The University of Akron
College of Business Administration
Course Number: 6500:301-001 (3 credits)
Course Name: Management Principles and Concepts.
Meeting Time/Location: Monday & Wednesday 1:15 – 2:30 pm, Polsky 404

Instructor:	*Sheri Schulte*	Year/Term:	*Fall 2018* *August 27 – October 16 for 7.5 weeks.*
Office:	*CBA #339*	Phone:	330-972-8236 – office 330-971-7170 - cell
Email:	*sbs@uakron.edu*	Office Hours:	Mon/Wed 3-5; Tue/Thu 430-530 Or by appointment. All times are EST.

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 modules/topics that typically map to the textbook chapters and the weekly flow of the course. If you are new to Brightspace, you can get started by watching the tutorials here.

This is an accelerated, hybrid course that will meet on Mondays and Wednesdays for 7.5 weeks. We will maximize our face-to-face class time with lecture, discussion and small group activities. It is essential that you attend all classes and complete assigned work each week in order to keep up with this accelerated course.

1

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.

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 we as how they impact performance.
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
The text for this course is available to you as an "open resource". That means it is free.   You can access and read the book in various formats. Below is the link.

Principles of Management

Pub Date: 2015

ISBN 13: 978-1-9461351-8-6

Publisher: University of Minnesota Libraries Publishing

https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=34

Recommended Writing Reference
All college students should have a personal writing reference. The CBA recommends this one: Lunsford, A. (2010). Easy Writer. (4th 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.   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, section on all correspondence with your instructor.

In Class and On Line 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 on line 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.

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.

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 certainly 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 (3)	200	67%
2. "The Efficiency Challenge Assignment" (3 parts)	60	20%
3. Syllabus Quiz	10	3%
4. Class Exercises	30	10%
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. Your percentage grade will not be "rounded up". Your grade is based on the number of points you earn – points are then translated into a percentage/letter grade. Grade adjustments **may** be made on rare occasions at instructor discretion based on the student's overall body of work for the semester – including regular attendance, active/value-added class participation and completion of all assignments including extra credit opportunities. If you have questions regarding specific assignments and grades, please get with your instructor as soon as possible.

Evaluation and Assessment Details

1. <u>Exams:</u> There are 3 exams in this course (Three unit exams with the 3rd exam including comprehensive questions).   Total 200 points.
2. <u>Paper – The Efficiency Challenge Assignment</u>: This is a three3-part assignment that spans the semester. See Brightspace "Efficiency Challenge" folder for details. Total 60 points.
3. <u>Class Exercises</u>: There will be several class exercises. They are typically announced in advance. They may be in class, out of class or a combination of both. You must be present for in class assignment to receive credit. Total 30 points.
4. <u>Syllabus Quiz</u> – to be completed by the end of the first week. Total 10 points.

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 load 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 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 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.

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, you 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. Come to class prepared to engage in class discussion/activities
   c. Listen to your instructor for key points – take your own notes. Use the PowerPoints to organize notes.
   d. Complete assignments in a quality and timely manner; pay attention to the assignment requirements and due dates.
   e. Attend class regularly.
   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 all 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. If your assignments have to be returned because they "cannot be opened" by the instructor, that will 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.
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 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.

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. Some students shy away from taking notes because they don't think they can capture the lecture "word-for-word" so they rely on memory. The good news is that is not necessary to capture a full transcription of the lecture in order for notes to be useful. Challenge yourself to listen for the key points, key terms and directive comments from your instructor (e.g. "this is important to know", "there are 4 categories that we will discuss"). This approach can help you achieve a better grade in the course. See your instructor if you want some other ideas for taking good notes.

10. If you receive a name tent in this course, bring it every day.

11. We learn by getting engaged; therefore, participation in large/small group discussion is expected. Articulating your point of view or any verbal communication is a necessary skill for all professional workplaces. Our classroom is like a practice lab – take advantage of the opportunity. Make your time in this course count be being an active learner!

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. _Recording Lectures_: Recording lectures is NOT permitted in this course. There is a fully on-line section of this course available that includes recorded lectures posted on Brightspace if you prefer.

3. _Missing Class/Arriving Late:_ If you must miss class, notify your instructor via email and make arrangements with a fellow student for notes, assignment updates, schedules or other relevant information. **DO NOT send emails to your instructor asking what you missed.**
   a. If life gets in the way and you have to be out of class for more than one session, get with your instructor in advance (or as soon as possible) to discuss your plan to keep up with the material. In the extreme case where you have to be out for a period of time, please notify your instructor as soon as possible. It is much easier to create a plan for success with time left in the semester!! Most situations, no matter how unique, can be managed; but timely communication with your instructor is essential!
   b. Arrive on time! Coming to class late is disruptive. Arrive to class on time. Persistent late arrival (and absences) may have a negative impact on your final grade.

4. _Attendance/Sign In Sheet:_ Students who come to this class regularly always do better than those who do not. If you don't come to class, it will likely impact your final grade. There will be an attendance sheet passed around for each class. If you come in late, see your instructor AFTER CLASS to be sure you sign in. Do not interrupt class to locate or sign attendance sheet.   If it is discovered that you have "signed in" and are not in class or leave early – you are considered absent and your grade may be impacted. **You are not permitted to sign in for another person.** Signing in for others or asking others to sign for you is a student ethics issue and will be dealt with accordingly.

5. _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 assignments may receive a grade of zero. Submit your best work the first time!

6. *Course Schedule:* The schedule is tentative and is subject to change with appropriate notice to students. An Announcement will be posted if is cancelled. Be sure you are set up to get UA text messages in case weather or other circumstances cause classes to be cancelled.   In these cases, you will still be responsible for material on the schedule.

7. *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.

8. *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.

9. *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 attend this class. **Guests (friends, family members, and children) are not permitted in class.** Student guests (e.g. high school student visiting campus) may attend with prior permission from instructor. Please remove sunglasses during class.

10. *Technology:* Your phones should be off or silent during class. Do not text in class – it is both distracting and disrespectful to your fellow students and the instructor AND it impacts your learning. Use of headphones is not permitted in class. Please remove any headphones before class begins. **You may use your laptops and tablets (no phones) during class for this class purpose only**. If you are using your laptop/tablet in class, it is likely you will be asked to contribute to discussion so please exercise discipline in paying attention and accessing class related material only.   Use of technology for non-class related activities will likely result in loss of those privileges (for individuals or entire class) and in extreme situations (such as repeated requests to put your phone away), will impact your grade.

11. *Discrimination & Harassment*: The classroom 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/

12. *Exam Policy:*
    a. Remove hats and sunglasses.   Baseball style caps may be turned around/worn backwards.
    b. Arrive on time. NO exams will be distributed after the first person has finished. If you arrive after the first person has finished, you will be asked to meet with your instructor outside of class for options which may include an alternative assignment or exam with a grade penalty.

c. In certain extenuating circumstances, exams may be made up, BUT ONLY with pre approval from the instructor. You must contact your instructor BEFORE the exam or in case of extreme emergency, as soon as possible.
d. Your desktop must be completely clear with your personal items stored out of sight.
e. Once the instructor begins to distribute the exams, STOP TALKING.
f. Once the exam as begun, you may NOT leave the room without permission from the instructor and then, only in an emergency. Leaving the room without permission will result in an "F" grade on the exam. Make any stops you need to make BEFORE you arrive to take the exam.
g. You may not ask questions during the exam. If you have a concern about something, make a legible note on the front page of your exam copy and bring it to the instructor's attention when you turn in your exam. Your instructor will review your note and respond accordingly.
h. Final Exams: In the case of 7.5 week courses, the final exam will be on the last scheduled day of class. Exams are typically in the same classroom unless otherwise notified.

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 330-972-7082
- University Health Services – 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.

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 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 proportionally 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 Course Schedule (Tentative)
See Brightspace for reading/assignment details and calendar due dates.

Week	Module	Class Activities **Note: Class Exercises will be assigned in class; other reading may be assigned.**
UNIT 1: ORGANIZATIONAL FOCUS		
1 8/27	Course Syllabus Overview Module 1 Structure & Design	Complete Syllabus Quiz (9/2) Mod 1 Reading: Chapter 7 (7.1 - 7.4)
2 9/3	No Class Monday – Labor Day Module 2 Planning Change & Innovation	Submit Efficiency Challenge – Activity #1 (9/9) Mod 2 Reading: Chapter 7 (7.5, 7.6, 7.7)
3 9/10	 Module 3 Organizational Culture Module 4 Management Fundamentals	Submit Efficiency Challenge – Activity #1 and #; 2 (9/16) Mod 3 Reading: Chapter 8 (8.1 – 8.5) Mod 4 Reading: Chapter 1 (1.1 – 1.7), Chapter 3 (3.1 – 3.5), Chapter 15 (15.1 – 15.6)
UNIT 2: INDIVIDUAL FOCUS		
4 9/17	UNIT EXAM 1 (Modules 1, 2, 3, 4) Module 5 Decision Making & Ethics Module 6 Motivation & Engagement	 Mod 5 Reading: Chapter 11 (11.1 – 11.6); Chapter 3 (3.7) Mod 6 Reading: Chapter 14 (14.1 – 14.5
5 9/24	Module 7 Individual Differences UNIT EXAM 2 (Modules 5, 6, 7) Module 8 Groups & Teams	Mod 7 Reading: Chapter 2 (2.1 – 2.7), Chapter 12 (12.1 – 12.7) Mod 8 Reading: Chapter 13 (13.1 – 13.7)
UNIT 3: GROUP FOCUS		
6 10/1	 Module 9 Goals & Objectives Module 10 Leadership	Submit Efficiency Challenge – final paper includes Activity #1, #2 and #3. (10/7) Mod 9 Reading: Chapter 6 (6.1 – 6.8) Mod 10 Reading: Chapter 10 (10.1 – 10.7)

Schulte Fall 2018

Week	Module	Class Activities **Note: Class Exercises will be assigned in class; other reading may be assigned.**
7 10/8	Module 11 Strategic Human Resources	Module 11 Reading: Chapter 16 (16.1 – 16.6)
8 10/15	UNIT EXAM 3 – (Modules 8, 9, 10, 11) + Comprehensive questions. This is the final exam and is on the last day of class.	