

## PRINCIPLES OF MANAGEMENT, MAN 3025

### Syllabus

<b>Instructor:</b>	Dr. Zheng Chen	<b>Office Hours:</b>	Thursdays 3:30-4:30 & By Appointment
<b>Office:</b>	LPH427		
<b>Office Phone:</b>	(727) 873-4087 Office		
<b>Email:</b>	<a href="mailto:zhengchen@usf.edu">zhengchen@usf.edu</a> (This is the best way to reach me)		
<b>Classroom:</b>			

#### Prerequisite

Junior Standing.

#### Course Description:

The class will examine various factors impacting the manager's role, including intrapersonal, interpersonal, group and team dynamics, in addition to environmental factors (both stakeholder and societal) influencing the management task. This class will also acquaint students with the role of management as it relates to overall organizational effectiveness and how the various business functions are impacted. Additionally, students will explore the various concepts and their application to the management role in business.

#### Course Objective(s):

Upon completion of this course, students will be able to:

- 1) Describe and discuss the basic functions of management.
- 2) Recognize and discuss managerial ethics and social responsibility.
- 3) Describe and explain the conceptual skills of strategic planning.
- 4) Explain and apply concepts of motivation in organizations.
- 5) Explain and apply organizational communication and negotiation techniques.
- 6) Discuss the use of groups and teams in organizations.
- 7) Build self-awareness of values, beliefs, and managerial style

#### Business Program Learning Goals (Skill(s) and Perspectives) Addressed in This Course:

Written and Oral Communication	Information Technology Skills	Innovation and Critical Thinking	Ethical and Sustainability	Multicultural Competence
3(a)	5(b)	1(c)	2(d)	2(e)

- (a) In-class discussions and group presentation.
- (b) PowerPoint presentation and conducting research for group project.
- (c) Term project.
- (d) Chapter 2 and article readings.
- (e) Chapter 3 and article readings.

**Required/Supplementary Text(s):**

TEXT: Management by Hitt/Black/Porter  
 Follett Access ebook: 3e ISBN 9780133468991  
 Print loose leaf: ISBN 9780132553353

**Determination of Final Grade:**

Quizzes	20%
Exam 1	35%
Exam 2	35%
Participation	10%

**Grade Categories and Weights (No rounding):**

Final class grade cutoffs:

A: 100% to 94%	C+: 79.99% to 76%
A-: 93.99% to 90%	C: 75.99% to 73%
B+: 89.99% to 86%	C- : 72.99% to 70%
B: 85.99% to 83%	D+: 69.99% to 66%
B- : 82.99% to 80%	D: 65.99% to 60%
	F: 60% to 0%

### COURSE SCHEDULE\*

Due Dates	TOPIC	Assignment Due/notes
1/10	Intro & Chapter 1 management	Attendance
1/13	Drop/Add Deadline	
1/17	Chapter 2 Ethics	Online Quiz
1/17	Chapter 2 Ethics	F2F
1/24	Chapter 3 International Management	Online Quiz
1/24	Chapter 3 International Management	F2F
1/31	Chapter 4 Strategic Management	Online Quiz
1/31	Chapter 4 Strategic Management	F2F
2/7	Chapter 8 Leadership	Online Quiz
2/7	Chapter 8 Leadership	F2F
2/14	Chapter 6 Structure & Design	online Quiz
2/14	Chapter 6 Structure & Design	F2F <b>Guest speaker</b> -Moheet M.
2/21	Chapter 7 HR	online Quiz
2/21	Chapter 7 HR	F2F <b>Guest speaker</b> -Matt R.
2/28	Chapter 5 Planning	online Quiz
2/28	Chapter 5 Planning	F2F <b>Guest Speaker</b> -Barry S.
3/7	<b>Reading Week</b>	<b>Reading Week</b>
3/14	<b>Exam 1</b>	<b>Exam 1 DUE</b>
3/21	Spring Break	
3/25	Last Day to Withdraw from Course	
3/28	Chapter 9 Motivation	Online Quiz
3/28	Chapter 9 Motivation	F2F
4/4	Chapter 10 Teams	Online Quiz
4/4	Chapter 10 Teams	F2F
4/11	Chapter11 Communication& Negotiation	Online Quiz
4/11	Chapter11 Communication& Negotiation	F2F
4/18	Chapter 12 Decision Making	Online Quiz
4/18	Chapter 12 Decision Making	F2F
4/25	Exam 2 Reading Week-exam free week	
5/2	<b>Exam 2</b>	<b>Exam 2 DUE</b>

\*subject to change

#### **Course Delivery:**

A “flipped class” format will be used for this course. This means that the lecture is delivered via video outside of class and in class we focus on application activities. For most classes, prior to coming to class, you will watch a video lecture, do some reading, and take

a quiz on these assigned activities. In class, we will engage in other activities, such as hands-on experiment demonstrations, individual or small-group problem solving, or discussion of an assigned reading. When watching lectures outside of class, take notes as you normally would during a lecture. When doing your pre-class activities, make note of any questions you have and be sure to bring these up in class. Note that this class format requires you to do substantial work in preparation for each class meeting. This work will help your learning.

### **Course Policies and Expectations**

Successful completion of this course will require that you prepare for class on a consistent basis. It is expected that you read all chapters in the required textbook listed on the course schedule.

All assignments must be submitted through Canvas by each week by due date (11:59M, US Eastern Time). Due dates will be clearly posted on each assignment. Please do not email your assignments. What you submit through Canvas is what will be graded, even if you submitted nothing at all or only a partial assignment. Please double check your work before submission. No late assignment will be accepted. There are no exceptions to this policy. Please submit early to avoid problems.

**Chapter Quizzes:** You will be required to complete a quiz for each module. Each quiz generally consists of 5-10 multiple choice questions. Each quiz covers all textbook and module material. You will have 15 minutes to complete each quiz. The purpose of the quizzes is to prepare you for the exams. You will be able to see the correct answers the next morning @ 8 am after the quizzes are due. Each quiz covers all module and textbook material.

**Participation & Etiquette:** People learn best when they are active (not passive). Your active participation is essential to this class. Participation is more than just attending class and asking an occasional question. Full participation consists of demonstrating that you are prepared for each class, asking thoughtful questions that help you and your peers learn, responding respectfully to peers, engaging productively in all class exercises, and posting comments on the learning blogs of other students.

### *Grade Performance Criteria*

A Student frequently volunteers with answers and with questions; student contributions reflect he/she did the assigned reading; arrived to class on time; exhibited only positive participation behaviors (asking clarifying questions, bringing up relevant examples, making meaningful contributions that reflect a careful reading of the assignments)

B Student volunteers, but not frequently; student contributions reflect he/she did the assigned reading; arrived to class on time; exhibited only positive participation behaviors (asking clarifying questions, bringing up relevant examples, making meaningful contributions that reflect a careful reading of the assignments)

C Student does not volunteer, but only responds when called on; student contributions suggest he/she did not do the assigned reading; arrived late to class, or exhibited negative participation behaviors such as inappropriate use of technology, off-topic talking with neighbors, or sleeping

D Student does not volunteer and does not respond when called on, or arrived late to class, or exhibited negative participation behaviors such as inappropriate use of technology, off-topic talking with neighbors, or sleeping  
F Student did not attend class.

### **Exams**

2 exams will be given, as indicated on the attached schedule. Exams are not comprehensive, and the study guides are posted on Canvas. Each exam will consist of 50 multiple-choice questions, with a 1.5-hour limit. Please make sure you submit within the limit. Exams will be OPEN BOOK ONLY (i.e., no other material allowed) and will be remotely proctored. Answers to the exams will not be available for viewing due to ensure academic integrity. You may make an appointment to go over your exam.

Make-up exams cannot be given without clear documentation of the circumstances that warrant missing an exam. Unfortunately, I cannot accept undocumented "internet problems", "computer crashes", etc. for failure to complete an exam within the allotted time period. Please understand that if you choose to use your home, work, or any other computer, you do so at your own risk. If you feel that your computer may be unstable, have a backup computer ready or, better yet, take the exam in a USF computer lab. The only types of computer problems for which I will consider making an exception are: USF computer problems (which must be documented by a USF system administrator) or well-documented and widespread power failures in St. Petersburg (such as those caused by a hurricane). Requests concerning alternative or longer exam times or alternative exam dates will not be granted unless you provide proper documentation from the University.

### **Proctoring Exams**

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. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the [online proctoring student FAQ](#).

### **Others**

#### **Recording of Lectures and Copyrights:**

All unauthorized recordings of class are prohibited. Recordings that accommodate individual student needs must be approved in advance and may be used for personal use during the semester only; redistribution is prohibited.

#### **University Assessment**

You should be aware that some of the work you complete this semester will be used for purposes other than calculating your final course grade. More specifically, different types of assessments are required for us to maintain our accreditation as a university and/or as a college of business.

Most of these assessments are done as part of the course and will require no additional work from you as a student. If you have any questions or concerns about this please let me know.

**CELL PHONES/PAGERS:** If you bring a cell phone, pager or any other communication device to class, please be sure to **turn it off** and do not use it in the classroom. These devices are not to be used during an exam.

#### **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.

**Late Work Policy:** No late assignments are accepted for this course.

**Extra Credit Policy:** There will be no extra credit assignments for this course.

**INCOMPLETE GRADES:** An "I" grade may be given to an undergraduate student only when a small portion of the student's work (normally 30% or less) is incomplete due to circumstances beyond the control of the student and only when a student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations and cannot to be used as a means of avoiding a poor grade. Normally these are only for medical emergencies and require a signed letter from a medical professional that the student was prevented from attending class. The student must petition the professor before the week of final exams for a grade of "I" to be given.

#### **Make-up Exams Policy:**

Make-up exams cannot be given without clear documentation of the circumstances that warrant missing an exam. Unfortunately, I cannot accept undocumented "internet problems", "computer crashes", etc. for failure to complete an exam within the allotted time period. Please understand that if you choose to use your home, work, or any other computer, you do so at your own risk. If you feel that your computer may be unstable, have a backup computer ready or, better yet, take the exam in a USF computer lab. The only types of computer problems for which I will consider making an exception are: USF computer problems (which must be documented by a USF system administrator) or well-documented and widespread power

failures in St. Petersburg (such as those caused by a hurricane). Requests concerning alternative or longer exam times or alternative exam dates will not be granted unless you provide proper documentation from the University.

**Final Examinations Policy:** All final exams are to be scheduled in accordance with the University's final examination policy.

### **Course Policies: Technology and Media**

**Email:** Please send all course related emails via Canvas email. Emails will be answered within 24 business hours excluding weekends and holidays. For canvas/technology related issues, please contact USF's IT department at (813) 974-1222 or [help@usf.edu](mailto:help@usf.edu).

**Canvas:** 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 consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or [help@usf.edu](mailto:help@usf.edu).

**Online Courses may be subject to the following:**

**Electronic Plagiarism Detection:** Students are hereby notified that the instructor intends to use electronic plagiarism detection services in this course. By registering for and participating in this course, students consent to their work being sent to, analyzed by and stored in any plagiarism detection service.

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#### **Online Proctoring Syllabus Statement:**

**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. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the [online proctoring student FAQ \(Links to an external site.\)](#).

## **USF ST. PETERSBURG POLICIES**

**HONOR SYSTEM:** Under the USF Honor System, each student is expected to observe complete honesty in all academic matters. Violation of the Honor System will be referred to the Honor Council. Note: The following are violations of the Honor Code: Copying another student's homework, signing another student's name on the attendance roster, copying another group's disk or written work, using another student's computer disk to print out your assignment, copying another student's file onto your disk, and misrepresenting a reason for a missed exam. Punishment result in suspension or expulsion. See the USFSP Policy on Academic Integrity of Students at page 51 of the following links: <https://www.usfsp.edu/catalog/files/2019/03/FINAL-Catalog-2018-2019-w-updates-as-of-3-2019.pdf> (for undergraduate)

<https://www.usfsp.edu/catalog/files/2018/08/2018-19-Graduate-Catalog.pdf> (for graduate)

**STUDENTS WITH DISABILITIES:** Please notify your instructor by the second class meeting if you have a learning disability or require special assistance with this course. Confidential personal and learning assistance counseling are made available to students through the Division of Student Affairs. Contact R. Barry McDowell, St. Petersburg Campus: Student Life Center (SLC 1203) (727) 873-4990, ([mcdowell@usfsp.edu](mailto:mcdowell@usfsp.edu)) for more information. **Students who need extended time on exams need to inform the Disabilities Office at least seven (7) school days (Monday-Friday) in advance of the scheduled exam, so that the Disabilities Office has adequate time to inform me.**

**COPYRIGHTS:** Students who wish to audiotape lectures can do so with direct permission from the professor, but tapes and lectures may not be sold. No videos or photos can be taken in the classroom!

**GRADE FORGIVENESS:** **Undergraduate** grade forgiveness is limited to three USFSP courses with no more than one repeat per course. Accounting majors can use the forgiveness only once in upper level accounting courses. There is NO grade forgiveness at the **Graduate Level**.

**S/U GRADES:** This course cannot be taken on an S/U basis.

**WITHDRAWAL:** No "W" grades can be obtained after the official drop or withdrawal date (indicate date for each semester). All students enrolled as of the withdrawal date March 27, 2021, will receive a letter grade of A, B+, B, C, C+, C, D+, D or F.

**EMERGENCY PREPAREDNESS:** 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, Elluminate, Skype, and email messaging and/or an alternate schedule. It is 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.

**BOMB THREAT OR OTHER DISRUPTION:** All scheduled classes will be held in an alternate room in the case of a bomb scare, fire alarm or other disruption. Students will gather outside of the classroom building **at a designated area in the parking lot** so that an alternative room may be announced.

**Supporting Crime Victims and Violence Against Women Act (VAWA):**

If you are the victim of a crime, USFSP is ready to assist you in the manner that you determine is best for you. Please know that, as a USF employee, I am obligated by Federal law to immediately report any incidents of sexual assault, dating & domestic violence, and stalking relayed to me – including the victim's name – to the USFSP Police Department and/or the USFSP Dean of Students. If you desire confidentiality, there are campus and community resources listed below that will respect that decision.

Confidential Resources	Non-Confidential Resources
<b>USFSP Victim Advocacy Services</b> Available: 24hrs/7days Tel: 727-698-2079	<b>USFSP Police Department</b> Tel: 727-873-4140 or
<b>USFSP Wellness Center (SLC 2000)</b> M/T/W/F: 8am – 5pm Thurs: 9:30am – 5pm Tel: 727-873-4422	<b>Dean of Students &amp; Director of Residence Life &amp; Housing:</b> Dr. Jacob Diaz PNM Tel: 727-873-4823 <a href="mailto:deanofstudents@usfsp.edu">deanofstudents@usfsp.edu</a>
<b>Rape Crisis Center of Pinellas County</b> Tel: 727-530-7273 PEMHS: 727-541-4628	<b>Pinellas County Sheriff</b> Tel: 727-582-6200 or 911
	<b>St. Petersburg Police Department</b> Tel: 727-893-7780 or 911

If you are not sure what to do, you are strongly encouraged to contact the USFSP Victim Advocate to confidentially explore your options including: Injunctions & Protective Orders on campus; Changes in Accommodations, Living Arrangements, Class Schedules, & Transportation; Assistance with Academic Issues – missed classes, late assignments, etc.

**COVID STATEMENT**

The health and safety of students, faculty, staff and visitors on our campuses is our top priority. In response to the current COVID-19 pandemic, the USF community will be working together to support compliance with recommended health and safety standards to optimize the learning experience while minimizing health risks. The Conduct Expectations for all members of the community may be accessed at ([Conduct Expected to Support USF Health and Safety Standards](#)) with details provided below.

Students and faculty will be guided by established USF processes to ensure the safest possible non-disruptive environment including the:

- (1) [Academic Disruption Regulation](#) which provides for an immediate removal or restriction from a classroom setting with academic sanctions and/or

(2) [Student Conduct Regulation](#) to address conduct that is inconsistent with the expectations as outlined below.

1. **Complete daily screening as requested.** Anyone experiencing one or more COVID-19 symptoms should not be on campus or, if a resident, should not be outside their residence hall room and should contact a medical provider immediately and follow their guidance. Please inform your instructor prior to the beginning class if your screening indicates the need for further evaluation and you will not be in class.
2. **Wear face coverings.** All members of the USF community are required to wear face coverings while in classrooms or any other shared space, including specified public or common-use areas where social distancing guidelines cannot be followed. See this link on [How To Make A Face Mask](#). If you have to use a disposable face mask, please discard it in a trash receptacle immediately after use.
3. **Maintain social distancing.** All students, faculty, staff and guests are required to maintain a safe distance from one another. Social distancing is maintained in all indoor and outdoor spaces which are owned or controlled by USF. Stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, stay out of crowded places and avoid mass gatherings. See the CDC for information on [Social Distancing](#). Please sit in only designated areas in class and do not move chairs or desks in classrooms or common spaces.
4. **Practice good hand hygiene.** Individuals should wash their hands with soap and water for at least 20 seconds as often as possible or use personal hand sanitizers containing at least 60% alcohol. Hand sanitizer stations are available throughout the campus. If you see one, use it! See the CDC recommendations on [Hand Hygiene](#).
5. **Disinfect your classroom space.** Students and faculty are responsible for disinfecting areas within their workspaces by cleaning these at the beginning and end of each class. This includes desk tops, seats, and equipment used during class. Disinfectant supplies will be provided. If paper towels are used to disinfect, they must be discarded in a trash receptacle immediately after use.

## UNIVERSITY LANGUAGE

### Academic Integrity

Academic integrity is the foundation of the University of South Florida System'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 final decision on an academic integrity violation and related academic sanction at any USF System institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in USF System Regulation 3.027 <https://www.usf.edu/undergrad/documents/academic-policies/1academic-integrity-of-students.pdf>.

### Disruption to Academic Progress

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process 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. <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

### Academic Grievance Procedure

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System 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. [USF System Policy 10-002](#)

### Sexual Misconduct / Sexual Harassment

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf> (USF System Policy 0-004). The USF Center for Victim 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 either the Office of Student Rights and Responsibilities (OSSR) <https://www.usf.edu/student-affairs/student-rights-responsibilities/> or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO) <https://www.usf.edu/diversity/>, unless you request that they make a report. Please be aware that in compliance with Title IX and under the USF System 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 in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. Contact the USF

Center for Victim Advocacy and Violence Prevention: (813) 974-5757  
<https://www.usf.edu/student-affairs/victim-advocacy/>.

### **Religious Observances**

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf> (USF System Policy 10-045). The USF System, 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 the USF System's constituency. Students are expected to attend classes and take examinations as determined by the USF System. 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 should 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.

### **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: Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Learning Management System for each class for course-specific communication, and the main USF, College, and Department websites, emails, and MoBull messages for important general information (USF System Policy 6-010) <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>. For additional guidance on emergency protective actions and hazards that affect the University, please visit <https://www.usf.edu/administrative-services/emergency-management/>