**MNGT 3100 SYLLABUS**

**PRINCIPLES OF MANAGEMENT**

**Summer 2017**

**Instructor: Joel Carnevale**

Phone: TBA

Office: Lowder 234

Office Hours: Wednesday 11:00-1:00pm or by appointment

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**CLASS MEETING TIMES:** May 15-19 9:00 am to 5:00 pm. Lowder Room 20

**COURSE DESCRIPTION**

Management functions and the applications of management principles in organizations

**COURSE OBJECTIVES:**

* To become familiar with the basic activities & skills of managers in organizations
* To become aware of the social, legal, political, economic, and international influences on organizations
* To provide a foundation for further study of business organizations and management activities

**PREREQUISITES**

The prerequisite for enrolling in MNGT 3100 is Junior-level standing. All students not satisfying this prerequisite must receive a special waiver to enroll in the course. Students seeking a waiver should check with College of Business Academic Advisor, located in the Office of Student Affairs in Suite 023 of the Lowder Business Building.

**SUGGESTED TEXTS**

Carpenter, M., Bauer, T. Erdogan, B., & Short, J. *Principles of Management*. (2013) Version 2.0

ISNB: 9781453354476

**GRADING AND EVALUATION PROCEDURES:**

**FINAL GRADES** will be determined on the following basis (in points):

A = 90 and above  
 B = 80 – 89  
 C = 70 – 79  
 D = 60 – 69  
 F = 59 or less

**No scaling** will take place on final grades. All final grades **will be rounded** to the nearest whole point (i.e. an 89.5 would become a 90). There are no exceptions to this grading scale.

**Grade Components**

Final Exam 30

Quizzes (3 at 10) 30

Attendance and Participation 15

Company Analysis Report 25

**TOTAL 100**

**Extra Credit**

An opportunity for **1** extra credit percentage point (for the respective Quiz/EXAM) will be offered before each quiz/exam for a ***maximum*** of **4 extra credit *percentage* points**. Any earned points will be applied to the quiz/exam for which the extra credit applies. For example, if a student successfully completes the extra credit assignment relating to the Final EXAM, an exam grade of 24/30 (80%) will become 24.3/30 (81%). **No late extra credit assignments will be accepted.**

**COURSE ORGANIZATION AND REQUIREMENTS:**

**Lecture**

Each lecture is based on the chapters assigned for the day (see the course schedule below) and any supplemental materials provided by the instructor. Videos, case studies, and other supplemental reading may be used to assist students’ understanding of the concepts presented in the lectures. Students should come to class having read the assigned reading(s) for the day.

**Attendance**

Class attendance and participation is expected. It accounts for **15 points** of your grade. Given the condensed schedule, where 1 absence equals roughly 3 weeks of class time, you will receive a zero if you miss more than 1 day. If you miss time for any reason, you are responsible for any makeup work that you missed depending on whether it was an excused absence. If you plan to miss any time let me know in advance.

**Quizzes**

Quizzes will account for **30 points** (3 at 10 points each). Questions will come primarily from information presented in lecture but may also include information from videos shown in class, class activities, class discussions, text material, and supplemental readings discussed in class. In preparing for exams, students should study the material for details, understanding, ***and*** application.The format for regular exams will be multiple-choice. Make-up exams may be of a different format (e.g., essay).

**Company Analysis Project**

This project is meant to give you experience in analyzing a real world company and is worth **25 points** of your grade. The point of the project is to understand the company in terms of the concepts we discuss in class (i.e. strategy, leadership style, culture, structure). Also to take a critical look at the company to see what they do well and what can be improved moving forward. The company that you analyze will be (ideally) the same company that you are doing your internship at. This gives the added benefit of gaining a better understanding of the company before you begin the internship. If there is an issue with the company or accessing information on the company you can talk to me and we will find an alternative company for you to analyze. A rubric regarding structure and grading will be made available at the beginning of the class.

**Final Exam**

The final exam will be comprehensive and count for **30 points** of your grade. Questions will come primarily from information presented in lecture but may also include information from videos shown in class, class activities, class discussions, text material, and supplemental readings discussed in class. In preparing for exams, students should study the material for details, understanding, ***and*** application.The format for regular exams will be multiple-choice. Make-up exams may be of a different format (e.g., essay).

**POLICY ON LATE ASSIGNMENTS**

**Any assignment submitted after the deadline (even if just by a minute) for any reason will be considered late.** Extra credit opportunities will not be accepted past the deadline. Students may turn in assignments early.

**POLICY ON EXAMS**

Students should be **on time** for all exams. Any student arriving after the first exam has been turned in will NOT be permitted to take the exam. **Students should bring a blue Scantron sheet, a #2 pencil and an AU Student ID card to all exams**. Students are welcome to review their exams during office hours or by appointment.

**MISSED EXAM MAKE-UP POLICY**

**Students who miss a major test will receive a zero,** with no opportunity for make-up work, unless one of the following conditions has been met:

1. The absence was **APPROVED IN ADVANCE** by the instructor.  This will only occur in rare situations involving sickness, required participation in official University events, or extenuating circumstances.  Approved absence will be those outlined in the Tiger Cub.  In the event of illness, the excuse must be signed by a physician or nurse (not a receptionist), and must indicate in writing that the student was too ill to participate in an exam on the given date. Excuses with boxes checked that indicate a student was seen in, for example, the University Health Center, do not indicate that the student was too ill to participate in the exam and are not sufficient. Copies of excuses will not be accepted. You must provide the original excuse. Excuses must be presented in person within one week of the missed exam. Medical excuses WILL be checked. The penalty for a falsified excuse is determined by the Academic Honesty Committee, and may result in receiving an "F" in the course and suspension from school for a semester. Lack of preparation for an exam is not a valid excuse and students should not be tempted to "fake" a doctor's excuse due to lack of preparation. The penalty for this is severe and could affect you for the rest of your career.  **STUDENTS WHO FAIL TO GET APPROVAL IN ADVANCE FOR ABSENCES OF THIS TYPE WILL FORFEIT ANY OPPORTUNITY FOR MAKE-UP WORK.**
2. The absence was due to a **LEGITIMATE EMERGENCY FOR WHICH IT WAS NOT POSSIBLE TO OBTAIN ADVANCED APPROVAL.**  In this situation, the student must contact the instructor as soon as possible and must provide documentation that: (1) the emergency was legitimate; AND (2) advanced notification/approval was not possible.

**STUDENTS WHO FAIL TO MEET REQUIREMENTS (1) AND  (2) WILL FORFEIT ANY OPPORTUNITY FOR MAKE-UP WORK.**

Students who miss a major test and have satisfied one of the above conditions will be allowed the opportunity for a make-up test.  **THE MAKE-UP TEST WILL BE DIFFERENT AND MAY USE A DIFFERENT FORMAT.**

**POLICIES ON UNANNOUNCED QUIZZES**

Unannounced quizzes will not be given.

**SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Students who need special accommodations should make an appointment to discuss the Accommodations Memo with me during my office hours as soon as possible. If scheduled office hours conflict with classes, please arrange an alternate appointment time. If you do not have an Accommodations Memo, but need special accommodations, please contact the **Office of Accessibility**, 1244 Haley Center, 334-844-5943.

**ACADEMIC HONESTY**

All portions of the Auburn University Academic Honesty Code (Title XII) found in the Student Policy eHandbook (<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf> ) will apply to this class.

**E-MAIL AND CANVAS ARE THE OFFICIAL MEANS OF COMMUNICATION**

E-mail is the university approved form of communication. It is the student’s responsibility to check his/her e-mail frequently and to check for any announcements posted on Canvas. Students are responsible for being aware of any information communicated by the instructor via e-mail and Canvas.

**OTHER COURSE POLICIES:**

* Changes may be made to the syllabus, as necessary, and will be communicated in class and/or via Canvas or e-mail. It is the student’s responsibility to be aware of these changes.
* **Grades may be contested for 5 business days after they are posted**. After 5 business days, all grades become final.
* **Please silence all cell phones before class.** Please be courteous, and do not text during class.
* Laptops are allowed in class for note-taking purposes only.

**MNGT 3100 Summer 2017 TENTATIVE\* COURSE SCHEDULE**

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| **Date** | **Morning Schedule** | **Afternoon Schedule** | **Daily Activities** |
| **5/15/17** | Introduction and Syllabus  Chapter 1  Chapter 2 | Continue Chapter 2  Chapter 3 | **Personality Assessment** |
| **5/16/17** | Continue Chapter 3  **Quiz #1**  Chapter 4 | Chapter 5  Chapter 6 | **Strategizing Internal/External Analysis** |
| **5/17/17** | Continue Chapter 6  **Quiz #2**  Chapter 7  Chapter 8 | Continue Chapter 8  Chapter 9  Chapter 10 | **Org Structure**  **Leadership** |
| **5/18/17** | Continue Chapter 10  **Quiz #3**  Chapter 12 | Chapter 13 | **Decision-making** |
| **5/19/17** | **Final Exam** | **Afternoon free, finalize reports.** | **Company Analysis Project due by 5pm.** |

\*This schedule is subject to change. Any changes will be communicated in class. Students are responsible for being aware of any changes