

PRINCIPLES OF MANAGEMENT

MAN3025, Section 521 (3 credits)

Spring, 2023

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Office Hours: 10-11am and by appointment

PREREQUISITES: None.

COURSE OBJECTIVES & STUDENT LEARNING OUTCOMES

1. Understand the basic theories, concepts, and effective practices that form the foundation of modern management thought.
2. Discuss practical and ethical challenges faced by managers.
3. Demonstrate the ability to apply key management concepts and theories, critical thinking, and ethical principles to analyze and address real-world challenges.

TEXT

Robbins, S. P., & Coulter, M. 2021. *Management* (15th ed.). Boston, MA: Pearson. (The ISBN depends on whether you rent or buy the e-book or paper version).

GRADING, EVALUATION AND ATTENDANCE POLICIES:

Evaluation of student performance will involve the following:

Midterm	40%
Final	40%
Assignments	20%

- **Exams.** Each of the two exams will consist of 50 multiple choice questions over the assigned chapters. Exam 1 will cover chapters 1-9 and the related videos, and Exam 2 will cover chapters 18, 10-15, and 17 and the related videos.
- **Assignments.** Mission assignments involve creating your personal mission and long-term and shorter-term goals. The mission and goals can be work-related, nonwork-related or, in most cases, both. 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. Each assignment is 1-2 pages long but requires focused attention and effort. There will also be several other assignments throughout the semester, and these will be explained at the time they are assigned.
- **Grade inflation.** Over the years, the meaning of grades has become distorted by grade inflation (the tendency of some teachers to give artificially high grades). This has led many students to consider anything less than an “A” as unsatisfactory. However, in this class, a “B” represents a good grade and “As” are reserved for truly extraordinary accomplishments.

Course Schedule

Week	Topic	Chapters
1 (1/9/23)	Management and You in the Workplace	1
2 (1/16)	NO READINGS DUE: Dr. Martin Luther King, Jr. Holiday Watch video of “I Have a Dream.”	
3 (1/23)	Making Decisions	2
4 (1/30)	The Roles of Environment and Culture	3 and 4
5 (2/6)	Managing Diversity	5
6 (2/13)	Social Responsibility and Ethics <i>Complete the Situational Judgment Test</i>	6
7 (2/20)	Managing Change and Innovation	7
8 (2/27)	Managerial Planning and Strategy	8 and 9
	EXAM 1 DUE ON MONDAY, 2/27/23	
9 (3/6)	Managerial Monitoring and Control	18
10 (3/13)	NO READINGS DUE: SPRING BREAK	
11 (3/20)	Entrepreneurship	10
12 (3/27)	Organizational Design	11
13 (4/3)	Managing Human Resources <i>Complete the Wonderlic and SCST</i>	12
14 (4/10)	Managing Teams	13
15 (4/17)	Managing Communication Managing Individual Behavior and Leadership	14 15 and 17
16	EXAM 2 DUE ON FRIDAY, 4/21/23	

To facilitate the course objectives, the schedule may be adjusted throughout the semester.

BECKER'S TOP 10 MANAGEMENT PRINCIPLES

1. Embrace rational decision making!
2. Promote a high-involvement, high-performance organizational culture.
3. Combat unjust discrimination through individuality awareness and merit-based decisions.
4. Remember that ethical behavior is in the best interests of employees and the organization.
5. Use the theory of planned behavior to diagnose and manage change.
6. Develop meaningful goals and create effective strategies to attain them.
7. Build flexible organizational structures to enhance engagement and creativity.
8. Beware fads in human resource management – make personnel decisions on the basis of sound evidence.
9. Create cohesive, productive teams but don't ignore the importance of individuals.
10. Become an effective leader through good communication, high integrity, and understanding your people.

UNIVERSITY POLICIES

1. General Attendance Policy: <http://www.ugs.usf.edu/policy/GeneralAttendance.pdf>
2. Early Notification Requirement for Observed Religious Days: Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, at the beginning of the term.
<http://www.ugs.usf.edu/policy/ReligiousDays.pdf>
3. Academic Integrity of Students
<http://www.ugs.usf.edu/policy/AcademicIntegrityOfStudents.pdf>
4. Disruption of the Academic Process
<http://www.ugs.usf.edu/policy/DisruptionOfAcademicProcess.pdf>
5. Gender-Based Crimes

Educators must report incidents of gender-based crimes including sexual assault, sexual harassment, stalking, dating violence, and domestic violence. If a student discloses in class, in papers, or to an instructor, the instructor is required by law to report the disclosure. The Center for Victim Advocacy and Violence Prevention (813-974-5757) is a confidential resource where you can talk about such situations and receive assistance in confidence. Additional confidential resources on campus are the Counseling Center (813-974-2831) and Student Health Services (813-974-2331).

6. Student Academic Grievance Procedures
<http://www.ugs.usf.edu/policy/StudentAcademicGrievanceProcedures.pdf>
7. Students with Disabilities: Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.
<https://www.usf.edu/student-affairs/student-disabilities-services/index.aspx>
8. University Emergency Policy

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, MS Teams, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

9. 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.

10. 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.*

For other standard policies, see: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>.