**Management (MANGMT) 3000- Principles of Management - ONLINE**

Department of Management

Robert J. Trulaske Sr., College of Business

University of Missouri – Fall 2021

**Professor Office Hours (In-Person or Zoom)**

Shannon M.B. Breske, PhD Tuesday 1:00-2:00 pm

Assistant Teaching Professor Available by appointment

213 Cornell Hall [breskes@missouri.edu](mailto:breskes@missouri.edu)

Zoom: <https://umsystem.zoom.us/j/5644028744>

**Course Description & Learning Outcomes**

Introduction to the basic concepts of management, organization, and their application to business operations.

Upon successful completion of this course, you will:

1. Describe and illustrate the four major management functions: planning, organizing, leading, and controlling.
2. Demonstrate decision-making and teamwork.
3. Identify any major developments in management thought.
4. Recognize social-responsibility initiatives.
5. Describe the nature of business strategy.
6. Demonstrate the use of operating plans, policies, procedures, and rules.
7. Analyze global business and how diversity impacts operations.

**Communication with Shannon**

I am thrilled to be your professor for MANGMT 3000. Your best resources are the *Syllabus* and *Canvas*. Please check both resources before asking a question; many times, the answer is available. With several students in my courses, we need to work together to maximize our time and communication. When you email, include your **STUDENT NUMBER, SECTION**, and **DETAILS** of **REQUEST.** I will do my best to respond within 36 hours between Monday- Friday, 8 AM-5 PM. When I email you, I ask you to respond within 48 hours.

The syllabus is subject to change due to class needs.

|  |  |  |
| --- | --- | --- |
| Issue/question | Contact | How should I contact them? |
| Course material, lecture notes, participation | Shannon Breske | [breskes@missouri.edu](mailto:breskes@missouri.edu) |

**Required Text – FREE**

**Textbook:** *Principles of Management* from OpenStax, ISBN-10: 0-9986257-7-9

You have several options to obtain this book:

* [View online](https://cnx.org/contents/c3acb2ab-7d5c-45ad-b3cd-e59673fedd4e)
* [Download a PDF sample (Links to an external site.)](https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-Draft.pdf)

You can use whichever formats you want. The web view is recommended -- the responsive design works seamlessly on any device.

**Course Expectations**

**What Shannon expects from you:**

Contribute to weekly discussions in lecture and whether you are online or in-person. Complete the weekly reading, quizzes, and homework. Respect others and be open to different opinions. Show kindness and be helpful to those around you. We are all here to LEARN and GROW! This course could be designated as Writing Intensive. We will build each other up and work as a team to become better writers.

**What to expect from Shannon?**

I enthusiastically come to class prepared and ready to engage students in thoughtful conversations about business. I will respond to emails within 36 hours (Monday - Friday).

**Your weekly routine**

Every week, log in to Canvas and review the course syllabus. Be prepared for the week of homework, quizzes, and class activities. Complete all that is assigned each week before class begins.

**Assignments**

Detailed assignment information is on Canvas under the ***Assignment*** link.

All assignments are due on Fridays by 4:59:59 pm (CT) unless otherwise indicated. **Late Work Policy**: Late homework/quizzes/online simulations are **NOT** accepted. If you have circumstances (death in the family, medical emergency) that affect your ability to complete the homework, please contact me in advance of the due date. Late homework is not accepted. Make sure to test the technology and make the submission before the deadline. Also, ensure you have uploaded the CORRECT assignment. *If you have mistakenly uploaded the wrong assignment, you are unable to submit the correct assignment after the due date*. **Always check your submission is the right assignment and it uploaded successfully.**

**Submitting Your Work**

Submit your assignments through the corresponding Canvas Assignment link (accessible via ***Assignment*** on the Course Navigation Menu) by the date/time specified and using the naming convention provided (e.g., Homework1\_smith.doc). All course homework must be submitted as a Word (.doc or .docx) document or by the file stated on the assignment link. Submit early to ensure your submission works. In an emergency (*death in the family, medical emergency, or other situation out of your control*), homework can be submitted via email to your TA or ([breskes@missouri.edu](mailto:breskes@missouri.edu)) before the deadline.

**Revisions:** If you did not complete the first submission, you may not submit a revisions assignment.

**Writing Submission Standards**: All documents should be formatted in 12-point Times New Roman font, double-spaced with 1-inch margins, or follow the writing guidelines on the assignment link. Points will be taken off for not following these standards. Note that you can request technical help from the ET@MO staff by sending an email to [canvas@missouri.edu](mailto:canvas@missouri.edu) if you uploaded the wrong homework or have technical problems. ***Use these guidelines unless a template is provided in the assignment overview on Canvas.***

**Weekly Quizzes**

All quizzes are required to be completed each Friday by 4:59:59 pm (CT), and late quizzes are ***NOT*** accepted. Quizzes are open book/note and reflect all material included in the course (text, articles, discussions, videos, podcasts, etc.) and are due Friday by 4:59:59 pm (CT). You have 10 minutes to complete each quiz. You may not collaborate with anyone. Complete your work individually! Your electronic signature (i.e., accessing and submitting the test through Canvas) indicates that you completed this quiz on your own and without assistance. Each quiz is open for one week.

**Assignment and Point Breakdown**

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| --- | --- |
| Item | **Points Available** |
| \*Quizzes (10 points each) |  |
| Weekly Quizzes (11 quizzes) (will drop lowest score) | 100 |
| \*Exams – Open note – Online through Canvas |  |
| Exam #1 (75 questions @ 2 pts per question) | 150 |
| Exam #2 (75 questions @ 2 pts per question) | 150 |
| Final Exam (100 questions @ 2 pts per question) | 200 |
| Executive Summary |  |
| Executive Summary #1 | 50 |
| Executive Summary #2 | 50 |
| Executive Summary #3 | 50 |
| **Total** | 750 |

*\*All assignments/quizzes/exams are due Friday by 4:59 PM (CT) unless otherwise indicated. If you have circumstances (death in the family, medical emergency) that affect your ability to complete the homework, please contact me at* ***least two days in advance*** *of the due date.****\*\*Grades may be contested for 5 (business) days after grades post. After five days, grades may not be challenged and will not be modified\*\****

***Any student who is retaking this course may not submit assignments from their previous semester.***

**Drop and Withdrawal Deadlines**

The last day to ***DROP*** a class without a grade is XXXXXXXX. Students can log on to myZou and drop the course from the Student Center.

The last day to ***WITHDRAW*** from a course is XXXXXXXX. Please set up a time to discuss your withdrawal questions with me. After we have a conversation, the next step in the withdrawal process is completed by contacting your Academic Advisor. Your final step is taking that signed withdrawal form to the Registrar's office. <http://registrar.missouri.edu/add-drop-withdrawal/withdraw-from-course.php>

**Students with Disabilities**

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible.If disability-related accommodations are necessary (for example, a note-taker, extended time on exams, captioning), please establish an accommodation plan with the Disability Center (<http://disabilitycenter.missouri.edu>), S5 Memorial Union, 573- 882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

**Statement of Academic Dishonesty**

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of academic integrity rules as serious matters. Sanctions for such a breach may include academic penalties from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

**The Writing Center**

The Writing Center, located in the Student Success Center, offers writing support to all students at the University of Missouri. Tutors come from all majors and are familiar with a variety of writing styles and formats. Although tutors are not editors, they can help with any stage of the writing process, from initial brainstorming to major structural revisions, to putting the finishing touches on a final draft. For more information on how to make an appointment or to submit your essay to the Online Writery, visit the Writing Center website at writingcenter.missouri.edu or call 573-882-2496.

**Mental Health**

The University of Missouri is committed to supporting student well-being through an integrated network of care, with a wide range of services to help students succeed. The MU Counseling Center offers professional mental health care and can help you find the best approach to treatment based on your needs. Call to make an appointment at 573-882-6601. Any student in crisis may call or go to the MU Counseling Center between 8:00 – 5:00 M-F. After hours phone support is available at 573-882-6601.

Visit our website at https://wellbeing.missouri.edu to take an online mental health screening, find out about workshops and resources that can help you thrive, or learn how to support a friend. Download Sanvello, a phone app that teaches skills and strategies to help you maintain good mental health. Log in with your Mizzou email to unlock all the tools available through Sanvello at no cost to you.

**Intellectual Pluralism**

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the departmental chair or divisional director, the director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/), the [MU Equity Office](http://equity.missouri.edu/), or [equity@missouri.edu](mailto:equity@missouri.edu). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

**Course Recording**

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [section 200.015](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.015_academic_inquiry_course_discussion_and_privacy) of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under [section 240.040](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch240/240.040_policy_related_to_students_with_disabilities) of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline following provisions of [section 200.020](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters) of the Collected Rules and Regulations of the University of Missouri about student conduct matters.

Students who are permitted to record are not allowed to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the class without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline following provisions of [section 200.020](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters) of the Collected Rules and Regulations of the University of Missouri about student conduct matters

**Final Grade Point System**

Final grades are not rounded to the nearest point or percentage. Do not ask or make that request.

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| --- | --- |
| **Grade** | **Points earned** |
| A+ | 100%-98% |
| A | < 98% to 93% |
| A- | < 93% to 90% |
| B+ | < 90% to 87% |
| B | < 87% to 83% |
| B- | < 83% to 80% |
| C+ | < 80% to 77% |
| C | < 77% to 73% |
| C- | < 73% to70% |
| D+ | < 70% to 67% |
| D | < 67% to 63% |
| D- | < 63% to 60% |
| F | < 60% to 0% |

\*Syllabus subject to change. All students will be notified of any changes through Canvas.