

**The University of Akron**  
**College of Business Administration**  
**Course Number: 6500:301- 001 (3 credits)**  
**Course Name: Management Principles and Concepts.**  
**Meeting Time/Location: Course is Online**



<b>Instructor:</b>	<i>Sheri Schulte</i>	<b>Year/Term:</b>	<i>Fall 2020 – 8 wk 1. (Online) Aug 24 – Oct 18, 2020</i>
<b>Office:</b>	<i>CBA #339</i>	<b>Phone:</b>	330-972-8236 – office 330-907-7170 - cell
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## Course Information

### Description

An interdisciplinary approach to the study of basic principles of general management theory and practice.

### Prerequisites

48 completed credit hours.

### Course Overview

Management Principles & Concepts is designed to increase students' awareness and sensitivity to the functions of management and to provide a knowledge base to use when addressing challenges inherent in managing organizations and people. Management is about working through others to accomplish tasks that help fulfill organizational objectives as efficiently and effectively as possible. Students are expected to develop a general understanding of basic management principles and concepts in preparation for careers working with and through others to achieve organizational objectives in a very competitive, diverse and dynamic environment.

This syllabus serves as the key source document for class topics, student learning objectives, grades, policies, and other important information. The instructor may adjust any part of the syllabus during the semester to meet students' needs and/or accommodate unforeseen circumstances. The course is supported by The University of Akron's course management system called Brightspace. The course is organized on Brightspace into weeks and modules. The syllabus outlines the weekly flow you should follow. If you are new to Brightspace, you can [get started by watching the tutorials here](#).

This is an online course that runs eight weeks. Important dates are posted on the Brightspace calendar. The Brightspace automated reminder system is an excellent tool for your use – take advantage of it by setting up your

Notifications to manage important dates. There is no grace period on due dates. Plan ahead and submit by the due date. Any exceptions must be discussed with the professor in advance (or as soon as possible) and will only be considered in extenuating circumstances with appropriate documentation.

## **CBA Core Learning Goals**

Management Principles is part of your CBA Core Curriculum. As such, it supports the following CBA Core Learning Goals:

- Master integrated business knowledge
- Analyze data using quantitative techniques
- Be informed decision makers
- Develop leadership and collaboration competencies
- Use writing and oral communication skills to persuade and to mobilize action
- Demonstrate global perspective and cross-cultural awareness
- Recognize and understand how to address ethical concerns.

## **Career Readiness Competencies**

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. As such, the CBA programming and events are available to students that support our identified career readiness competencies:

1. Critical Thinking / Problem Solving
2. Oral / Written Communications
3. Teamwork / Collaboration
4. Digital Technology
5. Leadership
6. Professionalism / Work Ethic
7. Career Management
8. Global / Intercultural Fluency

## **Student Course Level Learning Objectives**

Upon successful completion of the course, the student will be able to demonstrate course-specific knowledge and skills in the following areas:

1. *Organizational Structure & Design*: Explain the complementary relationship between organizational structure and the organization's strategy and its industry.
2. *Planning Change & Innovation*: Describe the techniques for leading change and innovation.
3. *Organizational Culture*: Demonstrate an understanding of the nature and components of organizational culture, as well as understanding of how the culture can impact individual, group and organizational performance.
4. *Management Fundamentals*: Demonstrate knowledge of fundamental concepts and principles for managing organizations and employees including the functions of management (planning, organizing, leading, and controlling).
5. *Decision Making & Ethics*: Illustrate an awareness of factors that influence individual and group decision-making processes for managers and organizations. Examine the role of ethics in a business environment.
6. *Motivation & Engagement*: Describe the major theories of motivation and apply them to work situations.

7. *Individual Differences*: Demonstrate an understanding of the concepts of individual differences, diversity, and related behavior issues in the workplace, as well as how they impact performance. Recognize the importance of effective communications in business.
8. *Groups & Teams*: Demonstrate knowledge of individual and group behavior, as well as the functioning of work teams.
9. *Goals & Objectives*: Describe the nature of goals and objectives as a critical component of management for the organization and individuals.
10. *Leadership*: Demonstrate knowledge of leadership theories and the impact leaders have on organizations.
11. *Human Resource Management*: Demonstrate knowledge of human capital management practices including talent acquisition, performance management, talent development and legal issues.
12. *Efficiency vs. Effectiveness*: (a) Identify ways to become more efficient and effective by completing a simulated work experience assignment. (b) Fit the concepts practiced to the larger practice of management, such as planning and controlling.

## Required Text & Readings

There are three textbooks for this course. Principles of Management is the primary text. Select chapters are assigned for reading from the other two textbooks. All books are available to you as an “open resource”. That means they are free. You can access and read the books in various formats. Below are the links.

**Book one** is called *Principles of Management*. It is your primary textbook.

Pub Date: 2015

ISBN 13: 978-1-946135-186

Publisher: [University of Minnesota Libraries Publishing](https://open.umn.edu/opentextbooks/textbooks/principles-of-management)

<https://open.umn.edu/opentextbooks/textbooks/principles-of-management>

**Book two** is called *Business Communications for Success*. Textbook link is posted below and is also posted in Module 7 with a corresponding assignment.

<https://resources.saylor.org/wwwresources/archived/site/textbooks/Business%20Communication%20for%20Success.pdf>

**Book three** is called *Business Ethics*. Textbook link is posted below and is also posted in Module 5 with a corresponding assignment.

<https://openstax.org/details/books/business-ethics>

## Recommended Writing Reference

All college students should have a personal writing reference. The CBA recommends this one: [Lunsford, A. \(2010\). Easy Writer. \(4<sup>th</sup> ed\) Bedford/St. Martin's.](#) There are also on line resources for writing such as Purdue University's OWL (On line writing lab) that you may want to reference in this class. <https://owl.purdue.edu/>

You may also use the UA Writing Lab as a resource. Professional writing is important and expected in this class. You will be held accountable for professional writing.

## **Instructor Contact and Reply Policy**

You may contact me via email or phone. During the week you can expect a reply within 24 hours. Over the weekend, you can expect a reply within 48 hours. Assignments will typically be graded within 1-2 weeks. Please include your full name, course name AND section number (001, 002, etc.) section on all correspondence with your instructor. If you have questions on assignments that are due on Sunday night, you should ask those questions during the week, before the weekend, to be sure I see them and can respond in a timely fashion that allows you to submit on time.

## **In Class and Online Etiquette**

It is essential that we remain professional at all times in verbal and written communication. Online etiquette, sometimes called *Netiquette*, takes special attention because it lacks the visual cues that we rely on to give meaning to communication. Keep some common sense tips in mind when communicating verbally or in writing – on line or in class:

1. Avoid language that may come across as strong or offensive.
2. Keep writing and speaking to a point and stay on topic.
3. Take a minute to reflect before responding – especially in potentially high stakes situations. Review, review, and then send.
4. An online discussion is still a classroom.
5. Certain aspects of internet communication can help us be more efficient. However, this is a professional setting so do not write in all capital letters, avoid overuse of emoticons and always put your name/class/section on correspondence to your instructor.
6. Consider the privacy of others. Ask permission prior to giving out a classmate's email address or other information.
7. If possible, keep attachments small. If it is necessary to send pictures, change the size to an acceptable 100K.
8. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden.
9. Use your best professional writing skills when communicating with your professor or each other – just as you would with a boss/supervisor. It's good practice.

## **Required Technologies and Technology Skills**

You must have access to a computer capable of handling Brightspace (including uploading papers, streaming listening excerpts, and taking quizzes if applicable).

To succeed in this course, you should be able to:

1. Use a mouse or keyboard to navigate online content.
2. Type information for coursework.
3. Create documents, spreadsheets, and presentations.
4. Properly name uploaded files.
5. Open, minimize, and close computer applications.
6. Participate in online discussion boards.
7. Participate in online chat rooms.
8. Identify, open, and create common file formats such as .doc or .docx, .pdf, and .txt.

9. Use appropriate plug-ins when required.
10. Perform all necessary functions in Brightspace: Access course content, calendar, gradebook and upload to assignment folders.

**Health and Safety Syllabus Statement**  
(Approved by Faculty Senate on 7/15/2020)

**Class, while the following Health and Safety Statement is targeted to our in-person classes, I am including it here so that we are all reminded to follow safety protocols as we go about our campus business. In the case of our section, should we have the occasion to meet in person during my office hours or by appointment, we all still need to follow relevant protocols. Thank you.**

The COVID-19 pandemic is still present and serious. Before entering class, you should have completed your daily health assessment. While you are in class on campus, you are required to: sit in your designated seat, maintain physical distance, wear your facial covering (e.g., masks or face shields), always cough or sneeze into your elbow or tissue, use the materials provided to clean your desk and chair before and after use, and adhere to other public safety protocols and directives for your specific classroom/lab/studio.

Students who do not follow these health and safety requirements will be instructed to leave class immediately. Students who violate this protocol will need to leave the classroom and MAY be marked absent. Repeated violations of these health-saving protocols may lead to sanctions under the [Student Code of Conduct \(3344-83-04 \[E\] and \[Z\]\)](#) up to and including suspension or expulsion. The CSU community thanks you for your cooperation!

<b>Student Evaluation and Assessment</b>
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A (279 - 300 points)	93 - 100%
A- (270 - 278)	90 - 92.99%
B+ (261 - 269)	87 - 89.99%
B (249 - 260)	83 - 86.99%
B- (240 - 248)	80 - 82.99%
C+ (231 - 239)	77 - 79.99%
C (219 - 230)	73 - 76.99%
C- (210 - 218)	70 - 72.99%
D+ (201 - 209)	67 - 69.99%
D (189 - 200)	63 - 66.99%
D- (180 - 188)	60 - 62.99%
F (< 180 )	< 60%

### Breakdown of Final Grade

As you can see, there are various forms of assessment in this class. Assessments, including exams and other assignments, show you and your instructor that you are learning and able to apply the class concepts. Clarity of student learning objectives (noted for each assignment) and quality of work help students to be more deliberate regarding what they are learning in a course. While grades and degrees are very important, employers will also be interested in “*what you know and what you can do*”! Below is the breakdown of assessments for this course:

Categories of Assessment - Description	Points	Percentage of Final Grade
1. Test your Knowledge & Comprehension - Exams (2)	120	40%
2. Module Quizzes (8)	80	27%
3. The Efficiency Challenge Assignment	50	16.5%
4. Class Exercises (3)	50	16.5%
Total	300	100%

Specific assignment requirements and due dates are posted in Brightspace.

**IMPORTANT NOTE REGARDING GRADES:** Please take responsibility to monitor grades in Brightspace throughout the semester and plan accordingly. Concerns and opportunities to improve your grade should be discussed with your instructor as early as possible. It is much easier to create a plan for success when there is time left in the semester.

Requests at the end of the semester to “give you” extra points to get you to the next highest letter grade will not be entertained. Requests for extra credit assignments (beyond any I have already provided) will not be entertained. Percentages will not automatically be rounded up. Your grade is based on the number of points you earn – points are then translated into a percentage and letter grade. Please make it a point to earn as many points as possible during the semester by submitting quality work on time. If you have questions regarding specific assignments and grades, please contact your instructor as soon as possible.

### Evaluation and Assessment Summary – Details on Brightspace

1. Exams: There are 2 exams in this course. Exams require Lockdown Browser and Respondus Monitor. See below. Total 120 points.
2. Paper – The Efficiency Challenge Assignment: This assignment spans several weeks during the semester. When complete, you will submit a final paper. Total 50 points.
3. Class Exercises: There will be three class exercises. Total 50 points.
4. Quizzes: There are 8 quizzes – 10 points each. Some cover multiple modules. Quizzes require Lockdown Browser. Total 80 points

### Assuring Integrity in Test-taking (Proctors)

Exams in this class will be proctored. You have the option to take exams at the University of Akron’s [Computer-Based Testing Center](#) or a branch campus by appointment (This is pending any further COVID-19 related restrictions.) Alternatively, you must download Respondus Monitor before taking an online assessment. [Select this link for more information on Respondus Monitor](#), including directions on how to download and install it on the computer you will be using. Otherwise, it will be your responsibility to obtain an acceptable proctor. The Consortium of College Testing Centers (CCTC) is a free referral service provided by the [National College Testing Association](#) (NCTA). It is your responsibility to secure proctor approval in advance of the first proctored exam. Check the course calendar for exam dates.

### General thoughts about your assignments:

1. Be sure that you receive confirmation that your Assignment Folder submissions have uploaded. If there is nothing submitted by the due date, you will receive a zero in the Brightspace gradebook. It is up to

you to make sure that your submissions are properly uploaded and in proper document format (see below). If you do not get a confirmation, then submit it again. Do not send emails to your professor asking her to “check” Brightspace to see if your document is there.

NOTE: If you are using Open Office OR Google docs to create assignment documents, you must do a File Save As (save your document as a PDF or .doc or .docx).

You would do the "Save As"....and save into a folder on your computer. Then, you will be able to upload your document into Brightspace Assignments folder.

The issue is that Brightspace's document viewer can't render a picture of anything but MS Office or PDF. That means, unless it is in one of these formats, your professor cannot see/read your document. Therefore, it is your responsibility to get your docs into one of those formats using the “Save As” function. As noted above, you should also look for proper notifications that the upload worked.

If you have technical issues, all Brightspace courses have a link on home page to open a ticket with help desk OR you can open a ticket by emailing [support@uakron.edu](mailto:support@uakron.edu) or calling 330 972 6888.

2. When assignments have a page guideline (e.g. “1 ½ to 2 pages”; “no more than 2 pages”), please pay attention. If a two page assignment becomes 2.5 pages, that is probably OK. If a two page assignment becomes five pages, that is not OK; and will be reflected in your grade. Following instructions and writing in a clear and concise manner is expected in a professional workplace. Doing so in this class according to assignment requirements is good practice! Take advantage of the opportunity to sharpen your skills. Create a draft of your assignment, proofread, update, refine and then, only when the assignment reflects your best work, submit.
3. Your work in this course must be your original work FOR THIS COURSE. You may not use work from other courses and submit for Management Principles assignments. If you are found to be recycling work from other courses, your grade will be negatively impacted. If you have any questions about this, be sure to see your instructor.
4. Here is the recommended path to success in this course:
  - a. Review Brightspace Modules each week for reading assignments, posted documents
  - b. Complete assigned reading. It will help you prepare for your quizzes, assignments, exams.
  - c. Use the PowerPoints as an outline to help you organize lecture notes.
  - d. Complete assignments in a quality and timely manner; pay attention to the assignment requirements and due dates.
  - e. Keep up with the material on a weekly basis.
  - f. Manage your due dates, use Brightspace reminders, study the Brightspace calendar, and be sure you get your confirmations when submitting to Assignments Folder.
  - g. Complete your assignments with time to spare in case something gets in the way. Always allow yourself plenty of time.
  - h. Read published Announcements and emails from your instructor.

- i. **Subscribe to course notifications.** Click on “your name” in upper right of Brightspace screen, click on Notifications and then select appropriate items so that you are getting what you need. No excuse for missing important dates with this technology!!
- j. If you do the things listed above, you will significantly improve your chances of getting a good grade and see the alignment between the course objectives, textbook, articles, class discussion, power points, assignments, class exercises and exams.

## Course Policies

### Participation

You are expected to demonstrate participation in this course as follows:

1. Review all course content posted to the Content tab in Brightspace unless content is clearly labeled as optional. If an item is not labeled as optional, you can assume it is required.
2. Login into the course frequently to stay current on each week’s topics, and any assignments that are due. (Set up appropriate Course Notifications.)
3. Read your Course Syllabus, Course Announcements and instructor emails.
4. Complete and submit all assignments to Brightspace Assignments Folder before the due date. Label your papers so your instructor can identify your submission. For example, use your first and last name in the filename along with the assignment name (Sheri Schulte – Class Exercise 1). If your assignments have to be returned because they “cannot be opened” by the instructor, that may result in point reduction. You are responsible for submitting files in a format that can be opened such as .doc, .docx, xpdf, .ppt, .pptx, or .txt. Note that the University provides a Google Apps account for all students. You can use Google Apps to create files in these types. Do not submit .pages documents. They cannot be read in Brightspace.
5. Maintain copies of your work and verify that your submission has been received. If nothing is submitted, you will receive a zero in the gradebook.
6. Complete quizzes, exams and assignments by due dates. Quizzes and/or Assignment Folders will not be reopened. If you miss the dates, you get zero points.
7. Technical challenges are not an acceptable excuse for missing deadlines. You must ensure that you have access to a working computer at all times. Please do not wait until the deadline to submit assignments. If you do experience technical issues, please contact Zip Support and ensure that the issue is tracked through the Footprints ticketing system. Please plan ahead to avoid any issues that will impact your timely submissions.
8. If you have any questions or concerns about any of the assignments or your performance, please contact your instructor immediately. Do not wait until the assignment is due OR the performance cannot be rectified.
9. Taking notes is a proven technique to improve your listening skills. Good listening skills are highly desired in the workplace. Take notes as you listen to the lectures. It will help you learn the material and is good practice for listening for key points which is something you will have to do well in a professional workplace. You could print the PowerPoints in slide or outline view and take notes. You can download slides and take notes in Notes Pages/View while listening to lectures. There are a variety of good approaches that will help you learn the material.

**Additional Instructor Policies** - Reference other INSTITUTIONAL POLICIES on Brightspace.

1. Late assignments: Late assignments may be accepted in highly extenuating circumstances and then only with appropriate documentation. Grade penalties may be applied.



2. **Quality Work:** Assignments must be typed and free from errors in grammar, punctuation, spelling and word usage. A well-written paper presented in a professional manner will convey the author's meaning in a clear, compelling and convincing manner. Be sure your papers are reflective of your status as a university student and future business professional. If necessary, access the UA Writing Lab for tutoring BEFORE you submit your work. Assignments may be returned for revision which would likely result in point reduction. In extreme cases, unprofessional submissions may receive a grade of zero. Do not, under any circumstances, submit your first draft. Always review and proof your work so that you can submit your best work for final evaluation!
3. **Course Schedule:** The schedule is tentative and is subject to change with appropriate notice to students.
4. **Grades:** Failure to complete any course assignment and/or to attend scheduled classes may be grounds for significant reduction in a student's final course grade.
5. **E-mail & Brightspace:** Please access your University of Akron email account on a regular basis to receive messages relative to this course from your instructor. Access Brightspace for course related documents, schedule, grades and Announcements. If you receive an email from your instructor that requires a response, please do so within 24 hours. **If you email your instructor, include your FULL NAME, COURSE NAME AND COURSE SECTION.** You can expect a response within 24 hours during the week, 48 hours over weekends.
6. **Code of Conduct & Professionalism:** This is a college level course and you are expected to observe the highest standards of conduct. Any behavior (including inappropriate language) that disrupts or detracts from the progress of the class will result in disciplinary action. You must be on the roster to take this course.
7. **Discrimination & Harassment:** The classroom (online or otherwise) should be an environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws. All students and employees should respect the rights, opinions and beliefs of others. Discrimination against or harassment of any person because of sex, race, color, age, religion, disability, ancestry or national origin is strictly prohibited whether directed at an employee, student or others associated with the University. No one may subject another employee or student to any unwelcome conduct of a sexual nature. UA is committed to providing an environment free of all forms of discrimination including sexual violence and sexual harassment. This includes instances of attempted and/or completed sexual assault, domestic and dating violence, gender-based stalking, and sexual harassment. Additional information, resources, support and the UA protocols for responding to sexual violence are available at <http://www.uakron.edu/Title-IX/>
8. **Exam Policy:**
  - a. Exams must be taken at the designated time.
  - b. If you miss the exam, you will receive a zero.
  - c. No questions will be entertained during exams (for in person exams).
  - d. You may NOT use notes or any other materials for reference during exams (for in person or online sections.)
  - e. If you are caught cheating, consequences will include at a minimum a zero on the exam and may result in receiving an F in the course.

### **University Resources and Student Services**

Student Services staff members are consistently on hand to guide, advise, and assist you. A comprehensive website with detailed contact information is available from the "Student Services" tab in your online course. We encourage you to make yourself aware of all student services, especially those listed below.

## Accessibility

Any student who has a disability that substantially limits learning in a higher education setting may contact [the Office of Accessibility](#) for information regarding eligibility for reasonable accommodations. The office telephone number is (330) 972-7928 (Voice) or (330) 972-5764 (TDD). The office is located in Simmons Hall room 105. No special accommodations will be provided to students unless I have received information from that office.

## Other Support

Confidential help is available. If you wish to speak to a professional, in confidence, please contact:

- Rape Crisis Center – 24 Hour Hotline: 877-906-RAPE Office Located in the Student Recreation and Wellness Center 246 and the office number is: 330-972-6328
- University Counseling and Testing Center – [uakron.edu/counseling](http://uakron.edu/counseling) 330-972-7082
- University Health Services – [uakron.edu/healthservices](http://uakron.edu/healthservices) 330-972-7808

## Technical Support

If you have technical questions or require technical assistance, we encourage you to review the variety of methods for obtaining support. You can contact ZipSupport directly at 330-972-6888 or [support@uakron.edu](mailto:support@uakron.edu).

## Brightspace Apps

Brightspace offers two apps for students to complement your online courses. The [Brightspace Pulse](#) app is an app for your smartphone that makes it easier for you to stay on top of due dates, course announcements, grades and content updates. The [Brightspace Binder](#) app is for your tablet devices and allows you to download course materials to view offline and annotate with your own notes.

## Academic Support

The University of Akron provides both on ground and online help with writing and other content areas. More information is available on the Student Services tab in Brightspace.

Onsite Tutoring in Writing: [The Writing Commons](#), [Writing Lab](#), and [Writing Center](#)

The University of Akron provides free tutoring in writing to currently enrolled students at [two main campus locations](#) as well as [Wayne College](#).

Onsite Tutoring in Other Content Areas:

The University of Akron provides free tutoring in many subject areas [on main campus](#) and [at Wayne College](#).

eTutoring:

The University of Akron also offers online tutoring, called eTutoring, which is provided through the Ohio eTutoring Collaborative. Students at The University of Akron have access to online tutoring in Writing, Accounting, Chemistry, Math (through Calculus II), and Statistics. The Online Writing Lab allows you to submit a draft of your paper to a tutor, ask for specific feedback, and receive your work back with a tutor's comments in approximately 24 to 48 hours. You may submit up to three drafts per paper. eChat will allow you to meet with a tutor in one-on-one tutoring sessions via a fully interactive, virtual online environment. Offline questions will allow you to leave a specific question for an eTutor, who will respond within 48 hours (but usually sooner). [Select this link to learn more about eTutoring services.](#)

## Department of Student Conduct and Community Standards

Students at The University of Akron are an essential part of the academic community, and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity, and achieving success toward educational objectives, requires high standards of academic integrity. The [Code of Student Conduct](#) applies to all undergraduate and graduate students at The University of Akron

## University Libraries: Academic Integrity

It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. The University of Akron, University Libraries web site is an excellent source to help you, the student, understand plagiarism and how to avoid it. Reference UA Student Code of Conduct.

Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials.
- Unauthorized copying of an assignment in computer programming, or the unauthorized examination or view of the computer, specifically during examinations.
- Possession and/or unauthorized use of tests, notes, books, calculators or formulas stored in calculators not authorized by the instructor during an examination.
- Providing and/or receiving information from another student other than the instructor, by any verbal or written means.
- Observing or assisting another student's work, when not part of a group activity.
- Violation of the procedures prescribed by the professor to protect the integrity of the examination.
- Cooperation with a person involved in academic misconduct.
- Submitting the same assignment in two different classes.
- Signing an attendance sheet for a person who is not in class – with or without their knowledge.
- Unauthorized access to any mobile device during testing.

Assignments are intended to be completed on an individual basis unless otherwise noted by your instructor.

**NOTE:** Plagiarism or cheating on exams or assignments will result in a grade of "F" for the assignment and potentially, the entire course. If a faculty member suspects that a student has violated the Academic Misconduct provision in the Code of Student Conduct, the faculty member will follow the procedure outlined in Section J of the Code of Student Conduct. More information is available at the website of the Department of Student Conduct and Community Standards.

## University Registration Policies

### Withdrawal Policy

A student may drop a course through the 14th calendar day of a semester or proportionately equivalent dates during other sessions: a "drop" will not appear on your transcript, as the class simply "disappears." After the 14th calendar day period, students may withdraw from a course through MyAkron until the 49th calendar day of a semester or proportionately equivalent dates during other sessions: a "WD" will appear on your transcript. A *withdrawal may affect your financial aid, eligibility for on-campus employment and eligibility for insurance, so speak with your advisor for details.* Questions regarding registration and withdrawal rules can be addressed by the [Office of the Registrar](#), 330-972-5400.

### Incompletes

Incompletes indicate that the student has completed passing work but that some part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily by the end of the following term, not including summer sessions, converts the "I" to an "F." When the work is satisfactorily completed within the allotted time the "I" is converted to the grade that the student has earned.

### Management Principles & Concepts Fall 2020 Course Schedule for Sections 001 online

***\*See Brightspace for additional detail regarding assignments and due dates***

Note – the course is organized into 3 units: Unit 1 Organizational Focus (Modules 1, 2, 3, 4), Unit 2 Individual Focus (Modules 5, 6, 7), and Unit 3 Group Focus (Modules 8, 9, 10, 11)

Week	Beginning on Monday	Module	Assignments (Due dates in parentheses. However, be sure to always check the Brightspace Calendar and Assignment Folder due dates for most up to date information.)
1	8/24	1 – Structure & Design	<ul style="list-style-type: none"> <li>○ Review Course Orientation folder</li> <li>○ Read Syllabus</li> <li>○ Read Efficiency Challenge Assignment Instructions</li> <li>○ Module 1 Reading: Chapter 7 (7.1 – 7.4)</li> <li>○ Listen to Module 1 Lecture with PowerPoint</li> <li>○ Quiz 1 (Module 1) <b>(Due 8/30)</b></li> </ul>
2	8/31	2 – Planning Change & Innovation  3 – Organizational Culture	<ul style="list-style-type: none"> <li>○ Module 2 Reading: Chapter 7 (7.5 – 7.7)</li> <li>○ Listen to Module 2 Lecture with PowerPoint</li> <li>○ Module 3 Reading: Chapter 8 (8.1 – 8.5)</li> <li>○ Listen to Module 3 Lecture with PowerPoint</li> <li>○ Quiz 2 (Module 2 &amp; 3) <b>(Due 9/6)</b></li> <li>○ Class Exercise #1 – 8.2 Case In Point Google Discussion Questions <b>(Due 9/6)</b></li> </ul>
3	9/7	4 – Management Fundamentals	<ul style="list-style-type: none"> <li>○ Module 4 Reading: Chapter 1 (1.1 – 1.7), Chapter 3 (3.1 – 3.5), Chapter 5 (5.1 – 5.8), Chapter 15 (15.1 – 15.6)</li> <li>○ Listen to Module 4 Lecture with PowerPoint</li> <li>○ Quiz 3 (Module 4) <b>(Due 9/13)</b></li> </ul>
4	9/14	Exam 1  5 – Decision Making & Ethics	<ul style="list-style-type: none"> <li>○ Exam 1 – Modules 1, 2, 3, 4. Open 9/14 – 9/16</li> <li>○ Module 5 Reading: Chapter 11 (11. – 11.6)</li> <li>○ Listed to Module 5 (Decision Making) Lecture with PowerPoint.</li> <li>○ Quiz 4 (Module 5 Decision Making) Due <b>(9/20)</b></li> <li>○ Additional reading in <i>Business Ethics</i> textbook, Chapters 1 and 11.</li> <li>○ Listen to Module 5 (Ethics) Lecture with PowerPoint</li> <li>○ Class Exercise #2 – Ethics <b>(Due 9/20)</b></li> </ul>

Week	Beginning on Monday	Module	Assignments (Due dates in parentheses. However, be sure to always check the Brightspace Calendar and Assignment Folder due dates for most up to date information.)
5	9/21	6 – Motivation & Engagement  7 – Individual Differences  7 - Communications	<ul style="list-style-type: none"> <li>Module 6 Reading: Chapter 14 (14.1 – 14.5)</li> <li>Listen to Module 6 Lecture with PowerPoint</li> <li>Quiz 5 (Module 6) <b>(Due 9/27)</b></li> <li>Module 7 Reading: Chapter 2 (2.1 – 2.7)</li> <li>Listen to Module 7 Lecture with PowerPoint</li> <li>Quiz 6 (Module 7) <b>(Due 9/27)</b></li> <li>Module 7 additional Reading in Alternate Text <i>Business Communications for Success</i>: Chapter 1 (1.1 – 1.4), Chapter 2 (2.1 – 2.5)</li> <li>Listen to “Communications” Lecture with PowerPoint</li> <li>Complete Communications Style &amp; the Listening assessments</li> <li>Class Exercise #3 – Communication Style <b>(Due 9/27)</b></li> </ul>
6	9/28	8 – Groups & Teams  9 – Goals & Objectives	<ul style="list-style-type: none"> <li>Module 8 Reading: Chapter 13 (13.1 – 13.7)</li> <li>Listen to Module 8 Lecture with PowerPoint</li> <li>Module 9 Reading: Chapter 6 (6.1 – 6.8)</li> <li>Listen to Module 9 Lecture with PowerPoint</li> <li>Quiz 7 (Modules 8 &amp; 9) <b>(Due 10/4)</b></li> <li>Efficiency Challenge Assignment <b>(Due 10/4)</b></li> </ul>
7	10/5	10 – Leadership  11 – Strategic Human Resources	<ul style="list-style-type: none"> <li>Module 10 Reading: Chapter 10 (10.1 – 10.7)</li> <li>Listen to Module 10 Lecture with PowerPoint</li> <li>Module 11 Reading: (Chapter 16 (16.1 – 16.6)</li> <li>Listen to Module 11 Lecture with PowerPoint</li> <li>Quiz 8 (Modules 10 &amp; 11) <b>(10/11)</b></li> <li>Optional Extra Credit: 10.2 Case In Point Indra Nooyi at Pepsi Discussion Questions <b>(10/11)</b></li> </ul>
8	10/12  Semester ends 10/18/20	Final Exam	<ul style="list-style-type: none"> <li>Exam 2 – Modules 5, 6, 7, 8, 9, 10, 11. Open 10/14 - 16.</li> </ul>