

PRINCIPLES OF MANAGEMENT SUMMER 2009

Instructor: Dr. Amy Brownlee
Office location: 208 Stuzin Hall
Office hours: T & Th, 10 – 10:45 am & by appointment
Live class: Bryan 130, T/Th 3rd and 4th periods (11 am – 1:45 pm)

Teaching Assistants:

e-mail: MAN3025.ta@cba.ufl.edu

(all questions/concerns about the course should be sent to this e-mail address;
the TAs will forward any e-mails needing the professor's attention)

Office: BRY 227

TA Hours: To be announced

REQUIRED MATERIALS:

Kinicki, A. & Williams, B.K. (2009). Management: A Practical Introduction (4th Edition). McGraw-Hill. ISBN-13 9780073381480.

OPTIONAL MATERIALS:

Copies of most of the PowerPoint slides used during the course are available on the class website and at Target Copy Center (1412 W. University Avenue).

As on-campus students are aware, most electronic platform classes have Smokin' Notes available for them. These are not required but you can find more information about them at www.smokinnotes.com including how to have them mailed to you.

COURSE OBJECTIVE:

Given that all of you will manage someone at sometime in the future, this course is designed to give you a broad overview of the subject of management. For some of you this may be the only information you receive about how to effectively manage individuals and organizations. The objective of this course is to expose you to the principles used in managing organizations and individuals. You will be introduced to a variety of tools, concepts and techniques that are used in real world management.

COURSE FORMAT:

This course is in an electronic platform format. This means that the lectures are accessible online and the majority of the class occurs online. Most students in this class will not interact in person with the professor. Given this format, it is important that all students check the class website regularly for any announcements. **You should check the Announcements function on the class website at least twice a week. Any important announcements (such as test locations, changes in the syllabus, etc.) will be made during lecture and also posted on the class website.**

PERSONAL ASSISTANCE:

Given the large size of this class, the workload for personal assistance is divided between the teaching assistants and the instructor. I am always available during office

hours, immediately after the live class and by appointment to clarify concepts discussed during class.

Grading Questions: If you believe your posted test grade is incorrect, you must review your exam, in person, during TA office hours within two weeks of the exam in question. The only exceptions to this requirement are students enrolled in the Online Business Degree program.

VISTA Problems: If you are having a problem accessing the VISTA website or are unable to view lectures, you need to contact the support team for VISTA at (352) 392 - HELP.

Test Accommodation for Students with Disabilities: Students requesting any type of classroom accommodation must first register with the Dean of Students' office. The Dean of Students' office will provide documentation to the student who then must provide this documentation to the professor. Requests for accommodation must be received at least one week prior to the first exam.

COURSE REQUIREMENTS:

Exams – There are three non-cumulative exams over the summer. All tests are multiple choice format. You need to bring a #2 pencil and a valid ID (driver's license or UF ID only) to each test. If you do not have a valid ID you will not be allowed to turn in your exam.

Because you may keep the actual exam when you complete it, no one is allowed to enter an exam after the first person has left. Please mark your calendars with the times and dates of the exams. Because there are sometimes last minute changes in exam sites, please **check the class website for your on-campus exam location the week of the exam**.

Online students that are usually on-campus students but are home for the summer taking courses can get their testing information on this website: <http://www.cba.ufl.edu/sb/advising/courses/onlinecourses.asp> . Online Business degree students get their testing information in the Online Student Center in e-learning. If online business degree students have questions about the testing location or time, contact Jill or Maureen at online.business.degree@ufl.edu .

Text material – You are responsible for the material in the text including material not covered in class. Approximately 50% of the test questions come directly from the text. Try to keep up with the reading since it makes class presentations easier to understand and the tests easier to prepare for.

Lecture material – The objective of the class presentations is to expand on the text. The lectures are available over the internet usually immediately after the end of class. Approximately 50% of the test questions come directly from lecture material, including material not in the text. It is very difficult to do well in this class if you do not keep up with the lecture material.

Watching all the lectures the weekend before the exam or completely relying on an outside notetaker for your notes is not a good idea if you want an above average grade in this class. This class covers a great deal of diverse material and waiting until the weekend before to start studying will put you at a disadvantage.

Appeals about Exam Questions – If you believe the posted answer for an exam question is incorrect, there is a process to appeal the question. Follow the directions for appeals on the front of your exam and submit it by 8:00 pm the day after the exam. I review all appeals before submitting the exams for grading. Appeals are not answered individually.

You are only allowed two appeals for each exam. If you appeal more than two questions, only your first two appeals will be read.

Make-Up Exams –

THERE ARE NO MAKE-UP EXAMS FOR ANY REASON.

If you have a conflict with an exam, University policy is that assembly exams take precedence over regularly scheduled classes and exams. If the conflict is between two assembly exams, the higher numbered course takes precedence.

Test Results – Test results are available on the class website within four business days after the exam not including weekends. Answer keys for the exam are posted on the web as soon as possible after the exam time has ended. A copy of the exam is also posted online once all students (on-campus, online, & study abroad students) have taken the exam, usually the morning after the exam. You are able to review your actual scantron in the TA office for two weeks after the exam.

Final Grades – Final grades are solely based on your performance on the three mid-term exams. Point totals for the three exams are below:

Exam 1	60 points
Exam 2	70 points
Exam 3	50 points
Total points	180 points

THERE ARE NO DROPPED EXAMS IN SUMMER.

A	165 points and above	D+	121 – 125 points
A-	162 – 164 points	D	111 – 120 points
		D-	108 – 110 points
B+	157 – 161 points		
B	147 – 156 points	E	Below 108 points
B-	144 – 146 points		
C+	139 – 143 points		
C	129 – 138 points		
C-	126 – 128 points		

COURSE OVERVIEW

	DATE	TOPIC	READING
T	5/12	Introduction/Overview	Syllabus
TH	5/14	The Exceptional Manager	1
T	5/19	Management Theory	2
TH	5/21	Changing Work Environment & Ethical Responsibilities	3
T	5/26	Global Management	4
TH	5/28	Foundations of Planning	5
T	6/2	No class; 1 st Mid-term Exam tonight	
Tuesday, June 2nd Mid-term Exam 1, 7 pm to 8:30 pm, Covering Chs. 1 – 5 & Lectures 5/12 – 5/28			
Th	6/4	Strategic Management	6
T	6/9	Individual & Group Decision Making	7
TH	6/11	Organizational Culture, Structure & Design	8
T	6/16	Organizational Culture, cont.	8
TH	6/18	Human Resource Management	9
T	6/23	No class; Summer A/B break	
TH	6/25	No class; Summer A/B break	
T	6/30	Organizational Change & Innovation	10
TH	7/2	Managing Individual Differences	11
T	7/7	Motivating Employees	12
TH	7/9	Motivation, cont.	12
Monday, July 13th Mid-Term Exam #2, 7 pm to 8:30 pm, Covering Chs. 6 – 12 and Lectures 6/4 – 7/9			
T	7/14	No class.	
TH	7/16	Groups & Team	13
T	7/21	Power, Influence & Leadership	14
TH	7/23	Leadership, cont.	14
T	7/28	Communication	15
Th	7/30	Control	16
T	8/4	No class; 3 rd Mid-term Exam Wed. night	
Wednesday, Aug 5th Mid-Term Exam #3, 7 pm – 8:30 pm, Covering Chs. 13 – 16 and Lectures 7/16 – 7/30			