

COURSE SYLLABUS

MGT 360

MANAGEMENT PRINCIPLES

OVERVIEW:

Management Principles will examine the foundations and traditional approaches of management principles: planning, organizing, leading, and controlling. This incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration is integrated with direct applications to the individual and group functioning in today's business environment.

I. TEXTBOOK:

Management Principle written for Talladega College by Lumen, Candela

II. COURSE REQUIREMENTS AND ASSIGNMENTS:

- A. Textbook readings and media presentations.
- B. Discussion Board Forum Threads (5)

Each Discussion Board requires an initial thread of 100 words to be posted by 11:59 p.m. (CST) on Wednesday and two replies, at least 80 words each, by 11:59 p.m. (CST) on Sunday of the assigned week.

- C. Quiz (2)

There will be 2 open-book quizzes over the Lumen reading, each comprising 15 multiple-choice and true/false questions. The student will have 180 minutes to complete each quiz.

- D. Article Review (2)

The student will write two separate 2-3 page article review papers on different assigned concepts. Students will answer specific questions about the article and explain their answers using concepts from their course reading. The goal is synthesis and application of terms and concepts within the assigned readings.

- E. Case in Point (2)

The student will read the assigned Case in Point and answer discussion questions related to the reading. The purpose of the Case in Point discussion questions is to bring the current application of management principles to the course.

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F. Exam

One final exam based on the Lumen textbook and other materials are required in this course. The exam is open-book and contains 50 multiple-choice and true/false questions. The student will have 240 minutes to complete the exam. The exam will require students to analyze, synthesize, and apply the material in the texts in order to correctly answer the questions.

G. Summary Paper

The student will write a Summary Paper on the topic **Management and Leading**. The paper will be 4-6 pages in length, follow APA formatting guidelines, and cite at least three different scholarly sources.

III. COURSE GRADING AND POLICIES:

A. Points

Discussion Board (5 @ 25 pts each)	125
Case in Point (2 @ 25 pts each)	50
Article Review (2 @ 50 pts each)	100
Quiz (2 @ 30 pts each)	60
Exam	100
Summary Paper	100
Total	535

B. Scale

A = 482-535 B = 428-481 C = 376-427 D = 321-375 F = 0-320

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive a per diem late penalty of **10%** of the assignment points per day up to four days.

Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

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COURSE SCHEDULE

MGT 360

Management Principle written for Talladega College by Lumen, Candela

Module/ Week	READING & STUDY	ASSIGNMENTS	POINTS
1	Lumen: mod 1 & 2 1 presentation	Class Intro Syllabus Quiz Discussion Board #1 Case in Point #1	25 25
2	Lumen: mod 3, 4, & 5 1 presentation	Discussion Board #2 Quiz #1 Article Review #1	25 30 50
3	Lumen: mod 6, 7, & 8 1 presentation	Discussion Board #3 Article Review #2	25 50
4	Lumen: mod 9, 10, & 11 1 presentation	Discussion Board #4 Quiz #2 Case in Point #2	25 30 25
5	Lumen: mod 12 & 13 1 presentation	Discussion Board #5 Summary Paper Final Exam	25 100 100
		Total	535

NOTE: Each course week begins on Monday morning at 12:00 a.m. (CST) and ends on Sunday night at 11:59 p.m. (CST).

ARTICLE REVIEW #1

MGT 360

Read the article *Historical and Contemporary Theories of Management* and write a 2-3 page paper including the following elements:

- Explain the differences between the early scientific and bureaucratic approaches to management.
- Viewing these ideas within their historical context, do you think the two theories could have co-existed, or was it only possible for a company to use one or the other?
- Discuss the advancement of management theories, considering the approaches used in your own organization, or another contemporary organization.
- Can you see business areas in which some of the older theories are being implemented? If so, do they mesh well with some of the more modern approaches being used?

You should incorporate information from your text at least three times and document the information in your paper using in-text citations that is included in your reference page.

APA formatted title page, reference page, and citations are required.

ARTICLE REVIEW #1 (GRADING RUBRIC)

MGT 360

<i>Content and Development</i>	<i>(25 Points)</i>
<p>The following elements of the assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> • Scientific and bureaucratic approaches to management. • Advancement of management theories with self-evaluation or contemporary company evaluation. • Comparison of older and newer companies' use of management theories. • Paper incorporates at least three concepts from your text • 2-3 pages 	
The paper develops a central theme or idea directed toward the appropriate audience.	
Statements are stated clearly; supported by specific details, examples, or analysis	
The introduction provides sufficient background on topic and includes a thesis statement. Summary conclusion of major points present.	
<i>Readability and Style</i>	<i>(10 Points)</i>
The tone is appropriate to the content and assignment.	
Sentences are complete, clear, and concise.	
Sentences are well constructed, strong, and varied.	
Sentence transitions are present and maintain the flow of thought.	
<i>Mechanics</i>	<i>(15 Points)</i>
The paper is laid out with effective use of headings, font styles, and white space.	
Proper use of grammar, punctuation, and spelling	
APA formatted title page, in-text citations, and reference page present.	
<i>Total</i>	<i>(50 Points)</i>

ARTICLE REVIEW #2

MGT 360

Read the article *What is Management* and answer the following questions in a 2-3 page paper:

- What does management mean to you?
- What are some key functions of managers?
- Does your current manager, or a manager you are familiar with, effectively perform these key management functions? If not, why?
- What is the difference between a manager and a leader?

You should incorporate information from your text at least three times and document the information in your paper using in-text citations that is included in your reference page.

APA formatted title page, reference page, and citations are required.

ARTICLE REVIEW #2 (GRADING RUBRIC)

MGT 360

<i>Content and Development</i>	<i>(25 Points)</i>
<p>The following elements of the assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> • Personal definition of management • Key functions of managers • Personal management evaluation • Manager vs. Leader • 2-3 pages 	
The paper develops a central theme or idea directed toward the appropriate audience.	
Statements are stated clearly; supported by specific details, examples, or analysis	
The introduction provides sufficient background on topic and includes a thesis statement. Summary conclusion of major points present.	
<i>Readability and Style</i>	<i>(10 Points)</i>
The tone is appropriate to the content and assignment.	
Sentences are complete, clear, and concise.	
Sentences are well constructed, strong, and varied.	
Sentence transitions are present and maintain the flow of thought.	
<i>Mechanics</i>	<i>(15 Points)</i>
The paper is laid out with effective use of headings, font styles, and white space.	
Proper use of grammar, punctuation, and spelling	
APA formatted title page, in-text citations, and reference page present.	
<i>Total</i>	<i>(50 Points)</i>

SUMMARY PAPER

MGT 360

Prepare a Summary Paper on the topic of *Management and Leading*, addressing and including the following sections:

- Compare and contrast the concepts of management and leadership. Provide examples to highlight the similarities and differences between effective management and effective leadership. Clearly delineate how management impacts leadership.
- Consider charismatic, transformational, authentic perspectives on leadership. Correlate how these leadership perspectives impact management principles. Use specific examples to document your viewpoint.
- Evaluate yourself as a manager and discuss both your strengths and weaknesses. Reflect on the readings and materials presented in the module and highlight examples.
- Address your future goals as a manager and the strategies you need to employ to reach these goals.

FORMATTING THE SUMMARY PAPER

1. Must be 5-7 double-spaced pages in length and formatted according to APA style, as outlined in A Writer's Reference.
2. Must include an APA formatted cover page. Refer to the Website below:
<http://psychology.about.com/od/apastyle/ig/APA-Format-Examples/title-page.htm>
3. Must include an introductory paragraph with a succinct thesis statement.
<http://writingcenter.unc.edu/handouts/thesis-statements/>
4. The body of the paper must include the assigned content listed above including personal reflection and critical analysis in each area.
5. The paper must conclude with a restatement of the thesis and a conclusion paragraph.
6. The final page must be a Reference List that is completed according to APA style, as outlined in A Writer's Reference.

Review the examples in the link below.

<http://owl.english.purdue.edu/owl/resource/560/10/>

Writing Resources

Sample Paper - <https://owl.english.purdue.edu/owl/resource/560/18/>

In-text Citations - <https://owl.english.purdue.edu/owl/resource/560/02/>

SUMMARY PAPER (GRADING RUBRIC)

MGT 360

<i>Content and Development</i>	<i>(60 Points) Comments</i>
<p>The following elements of the assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> • Compared and contrasted the concepts of management and leadership. Provided examples to highlight the similarities and differences between effective management and effective leadership. Clearly delineated how management impacts leadership. • Considered charismatic, transformational, authentic perspectives on leadership. Correlated how these leadership perspectives impact management principles. Used specific examples to document your viewpoint. • 5-7 pages 	
<ul style="list-style-type: none"> • Evaluated yourself as a manager and discuss both your strengths and weaknesses. • Reflected on the readings and materials presented and highlight examples. • Addressed your future goals as a manager and the strategies to employ to reach these goals. 	
The paper develops a central theme or idea directed toward the appropriate audience.	
Statements are stated clearly; supported by specific details, examples, or analysis	
The introduction provides sufficient background on topic and includes a thesis statement. Summary conclusion of major points present.	
<i>Readability and Style</i>	<i>(20 Points) Comments</i>
The tone is appropriate to the content and assignment.	
Sentences are complete, clear, and concise.	
Sentences are well constructed, strong, and varied.	
Sentence transitions are present and maintain the flow of thought.	
<i>Mechanics</i>	<i>(20 Points) Comments</i>
The paper is laid out with effective use of headings, font styles, and white space.	
Proper use of grammar, punctuation, and spelling	
APA formatted title page, in-text citations, and reference page present.	
<i>Total</i>	<i>(100 Points)</i>

DISCUSSION BOARD (GRADING RUBRIC)

MGT 360

Initial discussion question was answered by 11:59 p.m. (CST) on Wednesday.	2 points
Initial discussion question response were substantive. The initial response directly answered the key elements of the discussion question. Response was based upon personal/ professional experiences, the unit readings and/or class materials. Response posts met the <u>minimum word count of 80</u> .	10 points
Initial discussion post contains references to the course text that are properly cited and a full reference of the text is included. Example: (Tischler, 2011, p. 38) Tischler, Henry. (2011). Introduction to Sociology. Belmont, CA: Wadsworth.	3 points
Two student or instructor responses were posted by 11:59 p.m. (CST) on Sunday of the assigned week.	2 points (1 point for each response)
Response posts were substantive. They were more than "I agree" or "disagree" sentence responses. Responses were based upon personal/ professional experiences, the unit readings and/or class materials. Response posts must each meet the <u>minimum word count of 80</u> .	5 points (2.5 points for each response)
Posts were free from spelling, grammar, and punctuation errors.	3 points (1 point for each post)
Total	25