

MG 352 Principles of Management John Jumara Ph.D.

Mission Statement: The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

Vision Statement: Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

Course	MG 352 Principles of Management
Semester	Term Portfolio
Faculty	John Jumara
Degrees/Certificates	Ph.D.
Daytime Phone	(816) 559-5606
Other Phone	NA
E-Mail	John.Jumara@park.edu
Class Days	TBA
Class Time	TBA
Credit Hours	3

Textbook:

Kreitner. Management. 10th edition, Mason, OH: Thomson South-Western, 2004. ISBN: 0618607722.

Additional Resources:

Instructor will provide

McAfee Memorial Library - Online information, links, electronic databases and the Online catalog. Contact the library for further assistance **via email** or at 800-270-4347.

Career Counseling - The Career Development Center (CDC) provides services for all stages of career development. The mission of the CDC is to provide the career planning tools to ensure a lifetime of career success.

Park Helpdesk - If you have forgotten your OPEN ID or Password, or need assistance with your PirateMail account, please email helpdesk@park.edu or call 800-927-3024

Resources for Current Students - A great place to look for all kinds of information <http://www.park.edu/Current/>.

Course Description:

MG352 Principles of Management (MLL): Examines the functions, activities and principles of leadership in business and other institutions. Philosophy, history, current practice and issues in leasing, planning organizing, and controlling organizations such as communication, motivation and interpersonal relations. Lecture, discussion and cases are used. 3:0:3

Educational Philosophy:

The instructor's educational philosophy is one of tell me and I'll forget, show me and I'll remember, involve me and I'll understand. The Portfolio is a tutorial based program requiring students to arrive at the class ready to discuss the material. This will require the student to

prepare written responses. This provides the student with real world experience in problem solving, decision-making, public speaking, and written communications all of which are major challenges in the business arena.

Learning Outcomes:

Core Learning Outcomes

1. Define "management" and explain the managerial significance of "effectiveness" and "efficiency".
2. List the basic functions of management.
3. Describe the difference between leadership and management.
4. Distinguish between mechanistic and organic organizations
5. Describe four social responsibility strategies.
6. Define the concept of synergy and how it relates to management of organizations.
7. Evaluate and describe four characteristics common to all organizations.

Core Assessment:

The assessment device is a comprehensive case that is written in class during week 13 of sixteen week classes and during week 7 of eight week classes. The case poses problems faced by a fictional organization in which the solutions are presented by knowledge of the above objectives.

A CLOSED BOOK, CLOSED NOTES comprehensive examination that must be administered and proctored in the classroom and may not be given as a take-home examination. Students should not have access to the exam or its questions before it is administered.

Class Assessment:

The course will consist of lecture, discussion, two examinations, and three case studies.

- A. Lecture
- B. Writing Assignments (3 case studies)
- C. Individual Presentations (in-class exercises and case studies)
- D. Mid-Term Examination
- E. Individual Participation (individual/group exercises and discussion)
- F. Final Examination

Grading:

Class Participation	10% or 100 points
Case Studies	15% or 50 points each (150 pts)
Mid-Term Examination	35% or 350 points
Final Examination	40% or 400 points
TOTAL	100% or 1000 points

GRADING SCALE:

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 - 69%
- F – Below - 60%

The course grade for students will be based on the overall average of homework and tests taken during the course in accordance with the weighting of the various requirements as stated in the syllabus.

All final exams in all School of Business and Management courses will be comprehensive and will be closed book and closed notes. They will constitute 30% of the total course grade and will not be a take-home exam. They will be completed during the test week in the period designated by the registrar or by the Proctor in the case online courses. If calculators are allowed, they will not be multifunctional electronic devices that include features such as: phones, cameras, instant messaging, pagers, and so forth. Electronic Computers will not be allowed on final exams unless an exception is made by the Dean of the School of Business and Management.

Late Submission of Course Materials:

Students are expected to read weekly text assignments (prior to class), participate in class activities/discussions, and prepare three written case studies. Case studies turned in more than one week late will have 10 points deducted for each week they are late.

Classroom Rules of Conduct:

Although healthy debate is encouraged, students must respect others opinions by allowing everyone to speak without interruption. Students are encouraged to ask questions and expected to participate in discussions and group exercises. Class breaks will be taken as directed by the instructor, however, students may excuse themselves at anytime between for legitimate purposes such as using the restroom.

Course Topic/Dates/Assignments:

SESSION	SUBJECT	READING ASSIGNMENT
Week 1	Introduction Lecture on Managing the New Workplace, Challenges Facing Today's Managers, Historical Perspectives, the Environment And Corporate Culture	Chapters 1 & 2
Week 2	Lecture on Managing in a Global Environment, Managerial Ethics, And Corporate Social Responsibility	Chapters 3 & 4
Week 3	Lecture on Organizational Planning And Managerial Decision Making <i>Review for Mid-Term (Chapters 1-6)</i> <u>FIRST CASE STUDY DUE</u>	Chapters 5 & 6
Week 4	Lecture on Fundamentals of Organizing, Change, and Development <u>Mid-Term Examination (Chapters 1-6)</u>	Chapters 7 & 8
Week 5	Lecture on Human Resource Management And Managing Diverse Employees <u>SECOND CASE STUDY DUE</u>	Chapters 9 & 10
Week 6	Lecture on Foundations of Behavior, Leadership and Motivation in Organizations	Chapters 11, 12, 13
Week 7	Lecture on Communications, Teamwork And Controlling <i>Review for Final Exam (Chapters 7-16)</i> <u>THIRD CASE STUDY DUE</u>	Chapters 14, 15, 16
Week 8	<u>FINAL EXAMINATION (CHAPTERS 7-16)</u>	Chapters 7-16

Academic Honesty:

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life. [Park University 2008-2009 Undergraduate Catalog Page 87](#)

The student is expected to be at each class meeting and on time. Classes missed for legitimate reasons (TDY, illness) will be excused but the student is responsible to make up the work. The student must contact the instructor or the Park University – FTLW office prior to missing a class. If the office is closed, please leave a detailed message on the answering machine or call the instructor at his office or home. Instructors are required to keep attendance records and report absences. The instructor may excuse absences for cogent reasons, but missed work must be made up within the term of enrollment. Work missed through unexcused absences must also be made up within the term of enrollment, but unexcused absences may carry further penalties. In the event of two consecutive weeks of unexcused absences in a term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F". An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course. Students receiving Military Tuition Assistance (TA) or Veterans Administration (VA) educational benefits must not exceed three unexcused absences in the term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student. Reports of F grade (attendance or academic) resulting from excessive absence for students receiving financial assistance from agencies not mentioned above will be reported to the appropriate agency.

Plagiarism:

Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing.

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Plagiarism—the appropriation or imitation of the language or ideas of another person and presenting them as one's original work—sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors."

Attendance Policy:

Instructors are required to maintain attendance records and to report absences via the online attendance reporting system.

1. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
2. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties.
3. In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F".
4. A "Contract for Incomplete" will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of

enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.

6. Report of a "F" grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

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Disability Guidelines:

Park University is committed to meeting the needs of all students that meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, regarding students with disabilities. In the case of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page:

<http://www.park.edu/disability> .

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