

Technology in the Classroom

Regarding computers and tablets, feel free to use them in class for taking notes. Keep in mind, though, that the research on this topic shows that taking notes by hand helps you to retain information better than taking notes on a computer (Mueller & Oppenheimer, 2014). Regarding cell phones, all I ask is that you exercise good judgment. If you need to send a text message, feel free to do so quickly and quietly. Similarly, if you need to make or take a phone call, please just step out of the classroom.

General Attendance

Students can have one excused absence WITH prior notice. Students who have more than one absence will lose 2 percentage points for each additional class missed beyond that. These include excused and unexcused absences. If a student is absent for 3 or more times, the teacher and student will meet to discuss the possible options including withdrawal from the course. A student is not considered to have attended class unless they are present for most the class (>60%).

Presentation Day Attendance: It is important to be respectful towards your classmates' efforts. Therefore, one additional percentage point (3 percentage points per class) will be deducted for each unexcused absence or tardiness on any of the presentation days. To be excused, an excuse must be a valid reason and given PRIOR to the presentation.

Late Submissions

Canvas submissions will be penalized by 2% for the first 24 hours that they are late. An additional 5% will be deducted to the submission grade every 24 hours thereafter.

Late submissions will not be accepted for Connect assignments.

Academic Integrity

The Academic integrity means honesty and responsibility in scholarship. Here are the basic assumptions about academic work: (1) Students attend university in order to learn and grow, (2) academic assignments exist for the sake of this goal, (3) grades exist to show how fully the goal is attained, (4) thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic integrity means understanding and respecting these basic truths, without which no university can exist. Academic misconduct -- "cheating" -- is not just "against the rules"; it violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.

Academic dishonesty is a completely unacceptable mode of conduct and persons involved in academic dishonesty will be disciplined in accordance with university regulations and procedures. Discipline may include suspension or expulsion from the University. Academic dishonesty includes but is not limited to cheating (e.g., looking on another person's exam or allowing them to look on yours), plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person (i.e., copying someone else's work, allowing someone to do your papers or take your exams for you), taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Students with Disabilities

Students in need of academic accommodations for a disability may consult with Students with Disabilities Services (SDS) to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting an accommodation. A letter from SDS must accompany this request. Student responsibilities: <http://www.sds.usf.edu>

University Policy on Religious Observances

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. In accordance with the University policy on observance of religious holy days, students are expected to notify their instructors if they intend to be absent for a class or announced examination prior to the scheduled meeting.

Honorlock

All students must 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 exams and quizzes within this course may 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 must be done with the permission of any person residing in the residence.

To avoid any concerns in this regard, students should 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 must 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 highspeed 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 \(Links to an external site.\)](#)." For additional information please visit the [USF online proctoring student FAQ \(Links to an external site.\)](#) and [Honorlock student resources \(Links to an external site.\)](#).*

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 both hard copy and 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>.

Campus Free Expression

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it.

Course Calendar on the next page.

Course Calendar*

Dates	Topic	Readings	Assignments Due
8/21	Introductions, syllabus review		Per USF Policy: mandatory attendance In-class Activity: Personality assessment due 8/25 https://www.16personalities.com/
8/23	Successful Manager	Chapter 01 & 02	Chapter 1&2 Connect Assignments due 8/27
8/28	In Class Activity	Chapter 01 & 02	Personal Introduction due on Canva 8/27 Personal Intro due via Flip 8/27
8/30	Planning/Goal	Chapter 5	Chapter 5 Connect Assignments due 9/3
9/4	Labor Day		
9/6	In Class Activity	Chapter 05	Elevator Pitch due 9/10
9/11	Strategy	Chapter 06	Connect Assignment Due 9/17 Resume/LinkedIn due 9/17
9/13	In Class Activity	Chapter 6	Check assignments above due 9/17
9/18	Learning Module 2	Learning Module 2	Canva chapter reading assignment due 9/24 WhatsApp, Telegram and Discord due 9/24

Dates	Topic	Readings	Assignments Due
9/20	Decision Making	Chapter 7	Connect writing assignment due 9/24
9/25	1:1 OMB Project Meetings (Virtual class, mandatory appointment required)		Canvas One-man business Essay I due 9/27
9/27	Culture and Structure	Chapter 8	Connect Assignments due 10/1 Tik Tok due 10/1
10/2	Organizational Development	Chapter 10	Connect Assignment due 10/8 Instagram due 10/8 Mid-Term via Honorlock, no consulting, due by 10/8 (Chapters 1, 2, 5, 6, 7, 8 and 10)
10/4	In-Class Activity – in class game	Chapter 8, 10	Check assignments above due 10/8
10/9	Communications	Chapter 15	Connect assignment due 10/15 Twitter (X) due 10/15
10/11	In-Class Activity	Chapter 15	Check assignments above (Twitter (X)) due 10/15
10/16	Hiring and Promotion	Chapter 9	Connect Assignment due 10/22 Threads due 10/22
10/18	Leadership Styles	Chapter 14	Connect assignment due 10/22
10/23	In-Class Activity	Chapters 9 & 14	YouTube due 10/29

10/25	Diversity	Chapter 11	Check assignments above due 10/29
10/30	In-Class Activity	Chapter 11	Beehive, Substack, Convertkit& Co, Ghost/Blog due 11/5
11/1	Motivation Performance	Chapter 12	Canvas One-man business Essay II due 11/8 Connect Assignment due 11/5 Check assignments above due 11/5
11/6	In-Class Activity	Chapter 12	Podcast due 11/12
11/8	Teams	Chapter 13	Connect Assignment due 11/12 Check assignment above (Podcast) due 11/12
11/13	In-Class Activity	Chapter 13	Gumroad due 11/19
11/15	Quality Management	Chapter 16	Connect assignment due 11/19 Check assignment above (Gumroad) due 11/19
11/20	1:1 OMB Project Meetings (Virtual class, mandatory appointment required)		Presentation prep / Reflections
11/22	Global Management In-Class Game	Chapter 4	Connect Assignment due 11/26 In-Class Game
11/27	Presentations		Presentations submitted via Canva due 11/26
11/29	Ethics and Social Responsibility	Chapter 3	Connect reading assignment due 12/1 Final Exam via Honorlock, no consulting, due by 12/1 (Chapters 15, 9, 14, 11, 12, 13, 16, and 4)

*The course calendar is subject to change at the instructor/school's discretion.