Course Syllabus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>MGT 310 Principles of Management</th>
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<tbody>
<tr>
<td>Course Numbers and Information</td>
<td>CRN: 45312 / 45313 / 45947 Classroom Ka’a’ike 109 delivered live and via cable, MyManagementLab and Laulima</td>
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<tr>
<td>Class meets</td>
<td>Monday/Wednesday 9:00-10:15AM</td>
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<td>Credits</td>
<td>3 credits via 3 hour lecture</td>
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Textbook
Management / Robbins, Coulter / 12e

MyManagementLab
Course ID: gonzalez46231

Office Hours: M, W, Th 10:30-11:30 and by appointment

Course Prerequisites
BUS 120, PSY 100, SOC 100 or consent

Required Student Online Access:
MyManagementLab (bundled with book)
Accounts on Gmail, LinkedIn
Learning team collaboration – Laulima

Course Description
Introduces activities and skills needed to successfully manage both domestic and international organizations with an emphasis on decision-making. Includes communication, work motivation, group dynamics, leadership and organizational change, conflict, personality, and teamwork. Relates these concepts to performance, job satisfaction, and organizational commitment.

Assignments, Projects and Exams
There will be reading, individual homework, quizzes, learning team projects, online homework assignments, three (3) exams and a final exam.

You can work on your computer in your home or office or in one of the labs on campus. You will need to plan to spend about seven hours per week in the classroom, assignments and projects. Typical workload involves preparation prior to class (1 hr), class (3 hrs), post-class work (3 hrs).

Assignments must be turned in on time to receive full credit. Late assignments will be penalized 10% every day, and no assignment will be accepted more than 2 days after the deadline.
Examinations
Three open-book/computer examinations and a cumulative open-book/computer final examination will be given throughout the semester. Please do not miss a scheduled exam. If you must miss due to an extreme emergency, please notify me before the exam is given and schedule a make-up exam. All make-up exams will have a 10 point deduction. There will be no make-up for the final exam.

Homework
Homework will be assigned and delivered via MyManagementLab. Each chapter’s assignments will be assigned and posted via the MyManagementLab with due dates as noted for each assignment. Completion of all homework assignments is essential to doing well on the examinations. To get the most from the homework, please complete the assignments prior to the in-class review.

***Miscellaneous additional homework may be assigned with deadlines and point values to be determined throughout the semester.

Term Papers
1. Identify a topic in current events related to any aspect of management, local, national or international. Research available databases and media to write a 3-5 page paper in APA format with details summarizing the issues, problems, solutions, tech implications, human resources, capital implications and future expectations impacting the management field. The article review will be due on or before midnight September 29th delivered via Laulima.

2. A power point outline of the book High Conflict People in Legal Disputes written by Bill Eddy LCSW, ESQ will be available for your reading. A 3-5 page book review summary in APA format will be due via Laulima on or before midnight October 29th for discussion in class the next day.

Individual Term Presentation
Small Business Owner/Operator Interview:
In an effort to have you get the most out of this course, you will undertake an interview with at least two (2) small business owners/operators. Look in your neighborhood, think about where you shop, who sells the goods or provides the services you purchase. Please obtain the responses of the individual to the attached list of questions. Follow your intuition and the subjects lead to develop interesting and revealing conversation and insightful understanding of challenges and success facing the small business manager (SBM). After listening and synthesizing their responses, write a summary in which you identify various concepts from the text and state any conclusions you have drawn as a result of the interview. Also, if you find any discrepancies between the opinions of the interviewee and your own as well as those of the author of the text please indicate them and explore WHY those differences may exist.
Format: question/response, the summary; 5-7 page report in APA format complete with references. You will present your findings to your peers in a live presentation at the conclusion of the semester. The individual term paper will be due on or before midnight Nov 30 delivered via Laulima.

Industry Overview
“Small companies have become more common and important as large corporations lay off people, … these smaller firms prove themselves capable of beating the giants with specialized products and strategies and the ability to adapt quickly to change….[the small business managers] are complete business people” (Bateman and Snell 2002) This state/region’s economy is overwhelmingly composed of small businesses. It has been said that small business/entrepreneurship is the "engine" that drives a free enterprise economy. To be sure, running a small business is difficult, particularly in today’s “rapidly evolving economy.” Small business management calls upon the individual(s) to invest extraordinary time and effort into achieving and maintaining competitive advantage to succeed. This course will be useful to the individual considering running her/his own business as well as the individual who chooses to become an employee of a firm.

Your final grade will be determined by your understanding of the course materials, case study analysis, and ability to creatively apply the concepts in real world scenarios via the final group project.

You are encouraged to form a study group and exchange phone numbers and e-mail addresses. Interaction with fellow students is an integral part of the learning process. Working with partners is required for team projects.
However, individual work is required for individual projects. All individual work submitted for grading must be your own. Please note the UH policy on Plagiarism and Academic Honesty.

No requests for incomplete grades will be accepted.

**Assignments and Points Distribution**

Term Exams – 3: \[100 + 100 + 100 = 300 \text{ points}\]
Homework tracked & graded via MyManagementLab = 100 points
Book Review Paper I– High Conflict People = 100 points
Article Review Paper II – TBD = 100 points
Term Paper – Small Business owner interview = 100 points
Final Exam – 2 hours = 100 points

Total Available 800 points

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<thead>
<tr>
<th>Course Calendar</th>
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<tr>
<td>Week</td>
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Course Grading
Your final grade will be based on your overall scores on the following scale:

<table>
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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
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<tr>
<td>B</td>
<td>80 - 90%</td>
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<tr>
<td>C</td>
<td>70 - 80%</td>
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<tr>
<td>D</td>
<td>60 - 70%</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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Grading Scores Interpreted as follows:
- 100: Perfect
- 90-99: Outstanding
- 80-89: Excellent
- 70-79: Very Good
- 60-69: Good
- 50-59: Fair
- 40-49: Mediocre
- 30-39: Poor
- 20-29: Very Poor
- 10-19: Terrible
- 00-9: Abysmal

Class contribution will be considered for the course grade. It reflects the degree to which a student contributes to the discussion and is not simply a function of the amount of “air-time” he/she takes.

To be Successful in this Class:
1. Keep up with assignments and deliver them in on time via Laulima.
2. Do the readings and study for tests.
3. Follow all criteria for class projects and assignments.
4. Visit the course website on Laulima and ask a question when something is not clear.
5. Work 7 hours every week on reading and discussions, online research and assignments.
6. Instructor will assist in the formation of Learning Teams in Week 1.
7. Meet the instructor with specific questions during office hours or by appointment.

Course Expectations
It is your responsibility to make up the work you missed. Effective work in learning teams is an essential part of this course and expected in any managerial job function.

Student Learning Outcomes and Competencies
On successful completion of this course, the student will be able to

- a. identify a manager and explain his/her role in the domestic and international business environment including the concepts of planning, organizing, leading and controlling;
- b. assess and quantify the ethical culture of an organization;
- c. analyze problems within an organization and propose solutions;
- d. explain lines of authority, departmentalization, job specialization, delegation and decentralization, coordination, and span of control;
- e. recognize reasons for change within an organization, how to implement the change, and be able to identify what went wrong during the implementation of the change;
- f. list the various methods of managing personal conflict and ethical issues;
- g. identify leadership styles and explain the traits and skills required to be an effective leader;
- h. define motivation and identify ways to increase motivation among workers;
- i. conduct a productive group decision-making meeting; and
- j. identify the key elements necessary for effective control.
**Assessment**
A sample of your work may be anonymously used to assess student achievement of the student learning outcomes.

**Special Needs**
If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact Lisa Deneen - Disabilities Coordinator at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833.

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodations, please notify Lisa Deneen - Disabilities Coordinator at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833. The Disabilities Coordinator will verify your disability and provide the course instructor with recommendations for appropriate accommodations.

**Academic Probation Policy**
All University of Hawai’i Maui College students must maintain a cumulative GPA of 2.0 or higher. Failure to do so could result in the following: Warning, Probation, Suspension, and Dismissal. For more information go to www.maui.hawaii.edu/academicpolicy or contact Francine Ching at 984-3495.

**Respectful Classroom Environment**
Treat each other with respect and courtesy. Discrimination and harassment have no place in this learning environment. To this end, I reserve the right to manage the class as appropriate. If you feel that you are being harassed or discriminated against, please contact UHMC’s Equal Employment Opportunity/Affirmative Action Coordinator- Debbi Brown, EEO/AA Coordinator: contact for EEO/AA, discrimination, harassment, screening committee questions, discussions, and procedures 808 984-3204 for assistance.

**ACADEMIC CALENDAR FALL 2013:**

- **Aug 26**  FIRST DAY OF INSTRUCTION
- **Aug 26-30**  Late Registration for open classes: Admission & Records 9:00 am - 4:00 pm (M-F)
- **Aug 30**  Last day withdrawal with 100% refund (semester-length classes)
- **Aug 24**  Last day to add/late register
- **Sept 16**  Last day to withdrawal with 50% refund (semester-length classes)
- **Sept 16**  Erase period ends – Courses dropped by this date do not appear on transcript
- **Oct 4**  Graduation application deadline
- **Nov 4**  Last day to withdraw from classes with a W grade
- **Dec 12**  LAST DAY OF INSTRUCTION (semester-length classes)
- **Dec 13**  Reading Day (semester-length classes)
- **Dec 14-20**  Final Evaluation Period (semester-length classes)
- **Dec 20**  Last day of semester

Dates are subject to change.

**Caveat**
Instructor reserves the right to make changes to the syllabus as needed.
Small Business Owner/Operator Interview
In an effort to have you get the most out of this course, you will undertake an interview with at least two (2) small business owners/operators. Look in your neighborhood, think about where you shop, who sells the goods or provides the services you purchase. Please obtain the responses of the individual to the following list of questions.

Follow your intuition and the subjects lead to develop interesting and revealing conversation leading to discovery of insightful understanding of the small business manager (SBM).

After listing their responses, write a summary in which you identify various concepts from the text and state any conclusions you have drawn as a result of the interview.

Also, if you find any discrepancies between the opinions of the interviewee and your own as well as those of the author of the text please indicate them and explore WHY those differences may exist.

Format: question/response, the summary; 5-7 page report in APA format complete with references.

Identify a small business owner/operator who has been in business for at least three years.

Obtain the individual’s response to the following talking points leading to further insights:

- Why did she/he begin the business (or become the manager, if s/he was not the founder?)
- If it is a family-owned business, do the child(ren) of the SBM want to carry on with the business?
- Why is the business in that location?
- What difficulties were encountered in starting/managing the business?
- What resources were used to assist the individual in overcoming those difficulties?
- What skills/knowledge would you recommend someone to have in the position of manager of a small business?
- What resources were used in starting/running the business?
- How many hours a week does the SBM put into the business?
- What, if any, changes have occurred that influence the business (and their lives as small business managers?)
- Would s/he do it again?
- Any advice s/he would have for a person considering starting/managing a small business?