COURSE SYLLABUS
Last Updated: 8/17/2023

Semester: Fall 2023
Class Meeting Days: None (100% online – asynchronous)
Class Meeting Time: None (100% online – asynchronous)
Class Meeting Location: None (100% online – asynchronous)
Instructor: Dr. Priya Dozier
Office Location: LPH 430 (USF St. Petersburg)
Office Hours: Virtual via MS-Teams
Phone Number: 727-873-4896
Email: Please use **Canvas email** to communicate with the instructor because it automatically includes the course information and keeps student emails separate from all other communication, which ensures a faster reply.
Note: If you email me directly via Outlook, then a reply is not guaranteed. No MS-Teams communication, please.

I. **Welcome to Principles of Management**

Have you ever looked at a person in a leadership role and thought "I could do a better job?", if so, then this course will give you the insights of what it takes to perform the functions of a manager. In this course, you will learn about various aspects in the field of management, however, you'll see how these concepts relate to any job, regardless of your role. This is a survey course, which is designed to give you a foundational understanding of critical business concepts that you'll build on in more advanced business courses and in your career.

II. **University Course Description**

Examines moral and ethical responsibilities of managing organizations at the personal, interpersonal, and organizational level. *(from USF Undergraduate Catalog)*

III. **Course Prerequisites**

There are no prerequisites for this course.

IV. **How to Succeed in this Course (3 P's)**

The following are key factors to consider to be successful in this course:

1. **Plug in**: Canvas announcements will be used to communicate with students. Please review your Canvas notifications to ensure that you receive the most up-to-date information for this

course. Course communication to all students will be done via Canvas announcements. Individual student communication will be done via Canvas email.

2. **Plan**: All due dates are included in this syllabus and available on Canvas (see Canvas Calendar), so please review these dates and plan accordingly to ensure that you can commit to the due dates. In most cases, students can work ahead on posted assignments. Please plan to do work ahead if you have other commitments (ex. travel, work, vacation, etc.). Do not wait until the end of the semester to cram in the work, you will fail with this approach. Students are expected to proactively communicate if/when they might miss an assignment (see the Make-up Assignment policy in this syllabus).

3. **Participate**: Do not sit back and watch others participate - stay active in the assignments, especially the discussions. Additionally, add your own unique perspective to the discussions versus repeating what others share. Stay up to date on all activities in the course, this is not a course where you can check in here and there, instead, you'll need to plan time to stay engaged on a regular basis, e.g., daily, or weekly.

V. Course Topics

This course will provide you with the foundations for understanding the role of management in an organization. This course will cover the general topic areas of planning, organizing, influencing, and controlling that are applicable to any industry.

VI. Student Learning Outcomes

By the end of this course, students will be able to:
a. Describe basic theories, concepts, and effective behavioral practices that form the foundation of modern management.
b. Explore how one's worldview is shaped by personal values, identity, cultural rules, and biases in relation to how they influence the management of a workplace.
c. Identify and describe major global issues that impact businesses and the management of those businesses.
d. Apply key management concepts to organizational scenarios.

VII. Required Texts, Readings, and Course Materials

1) Required Textbook:
   a. 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 section)
2) All other assigned material will be available on Canvas or via the Connect platform

VIII. Grading Scale

Final grades will be calculated according to the following points scale.

%	Grade		%	Grade
94% - 100%	A		74% – 76.99%	C
90% – 93.99%	A-		70% - 73.99%	C-
87% – 89.99%	B+		67% – 69.99%	D+
84% – 86.99%	B		64% - 66.99%	D
80% – 83.99%	B-		61% - 63.99%	D-
77% – 79.99%	C+		Below 60.99%	F

IX. Grade Categories and Weights

Assignment Name & Description	# of Assignments (throughout the semester)	# of Points available for each	% of Total Grade
Syllabus Quiz (1st day attendance): to demonstrate knowledge of key syllabus points **AND** to remain in this course. Uses Honorlock to test setup	1	.5	0.5%
Personal Introductions: to introduce yourself to your classmates	1	.5	0.5%
Reference and Research Quiz: to improve your understanding of how to properly reference sources in your work and to avoid plagiarism	1	1	1%
Assignments: to apply course concepts to organizational scenarios	2	5	10%
Mind Map Assignments: to create an artifact (mind map) to reflect your understanding of course concepts	5	4	20%
Module Knowledge Checks: to quickly assess your learning of the module concepts via multiple-choice, true/false questions	11	1	11%
Discussion Boards: to interact with your peers through thoughtful discussion related to course concepts	4	1	4%
Knowledge Tests (Uses Honorlock): to demonstrate your understanding of course concepts via multiple-choice, true false, and essay questions	3	10	30%
Research Project: to demonstrate research *and* communication skills by applying core course concepts to a real-world organization via a semester long project with multiple deliverables	4	5	20%
Engagement Exercises: Participate in community building activities with your peers throughout the semester	10	.3	3%
TOTAL			**100%**
Extra Credit: up to 2 percentage points of extra credit points can be earned for participating in designated activities	2	1	Up to 2%

All work must be turned in via Canvas and according to instructions, all files must be uploaded to Canvas in the correct format, **no emailed or linked assignments (e.g., to shared drives) will be accepted**. If you submit a link to the assignments, then they must be accessible. If it is not accessible, then your grade will be 0.

X. Grade Dissemination

All grades for this course will be available at any time using "Grades" in Canvas. Students will be alerted via Canvas notifications when grades are released for manually graded assignments. Unless otherwise noted (e.g., in Canvas Announcements), grades will be posted within 7 days of an assignment's due date.

Assignment feedback is given via the assignment rubric and/or via annotations within Canvas. All feedback provides insights about why points were deducted, all students are expected to review this detailed feedback thoroughly. Points will not be deducted without an explanation of why.

Students are expected to contact the course TA regarding grade feedback questions within 7 days of grades posting. Students should not wait until the end of the semester to query feedback given on early assignments to boost letter grades. Students are expected to proactively remain engaged in the grading process throughout the semester.

XI. Course Schedule

FIRST DAY ATTENDANCE: To remain in this course, you must complete the **1st-day attendance assignment** in Canvas by 12 PM (noon) on Friday, **August 25th, 2023**. Students who do not respond to the **1st-day attendance** assignment will be dropped from the course.

Class Schedule and Assignments

Module	Topics	Reading	Deliverable List	Due by 11:59 PM (Eastern) unless noted
1	Course Information and Resources	Posted Module 1 Material	Syllabus Quiz Personal Introduction	Friday, Aug 25 at noon
			Reference Quiz	Aug 27
2	Introduction to Management	Posted Module 2 Material and Chapters 1-2	M2 Engagement Exercise M2 MindMap #1 M2 Knowledge Check	Sep 3
3	Management Landscape	Posted Module 3 Material and Chapters 3-4	M3 Engagement Exercise M3 Assignment 1 M3 Knowledge Check Research Project Deliverable 1	Sep 10
4	Strategic Management	Posted Module 4 Material and Chapters 5-6	M4 Engagement Exercise M4 MindMap #2 M4 Discussion 1 M4 Knowledge Check	Sep 17
5	Decision Making in Management	Posted Module 5 Material and Chapter 7	M5 Engagement Exercise M5 Knowledge Check Knowledge Test 1: Ch. 1 – 6	Sep 24
6	Organizational Structure	Posted Module 6 Material and Chapters 8	M6 Engagement Exercise M6 MindMap #3 M6 Discussion 2 M6 Knowledge Check	Oct 1
FYI Mid Term Grades Submitted – No Action Needed				
7	Org Culture and HR	Posted Module 7 Material and Chapters 9	M7 Engagement Exercise M7 Discussion 3 M7 Knowledge Check Research Project Deliverable 2	Oct 8
8	Individual Differences	Posted Module 8 Material and Chapter 11	M8 Engagement Exercise M8 Knowledge Check	Oct 15
9	Motivation	Posted Module 9 Material and Chapter 12	M9 MindMap #4 Knowledge Test 2: Ch. 1-9, 11, 12	Oct 22
10	Groups and Teams	Posted Module 11 Material and Chapter 13	M10 Engagement Exercise M10 Knowledge Check Research Project Deliverable 3	Nov 5
11	Power, Influence and Leadership	Posted Module 12 Material and Chapter 14	M11 Engagement Exercise M11 Discussion 4 M11 Knowledge Check	Nov 12
12	Communication	Posted Module 13 Material and Chapter 15	M12 Assignment 2 M12 Knowledge Check	Nov 19
13	Control	Posted Module 14 Material and Chapter 16	M13 Engagement Exercise Knowledge Test 3: Ch. 1-9, 11-16	Nov 26
14	Creativity, Innovation & Change	Posted Module 15 Material and Chapter 10	M14 MindMap #5 M14 Knowledge Check Research Project Deliverable 4	Dec 3

XII. 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

XIII. Campus Free Disclaimer Policy

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 or disagreeable.

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.

XIV. General Course Policies

Rewrite Policy: Rewrites are not available in this course, instead, students are expected to use the generous feedback supplied for each assignment to continue to improve. Additionally, rewrites are not fair to the students who completed the assignment, using the same guidelines, correctly.
There will be no sample assignments provided because you must create your own work. Be creative.

Make-up Assignments Policy: Makeup assignment opportunities will be given only for **emergencies** within one week of the original due date. Students must discuss any reason for missing an assignment due date with the instructor in **advance** of the due date unless the circumstances make such advance notice impossible. Written documentation must be provided to support any reason for missing assignment. There are only 6 reasons why a student will be given a makeup assignment opportunity:
1. **Medical purpose:** Student must produce a doctor's note stating when they were unable to meet the due date.
2. **Death in the immediate family**: Student must provide evidence that they were in attendance (or in transit to/from) a funeral on or near the due date.
3. **Major religious holidays:** Student must notify the instructor of the conflict within the first 2 weeks of class so due date(s) can be adjusted.
4. **Varsity athletic events:** a member of a USF athletic team may arrange for a makeup due date if a regularly scheduled league contest or post-season play falls on an assignment due date. A note from the coach will be required to validate the student's absence.
5. **Jury duty:** Student must provide evidence, i.e., a letter from the court, that they will be involved in jury duty.
6. **Military call up:** the appropriate commanding officer must submit a letter indicating the student is required to report for duty.

The instructor and/or TA will decide on the validity of the reason for missing a due date and offer make-up due dates.

Essay Commentary Policy:
Commentary on written will be delivered in written format using the Feedback feature of Canvas and any applicable rubric. Please use the View Feedback feature of Canvas to see annotations from the instructor on written assignments.

Final Examinations Policy: There is no final exam in this course.

"Incomplete" Grade Policy: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor if it does not exceed two semesters for undergraduate courses and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract. Students are expected to communicate with the instructor regarding "I" grades before grades are submitted to the registrar's office (students will be notified via Canvas email of submission date).

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. 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.   USF Core Syllabus Policies
USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, and sexual harassment that **apply to all courses at USF**. Be sure to review these online at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

XVII. Course Policies: Technology and Media

Minimum Requirements:
To take courses online at USF, students will need to be able to demonstrate proficiency at basic computer skills, maintain reliable internet access, and meet the computer system requirements.

This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please review the course videos and/or consult the Canvas help guides. USF also provides a

comprehensive list of guides located here→ http://www.usf.edu/innovative-education/resources/student-services/technical-requirements.aspx

If you have any technical difficulties, then you may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

Email:
Canvas email is the best way to get in touch with the instructor and every attempt will be made to respond to emails within 24 hours. If you emailed but did not receive a response, then double-check to see if the original email was via Canvas email before reaching out again. If you do not receive a response within 48 hours, then please send another email with "MAN3025 – 2nd request" in the subject line. Please use the email functionality within Canvas as the primary mode to contact the instructor because it provides insights into the student's course section automatically.

Due to confidentiality issues, grades will not be released via email or telephone, all grades will be available in Canvas.

Email Standards:
To facilitate clear communication and to help students develop professional communication skills, students are required to use a formal strategy when emailing the instructor. This means that emails should at a minimum:
a) Begin with a formal salutation (*ex. Dear Dr. Dozier*)
b) Provide context or statement of purpose. If you are asking a question, please indicate where you've already looked for an answer but couldn't find it (*Ex. I am a student in your ___ class and am writing you to ___. I tried to find the answer in ___, and ___*). This information is helpful so the course content can be updated for future students looking to answer similar questions in the same places.
c) Avoid using informal language or 'IM-speak' (*ex. OMG, BTW*)

Any email that does not conform to the above standard will not be answered, instead, the student will receive an autoreply containing the policy above.

Copyrights:
Materials in this course are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for personal use and study and should not be shared, distributed, or sold in print—or digitally—outside the course without permission. Students in this class are not authorized to provide class notes or other class-related materials to any other person or entity, other than sharing them directly with another student taking the class for purposes of studying, without prior written permission from the professor teaching this course.

XVIII. Course Policies: Student Expectations

Attendance Policy: Students are expected to engage in the course content on a regular basis to succeed in this course, it is not designed to be completed in a single sitting at one point in time.

Course Hero 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 applies specifically to chegg.com

and CourseHero.com – any use of this website (including uploading copyrighted 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 on all written submissions. Turnitin is an automated system which instructors may use to compare each student's assignment quickly and easily 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 an electronic format. After the assignment is processed, as an 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.

The 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. To make an appointment, visit https://www.usf.edu/undergrad/academic-success-center/writing-studio/http://www.lib.usf.edu/writing/, stop by LIB 2nd Floor, or call 813-974-8293.

Health and Wellness:
Your health is a priority at the University of South Florida. We encourage members of our community to look out for each other and to reach out for help if someone is in need. If you or someone you know is in distress, please make a referral at www.usf.edu/sos so that the Student Outreach & Support can contact and provide helpful resources to the student in distress. A 24-hour licensed mental healthcare professional, offered through the counseling center, is available by phone at 813-974-2831, option 3. Please remember that asking for help is a sign of strength. In case of emergency, please dial 9-1-1.

Title IX Policy:
Title IX provides federal protections for discrimination based on sex, which includes discrimination based on pregnancy, sexual harassment, and interpersonal violence. In an effort to provide support and equal access, **USF has designated all faculty (TA, Adjunct, etc.) as Responsible Employees, who are required to report any disclosures of sexual harassment, sexual violence, relationship violence or stalking.** The Title IX Office makes every effort, when safe to do so, to reach out and provide resources and accommodations, and to discuss possible options for resolution. Anyone wishing to make a Title IX report or seeking accommodations may do so online, in person, via phone, or email to the Title IX Office. For information about Title IX or for a full list of resources please visit: https://www.usf.edu/title-ix/gethelp/resources.aspx. *If you are unsure what to do, please contact Victim Advocacy – a confidential resource that can review all your options – at 813-974-5756 or va@admin.usf.edu.*

Confidential Resources (listed below) are available and will not be required to notify the Title IX office of disclosures of sexual harassment. If you are not sure what to do, you are encouraged to contact Victim Advocacy to confidentially explore your options including: injunctions & protective orders; changes in accommodations, living arrangements, class schedules, & transportation; assistance with academic Issues-missed classes, late assignments, etc. The Title IX Office can also provide academic, on-campus housing and USF workplace accommodations, as well as other supportive measures.

CONFIDENTIAL RESOURCES	NONCONFIDENTIAL RESOURCES
Victim Advocacy in the Wellness Center SLC 2200 727-873-4432 https://www.stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx	**Title IX** 813-974-4373 https://www.usf.edu/title-ix/
Counseling at the Wellness Center SLC 2200 727-873-4422 https://www.stpetersburg.usf.edu/student-life/wellness/psychological-services/index.aspx	**Student Outreach & Support** PMB 101 727-873-4278 https://www.stpetersburg.usf.edu/student-life/student-outreach-program/
Ombudsman Free, confidential conflict resolution PNM 105B 727-873-4184 https://wwwtest.stpetersburg.usf.edu/resources/ombuds.aspx	**Student Conduct & Ethical Development** PNM 101B 727-873-4278 Usfsp-conduct@usf.edu https://www.usf.edu/student-affairs/student-conduct-ethical-development/about-us/contacts.aspx
Student Health Services at the Wellness Center SLC 2200 727-873-4422 https://www.stpetersburg.usf.edu/student-life/wellness/index.aspx	**Dean of Students** PNM 101 727-873-4278 https://www.stpetersburg.usf.edu/student-life/dean-of-students/
OFF CAMPUS CONFIDENTIAL	**OFF CAMPUS NONCONFIDENTIAL**
Suncoast Center Rape Crisis Center 2188 58th St N Clearwater, FL 33760 727-388-1220 https://www.suncoastcenter.org/sexual-assault-services	**Pinellas County Sheriff's Office** 10750 Ulmerton Rd Largo, FL 33778 Nonemergency: 727-582-6200 Emergency: 911 https://www.pcsoweb.com/
CASA Domestic Violence Shelter 1011 First Ave North St. Petersburg, FL 33705 24/7 Hotline: 727-895-4912 https://www.casa-stpete.org/	**St. Petersburg Police Department** 1301 First Ave North St. Petersburg, FL 33705 Nonemergency: 727-893-7780 Emergency: 911 https://police.stpete.org/

Important Dates to Remember
For important USF dates, see the Academic Calendar at http://www.usf.edu/registrar/calendars/