



MAN 3025 Principles of Management CRN 12637
Virtual Course 3 credit hours

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Office Hours Monday/ Wednesday/ Friday 10:30 – 11:30 & by arrangement

A. COURSE DESCRIPTION

“A survey course that covers the fundamentals of the management process including planning, organizing, controlling and leadership. Emphasis is on models, theories and tools for the effective and efficient management and leadership of domestic and global organizations.”

B. KEY TOPICS COVERED IN THIS COURSE

1. *What is it like to be a manager?*
2. *Management Theory and History*
3. *Business Environment*
4. *Ethics*
5. *Social Responsibility*
6. *Global Management*
7. *Planning*
8. *Strategic Management*
9. *Decision-Making*
10. *Organizational Culture*
11. *Organizational Structure*
12. *Human Resource Management*
13. *Diversity*
14. *Organizational Change and Innovation*
15. *Individual and Organizational Behavior*
16. *Motivating Employees*
17. *Job Design*
18. *Groups and Teams*
19. *Power*
20. *Leadership*
21. *Interpersonal and Organizational Communication*
22. *Total Quality Management*
23. *Control Systems*

C. TEXTBOOK

Connect for Management: A Practical Introduction, 9th Edition

Angelo Knicki, Brian K. Williams, McGraw-Hill, ©2020

(includes an eBook and an option to purchase a hard copy at a reduced price)

The FGCU bookstore has for purchase the course code for Connect. Please note that if you opt to buy a used book or rent or purchase the required textbook from another source, you will need to ensure that you buy both the textbook and the online access code to Connect. Also, be aware that the Connect code is not transferable from one user to another.

You may also may choose to purchase the Connect directly from McGraw-Hill through our course Canvas page. Instructions for doing so will be given during the first class.

During the first two weeks of the semester you can sign on for a free 2-week trial of the McGraw-Hill Connect (with the eBook). This will allow everyone to complete assignments and access course materials even if they cannot purchase the course package by the first day of class. You will need to purchase full access to your course before your trial expires and use the same email that you used to sign up for courtesy access to avoid losing your work.

McGraw-Hill's *Connect* is the online workbook/activity guidebook that you will use to learn and remember key concepts and theories, assess your comprehension, and apply course concepts to real world scenarios. You will access your *Connect* homework from our course Canvas page. Please review the following information from McGraw-Hill Higher Education before you begin any assignments in *Connect*.

- Using MH Campus and creating an account: Watch this [Getting Started with Connect](#) video or review the [Connect Quick Tips](#) for instructions on how to access your *Connect* assignments and create a *Connect* account.
- Run a system check: In order to complete many of the activities in *Connect* (both homework and for tests), you will need to install and allow plug-ins like Adobe Flash, Java, and Quicktime. It is strongly recommended that you troubleshoot your computer at least once a week, and before every test, to be sure that you will be able to complete the required exercises. Click on the following link to learn how to troubleshoot *Connect* and what the computer requirements are: <http://www.connectstudentsuccess.com/>
- Learn how to navigate *Connect*: Use this [link](#) to find out how to navigate the *Connect* platform.

Get support: Connect has a Customer Experience Group (CXG) Support Center where you can connect with a tech specialist via chat, phone, or email.

D. CLASS OVERVIEW

This course is designed to provide a broad overview of the functions and applications of management in contemporary organizations. The purpose of this course is to introduce students to the field of management and the wide variety of activities that managers perform on a daily basis. The emphasis will be on the processes, theories and concepts that facilitate the effective and efficient management of a firm's resources toward the achievement of desired goals. No matter what career you've chosen, the material in this course will be relevant to your work and your life.

E. GRADING, ASSIGNMENTS AND COURSE REQUIREMENTS

Three (3) exams

- Closed book and notes
- **Each exam will be worth 15% of your final grade**

Final Exam

- Closed book and notes
- **Worth 20% of your final grade**

Group Business Project

- Based on research from business periodicals on an applicable management issue as it relates to one company
- Team will create an 8 – 12 page written report (10%)
- Team will peer review participation and contribution of team members (*this may reduce a non-participating or problem team member's overall grade by one letter or more*)
- More information will be provided on Canvas
- **Worth 10% of your final grade**

Connect Quizzes

- Completing assigned quizzes corresponding to each chapter of the textbook covered this semester. The lowest two quiz grades will be dropped.
- **Worth 7% of your total grade**

Connect Homework

- The homework will involve completion of the SmartBook for each assigned chapter and a variety of other activities such as click and drag, video cases, etc. to reinforce and practice applying course concepts and theories.
- **There are no extensions for Connect or LearnSmart assignments.**
- **Worth 10% of your total grade**

Course Module Activities (Homework and Discussion Boards)

- Completing assigned homework activities
- Answering and posting questions on the Canvas discussion boards. Discussion postings should be done weekly as you proceed through the learning modules.
- **Worth 8% of your total grade**

GRADING SCALE:

93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80—82.9	B-
77-79.9	C+
70-76.9	C
67-69.9	D+
60-66.9	D-
00-59.9	F

F. ASSIGNMENT COMPLETION DEADLINES

Please see the Canvas course page for homework and exam dates.

Please see the Canvas course page for the due date of the Team Business Project Report.

Make-up exams will only be given when situations out of your control warrant provided that there is proper documentation (e.g., police report, doctor's note, FGCU athletic travel). If you feel that a make-up exam is warranted, please contact the professor **before** the exam is scheduled if at all possible.

Cheating: Anyone caught cheating will receive an automatic grade of F for the class.

Policy for late work - All assignments (Connect, Quizzes, Module Activities) should be completed by the designated due date. Remember that a "due" date is not the same as the "do" date. The best strategy is therefore to complete all assignments before the listed due date. Late work will be assigned a grade of zero.

Students who are dropped from this course by the University for Non-payment of tuition and/or fees are still responsible for completing all course activities and assignments by the deadlines stated in the course syllabus and associated handouts while they work on reinstatement to this course.

G: INFO ON YOUR PROFESSOR

Jerry Schoenfeld is a Professor of Management in the Lutgert College of Business at Florida Gulf Coast University (FGCU). He has previously served as Chair of the Management Department and Director of the M.B.A. program. Jerry earned his doctorate degree in the areas of Human Resource Management and Strategic Management from the University of Pittsburgh.

Jerry has consulted extensively for the last thirty five years and his employment history includes having worked for one of the largest International Human Resource Management consulting firms. A partial client list includes: United States Steel, Westinghouse, Coca-Cola, New York City Police Department, Wacoal (Japan), General Motors of Canada, PPG Industries, the FDIC, and Xerox. In the state of Florida, Jerry has consulted with the Barron Collier Corporation, Broward County School District, Collier County Government, Florida Department of Health, Lee County Sheriff's Department, Lee Memorial Health System, and Moorings Park, among many others. His work with these organizations has included, but is not limited to: strategic planning, cultural change, the development of a wide array of selection devices (e.g., interviewing skill training and assessment centers), performance appraisal development and implementation, career development systems, team building, human resource planning, quality of work life programs, total quality management, and numerous customized training programs and workshops.

Jerry teaches courses in the Executive MBA, MBA, and undergraduate levels. His principal research interests are in the areas of leadership; self-efficacy; performance appraisal; human resource strategy, and teaching effectiveness. Jerry has authored numerous academic and practitioner articles on business management and human resource management and has presented his work at many professional conferences and meetings.

Jerry is active in a number of professional organizations including the Society of Human Resource Management at the national, local (HRMA of SWFL, Collier County HRA), student (where he is the advisor of the FGCU chapter) levels.

H: TEACHING PHILOSOPHY

My approach to teaching incorporates five key objectives: making the content relevant to the learner, maintaining a sincere level of enthusiasm for the topic, preparing for each lecture, setting challenging expectations for class participants, and being fair with and interested in each student. My main goal is for students to achieve the necessary level of understanding of the pertinent concepts and techniques relevant to the course domain while, simultaneously developing the needed skills and abilities needed for success in the business world.

To achieve these objectives and for my own self-development, I continually seek to incorporate new and innovative learning methodologies for classroom content delivery. I feel every class has its own "personality" and based on perceived class capabilities and size, I customize each course to maximize student interest and participation. By structuring each class so that students can be actively involved, the classroom becomes an avenue for critical thinking and the experimentation of new ideas.

I believe students deserve material which is current, relevant and practical as possible. To maintain currency and enthusiasm in the content domain of courses taught, I believe that I have a responsibility to remain current in the field and remain professionally active. As a professor, I feel that I also have an obligation to contribute to the larger academic environment and support activities which promote student development.

I. LEARNING OUTCOMES & ASSESSMENT

The Department of Management creates an environment that enables students to develop managerial knowledge and leadership skills, both individually and collaboratively, to: (1) recognize, evaluate, and cultivate business opportunities; (2) identify, understand, and implement positive solutions to organizational issues; and (3) build leadership capabilities to effectively manage organizational change in the global environment.

Lutgert COB Learning Goals & Outcomes	Management Learning Objectives	Course Learning Objectives (measurable)	Assessment Methods
Be effective communicators 1. Deliver effective oral presentations 2. Prepare effective written reports	1. Demonstrate effective professional communication skills 2. Work effectively in diverse teams	Deliver an oral presentation. Show proficiency in writing clear and concise using college level standard English writing, spelling, and grammar Work as part of a team to complete a Business Project	Not assessed D D
Be effective problem solvers 1. Solve business problems using analytical tools	1. Solve management problems using analytical tools	Apply the concepts, framework & techniques of Management to evaluate and recommend solutions for organizational problems.	A, B, D

<p>Understand the business environment</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge of ethical issues 2. Demonstrate knowledge of global factors influencing business. 3. Explain the importance of environmental responsibility. 	<ol style="list-style-type: none"> 1. Analyze ethical and CSR issues as they apply to management. 2. Demonstrate knowledge of global factors influencing business 	<p>Understand the ethical, global and sustainability issues related to the management process</p>	<p>A,B,C</p>
<p>Have interdisciplinary business knowledge</p> <ol style="list-style-type: none"> 1. Understand main concepts & definitions in accounting, economics, finance, information systems management, marketing and operations management. 2. Integrate knowledge across business disciplines 	<ol style="list-style-type: none"> 1. Integrate key management theories and practices 	<p>Understand how the concepts, theories, models, framework, and techniques in areas as decision-making, planning, organizing, communicating, staffing, and controlling apply to problem solving in organizations.</p>	<p>A, B, C, D</p>

Legend for Learning Outcomes Measures

- A) Exams
- B) Connect Homework
- C) Course Module Activities
- D) Group Project

J. ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC DISHONESTY

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found under the “Student Code of Conduct” and “Policies and Procedures” sections in the Student Guidebook. All students are expected to study this document, which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

K. UNIVERSITY NONDISCRIMINATION STATEMENT

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment,

programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

L. DISABILITY ACCOMMODATIONS SERVICES

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

M. STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

N. COURSE SCHEDULE

The following outline indicates the topics to be covered and assigned readings for the semester. While an effort has been made to balance the workload throughout the course, as in the real world, there will be periods of time during the semester when the workload is greater. Therefore, it is recommended that you review this syllabus carefully and plan your time accordingly. Please note that the schedule may vary and I may make modifications with notice as the term progresses.

MAN 3025 Principles of Management Syllabus

Date	Agenda
Module 1 (1/6 – 1/12) January 10 – Add/Drop ends; Last day to withdraw for 100% refund	Topic: The Exceptional Manager: What You Do, How You Do It Chapter 1

<p>Module 2 (1/13 – 1/19)</p> <p>January 13 – Cancellation for non-payment begins</p>	<p>Topic: Management Theory: Essential Background</p> <p>Chapter 2</p>
<p>Module 3 (1/21 – 1/26)</p> <p>January 20 – MLK Day: No class</p>	<p>Topic: The Manager’s Changing Work Environment & Ethical Responsibilities</p> <p>Chapter 3</p>
<p>Module 4 (1/27 – 2/2)</p> <p>January 31 – Last day to withdraw from All classes for 25% refund</p>	<p>Topic: Global Management: Managing Across Borders</p> <p>Chapter 4</p>
<p>February 4 Tuesday</p>	<p>EXAM 1 Chapters 1 – 4</p>
<p>Module 5 (2/5 – 2/15)</p>	<p>Topic: Strategic Management</p> <p>Chapter 6</p>
<p>Module 6 (2/16 – 2/22)</p>	<p>Topic: Decision Making: How Managers Make Things Happen</p> <p>Chapter 7</p>
<p>Module 7 (2/23 – 2/29)</p>	<p>Topic: Organizational Culture, Structure & Design: Building Blocks of the Organization</p> <p>Chapter 8</p>
<p>Spring Break (March 2- 7)</p>	<p>No Classes</p>
<p>Module 8 (3/9 – 3/15)</p>	<p>Topic: Human Resource Management: Getting the Right People for Managerial Success</p> <p>Chapter 9</p>
<p>Module 9 (3/16 – 3/22)</p> <p>March 27 – Last day to withdraw without academic penalty</p>	<p>Topic: Organizational Change and Innovation</p> <p>Chapter 10</p>

March 24 Tuesday	EXAM 2 Chapters 6 - 10
Module 10 (3/25 -3/29)	Topic: Managing Individual Differences & Behavior: Supervising People as People Chapter 11
Module 11 (3/30 – 4/5)	Topic: Motivating Employees: Achieving Superior Performance in the Workplace Chapter 12
Module 12 (4/6 – 4/12)	Topic: Groups and Teams: Increasing Cooperation and Reducing Conflict Chapter 13
Module 13 (4/13 – 4/19)	Topic: Leadership, Power & Influence: From Becoming a Manager to a Leader Chapter 14
April 21 Tuesday	EXAM 3 Chapters 11 - 14
Module 14 (4/22 – 4/27)	Topic: Control Systems & Quality Management Chapter 16
April 30 Thursday	FINAL EXAM

Credit Hours/ Weekly Hour Workload

For this 3 credit hour course you should expect to spend between 5.5 – 8.5 hours per week *averaged* across the semester.

Course Website

We be using the **CANVAS** website throughout the semester for content delivery, posting course announcements, syllabi changes, and additional learning resources. You will need to visit this web site frequently throughout the semester.

Privacy Policies

<https://www.canvaslms.com/policies/privacy>

<https://corp.kaltura.com/privacy-policy>

http://connect.mheducation.com/connectweb/branding/en_US/default/html/privacy.html

<http://www.adobe.com/privacy/policy-linkfree.html>

<https://www.respondus.com/about/privacy.shtml>