

# BUS 361 – PRINCIPLES OF MANAGEMENT

## Course Syllabus

### **Syllabus Objective**

*The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.*

### **Getting Help**

*To receive technical assistance on issues related to Blackboard contact:*

*Academic Instructional Technology Help Desk  
Monday-Friday 8:00 a.m. - 5:00 p.m. Mountain Time  
719.587.7371  
[asaitc@adams.edu](mailto:asaitc@adams.edu)*

*To receive technical assistance on issues related to Blackboard Collaborate, 24 hours a day 7 days a week, call: 1(877)382-2293.*

### **Welcome**

Welcome to BUS 361 Principles of Management Fall 2017

My name is Michael McKittrick. I have an MBA degree and have been teaching full-time at Santa Fe Community College for 14 years. I have been teaching online for 11 years. I am an Associate Professor of Business and Accounting.

In addition to teaching, I have significant experience working in business. I have worked in public accounting, as a regional sales manager for a panelized home builder, and have held several management positions in the arts field. These include vice-president of business development and appraisals for a regional auction gallery, executive director of a community art center, and director of a Santa Fe art gallery.

### **Introduction**

This is a 100% online course and has two online components: Adams State Blackboard and MyManagementLab.

It is important to read the syllabus (more than once is recommended) then take the Syllabus Quiz in the Assessments tab of Blackboard.

This course is NOT self-paced.

It requires 5-10 hours work per week.

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Online courses require self-discipline. While post weekly Announcements and I will send out weekly emails outlining the Assignments for the week and deadlines....DO NOT fall behind.

The opportunity of this course is to learn valuable concepts and apply them in your work situation. Learning to manage effectively is a skill that can be learned and practiced. Many of you may already be in management or supervisory positions. Use situations at work in the discussions, case studies and essays, without identifying the people involved.

## Instructor Information

**Instructor:** Michael McKittrick  
**Email:** mmckittrick@adams.edu  
**Virtual Office Hours:** T.B.A.  
Use Collaborate: See Blackboard Syllabus and Information page for the link to Collaborate.

## Course Delivery

Online, Semester-based

## Credit Hours

3 Semester Hours

## Course Prerequisites

Sophomore Status

## Course Time Limits

All Semester-based courses follow a 16 week calendar as detailed in the Course Schedule.

## Course Materials

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to [exstudies.adams.edu](http://exstudies.adams.edu) and click on the "Bookstore" link. Select the campus "Extended Studies".  
([www.bkstr.com/adamsstatestore/home](http://www.bkstr.com/adamsstatestore/home))

Use **Section Number: 1677** to order books from Bookstore site. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore by phone at 719-587-7912, email

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at [asubookstore@adams.edu](mailto:asubookstore@adams.edu), or by mail to Adams State University Bookstore, 1603 1<sup>st</sup> Street, Alamosa, CO 81101.

## Required Textbook:

Robbins & Coulter. Management 14<sup>th</sup> edition © 2018 Pearson. ISBN: 9780134636511  
This text is bundled with an Access Code to MyManagementLab.com

## Catalog Description

Explores theory and practice of managing an organization, its personnel, and other resources with emphasis on planning, organizing, staffing, directing, leading, and controlling to meet the needs of modern public or private organizations. Includes emerging trends and international issues.

## Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Analyze management as both an art and a science.
2. Compare and contrast different types, roles, and styles of managers.
3. Explain the evolution of management theories, values, and ethics.
4. Evaluate inter and external factors that affect organizational design and operations.
5. Evaluate decision-making processes used to manage effectively and efficiently.
6. Identify realistic and practical applications of management concepts.

## Course Requirements

### Syllabus Quiz

Read the syllabus and take the Syllabus Quiz in the Assessments tab of Blackboard.

### Academic Integrity Quiz

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

### MyManagementLab (MML) Assignments

There are 13 chapters of assignments including: Warm-Up Exercises, Video Exercises, Dynamic Study Modules, and Quizzes. Only the Quizzes have firm deadlines. However I will re-open two quizzes per student during the semester. The other assignments are available for review and reworking until 12/10/17.

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## Exams

Midterm and Final Exams will be objective exams of 50 questions each and available in Blackboard. Each exam is worth 100 points. These exams must be proctored using a service called Examity available through AITC.

## Essays

Your essay should demonstrate your understanding of the analysis and your personal insights/observations/conclusions as required by the assignment. Your analysis must be in your own words, however, you should back up/support your ideas with information from the text and/or outside source material.

Essays will be graded on the criteria above in addition to grammar, spelling and readability. ESSAYS SHOULD NOT BE OVER 2 PAGES IN LENGTH. It is important to practice effective business writing - come to the point, be clear and concise, do not stray from the topic and do not repeat yourself. Each essay is worth 20 points.

## Discussions

There are 15 Discussion Forums.

One Introduction and 14 on topics related to management and sustainability.

The Introduction Discussion forum (students introduce themselves to the class.)

Discussion grading:

Post at least 200 words on the topic. Reply to two other students with 100 words in each reply. Weekly discussions close Sunday at 11:59 PM. (15 points for each discussion.) See the Grading Rubrics in the Syllabus and Information Tab for Discussion Grading Rubric.

There is also an **ungraded** Discussion forum dedicated to Student Questions/Help from the instructor and/or other students. This closes at the end of the course.

**Extra Credit Activity:** Wiki in Blackboard on the topic of Sustainability. Opens Week 1 and Closes at the end of Week 15. Read my initial posting and review the Introduction to Sustainability PowerPoint .pdf file that I have posted. (25 extra credit points)

**All written work is subject to plagiarism detection software review. Identified instances of cheating or plagiarism will follow the Academic Integrity statement in the Syllabus.**

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**Late Policy:** MyManagementLab Homework is available throughout the semester until 12/10/17. MyManagementLab Quizzes, Midterm and Final Exams, Essays, and Discussions have specific deadlines and no late assignments will be accepted.

## Instructor Response Time:

Instructor will respond to student emails within 24 hours Monday –Thursday.

Friday – Sunday emails response will be by Monday.

I check my online course emails all days EXCEPT Saturday. Assignments will be graded within one week of deadline. Students will be notified of any exceptions to these policies.

## Grade Distribution and Scale

In alignment with ASU academic policies, no D may apply to a major or minor field.

### Grade Distribution:

MML Assignments	325 points	31% of grade
Midterm Exam	100 points	9.5% of grade
Final Exam	100 points	9.5% of grade
Essays (7 @ 20 points ea.)	140 points	13.33% of grade
Case Studies (7 @ 20 points ea.)	140 points	13.33% of grade
Discussions (15 @ 15 points ea.)	225 points	21% of grade
Syllabus Quiz	20 points	1.8% of grade

### Grade Scale:

945 - 1050 points	90-100%	A
840 - 944 points	80-89%	B
735 - 839 points	70-79%	C
630 - 734 points	60-69%	D
Less than 510 points	59% and below	F

## ADA Statement

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at [odsd@adams.edu](mailto:odsd@adams.edu), or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via

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email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

## Academic Integrity

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one's academic work will not be tolerated.

Any offense may result in a zero for the exam, lesson, or exercise in question and may result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: [Academic Integrity at Adams State University](#).

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

All written work is subject to plagiarism detection software review.

## Student Identity Verification

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

## Technical Skills

To be successful in this course, students are expected to be able to:

- Navigate the World Wide Web and efficiently use a web browser such as Firefox
- Have a basic understanding of their computer operating system

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- Use Adobe Reader to view and download .pdf documents
- Communicate via e-mail and attach files
- Play audio/video files
- Use a word processor such as Microsoft Office to create documents
- Use Blackboard tools which may include Collaborate
- Download and open PowerPoint presentations

## Technical Requirements

A complete overview of the technical requirements and software for this course can be found [here](#). Blackboard tutorials are available in the Student Support Module, located in the Syllabus and Information section of this course. Information for receiving technical assistance is also included. Keep in mind that in order for Blackboard to function properly, you must allow pop-ups for the site (online.adams.edu) and have Java properly installed on your computer. For more information on these and other technical requirements, see the videos in the Student Support Module in the above mentioned location.

## Netiquette

Netiquette is the set of guidelines for communicating online in a professional and civilized manner. Students are expected to be courteous by demonstrating netiquette when communicating with their peers and instructor in this course.

- Be careful with the use of sarcasm and irony, as these can be easy to misinterpret.
- Do not post excessively or monopolize the conversation.
- Consider using a text editor such as Notepad to organize your thoughts before you post a reply.
- Do not type in all capital letters, as this can be considered shouting.
- Avoid the use of emoticons, abbreviations and informal language.

## Accessing Library Resources

Students enrolled in this course can utilize the [Adams State Nielsen Library](#) from on and off campus by selecting the Nielsen Library link in the Syllabus and Information tab of the Course Menu. You will be asked to enter in your username and password. Use the same login information that you use to access Blackboard and all other Adams State information. This will bring you to a page that will provide you with login information for the different databases to which Adams State subscribes. With the login information in hand, go to <http://www.adams.edu/library/resources/database.php>

## Adams State Resources

Adams State provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available on the One Stop Student

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Services page on the Adams State Website (<http://www.adams.edu>). Some of the highlights are:

[Records Office](#) - Campus contacts available to help you through the registration process.

[Computing Services](#) - Technical assistance.

[Disability Services Handbook](#) - Student Services can arrange assistance for students with special needs or disabilities.

[Academic Calendar](#) - Keep track of important dates.

[The Paw Print](#)- Adams State Student Newspaper.

## Institutional Policies

All students are responsible for adhering to the expectations, policies, and procedures outlined in the [Student Handbook](#).

For Institutional policies on items such as The Americans with Disabilities Act, Academic Integrity, Student Rights and Responsibilities and The Family Educational Rights and Privacy Act of 1974 (FERPA); please see the [Student Handbook](#).

## Extended Studies Policies and Procedures

To view the Extended Studies Policies and Procedures go to, [https://bannerweb.adams.edu/perl/Online\\_SG\\_General\\_Instructions.pdf](https://bannerweb.adams.edu/perl/Online_SG_General_Instructions.pdf)

## Course Evaluation

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the course contributes to my commitment to continually improve the quality and relevance of this course.

## Getting Started

Refer to the information contained in this syllabus anytime you have a question regarding the basic course information.

1. Review the Student Support Module contained in the Syllabus and Information section.
2. BUS 361 Schedule is located in the Syllabus and Information section.
3. BUS 361 Grading Rubrics are Located in the Syllabus and Information section.



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4. Proceed to Module 1.