BUS 361 – PRINCIPLES OF MANAGEMENT

SYLLABUS

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Phone: (719) 587-7131
Address: Adams State University
School of Business
208 Edgemont Blvd.
Alamosa, CO 81101

COURSE DELIVERY:

Print-Based Correspondence Course

CREDIT HOURS:

Three Semester Hours

PREREQUISITES:

Sophomore Status

COURSE TIME LIMITS:

The minimum course completion time for this course is six weeks from date of enrollment.

All correspondence courses have a maximum course completion deadline of year from the date of registration.

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 and click on the "Bookstore" link. Select "DISTLEARN" from the department menu. (http://adams.edu/students/sub/bookstore/)

Use Section Number: 964 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 at 719-587-7981, email at asubookstore@adams.edu or by mail to Adams State University Bookstore, 208 Edgemont Blvd., Suite 3140, Alamosa, CO 81101.
BUS 361 – PRINCIPLES OF MANAGEMENT

Required Textbook:

CATALOG DESCRIPTION:
Explores theory and practice of managing an organization and its personnel with emphasis on planning, designing, and controlling to meet the needs of modern public or private organizations. Includes emerging trends and international issues.

STUDENT LEARNING OUTCOMES:
At the completion of this course, a student will be able to:

1. Describe and discuss the evolution of management thinking.
2. Describe and discuss the environment of management by completing case analyses and article reviews.
3. Explain the importance of planning, organizing, leading and controlling.
4. Complete self-assessments for developing managerial skills.
5. Give examples of realistic and practical applications of managerial concepts.

Course Competencies:

1. Computer-Based Skills - The student will utilize a course management system, E-mail, Web-based conferencing, World Wide Web resources, and word processing software.
2. Communication Skills - The student will demonstrate written communication skills by completing the article reviews.
3. Problem Solving (Critical Thinking) - The student will use conceptual thinking and problem solving skills to discuss and analyze management case studies.
4. Ethical Issues in Decision Making and Behavior - The student will develop an appreciation for maintaining integrity in organizations.
5. Personal Accountability for Achievement - The student will complete the required assignments.

COURSE REQUIREMENTS:

Syllabus Assignment:
Introduce yourself and indicate that you have read the syllabus. You will also list at least five desired outcomes that you hope to achieve during the course. They can be technical, emotional, intellectual and/or everything in between. They are your goals for the course.

Academic Integrity/Academic Dishonesty Statement:
You are required to read and accept the Academic Integrity/Academic Dishonesty statement, located in the Course Instructions section of this Study Guide. While this is not a graded
**BUS 361 – Principles of Management**

Assignment, it must be completed and returned to your instructor with your first assignment submission.

**Exams:**
Four exams and a final comprehensive exam will be given over the duration of the course, one for each section described in the course objectives. Exams will consist of multiple choice questions from the lecture and text. One index card of notes may be used with definitions on it. You will be allowed one hour to take the exam.

**Cases for Critical Analysis:**
Ten analyses will be assigned during the semester; these cases are worth 10 points each for a total of 100 points. The Critical Analyses should be 1-2 pages long of double-spaced text following proper APA format. The Critical Analysis directions can be found at each Unit Requirements under Written Assignments.

**Article Reviews:**
Select an article from one of the publications on the list below that deals with some management issue. The article should be very current. Refer to the text chapter titles and headings if you need topic suggestions. Read the article several times to grasp the major points. Make a photocopy of the article and submit with the case analyses. See the Article Review Rubric for grading.

Your review will consist of one page of typed material as follows:
1. Use headings for summary and opinion.
2. Summarize **very briefly** the general topic or ideas. (1/2-page maximum!)
3. Write ½ page of opinion as to why the article is important to managers. (1/2-page maximum!)
4. Turn in as follows:
   * **Cover Sheet** with your name, class name, as well as the article name, publication date and source.
   * **Summary and Opinion Page** (1 page only).
   * **Photocopy** of article that includes publication date and source.


**Feedback:** Grading will be completed within 1 week of receiving the assignments through the U.S. Mail. If SASEs are provided, grades and/or assignments will be sent back to you through the U.S. Mail. Exams are never returned to students.

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.
## BUS 361 – Principles of Management

### Article Reviews Assess Outcome 2:

<table>
<thead>
<tr>
<th></th>
<th>Basic (0 - 4 points)</th>
<th>Proficient (4 - 7 points)</th>
<th>Distinguished (8 - 10 points)</th>
</tr>
</thead>
</table>
| **Following Instructions (10 points)** | - The student understood and followed the instructions given at a fair level.  
- Between 50% and 70% of the assignment was completed. | - The student understood and followed the instructions given at a good level.  
- Between 70% and 90% of the assignment was completed. | - The student understood and followed the instructions given at an exceptional level.  
- 90% or more of the assignment was completed. |
| **Logic & Substantiation of Opinion (10 points)** | - Content is incomplete.  
- Major points are not clear and/or persuasive.  
- Does not contribute professional, personal, or other real-world experiences. | - Content is not comprehensive.  
- Major points are addressed, but not well supported.  
- Research is inadequate or does not address course concepts.  
- Content is inconsistent with regard to purpose and clarity of thought.  
- Applies relevant professional, personal, or other real-world experiences. | - Content is comprehensive, accurate, and persuasive.  
- Major points are stated clearly and are well supported.  
- Research is adequate, timely, and addresses course concepts.  
- Content and purpose of the writing are clear.  
- Applies substantial relevant professional, personal, or other real-world experiences. |
| **Organization & Structure (10 points)** | - Organization and structure detract from the message of the writer.  
- Paragraph is disjointed and lacks transition of thoughts. | - Structure of the paragraph is not easy to follow.  
- Paragraph transitions need improvements. | - Structure of the paragraph is clear and easy to follow. |
| **Format (10 points)** | - Paper lacks many elements of correct formatting.  
- Paragraph is inadequate/excessive in length.  
- Does not include a list of references. | - Paper follows most guidelines.  
- Paper is over/under word length.  
- Includes a list of references. | - Paper follows designated guidelines.  
- Paper is the appropriate length as described for the assignment.  
- Includes a list of references (numerous high-quality sources) |
| **Grammar, Punctuation & Spelling (10 points)** | - Paper contains numerous grammatical, punctuation, and spelling errors.  
- Language uses jargon or conversational tone. | - Paper contains few grammatical, punctuation, and spelling errors.  
- Language lacks clarity or includes the use of some jargon or conversational tone. | - Rules of grammar, usage, and punctuation are followed.  
- Spelling is correct.  
- Language is clear and precise.  
- Sentences display consistently strong, varied structure. |
BUS 361 – PRINCIPLES OF MANAGEMENT

GRADE DISTRIBUTION AND SCALE:
In alignment with ASU academic policies, no D may apply to a major or minor field.

Grade Distribution:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Distribution</th>
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<tbody>
<tr>
<td>Examinations (4)</td>
<td>400 points (100 points each)</td>
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<tr>
<td>Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Cases for Analyses (10)</td>
<td>100 points (10 points each)</td>
</tr>
<tr>
<td>Article Reviews (2)</td>
<td>100 points (50 points each)</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>700 Points</strong></td>
</tr>
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</table>

Grade Scale:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>630-700 points</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>560-629 points</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>490-559 points</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>420-489 points</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>419 points and below</td>
<td>59% and below</td>
<td>F</td>
</tr>
</tbody>
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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, 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 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](#).

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.

**NOTE:**

Web sites are constantly changing and you may find that some have moved or are simply no longer available; contact your instructor with any questions.

**EXAMINATIONS**

Please refer to the Guidelines for Proctored Exams and Submit your Exam Request Form three weeks BEFORE you plan to take the exam.