

**BA 206: Principles of Management**  
**Spring 2020 Draft Syllabus**  
**CRN 40027**

**INSTRUCTOR:** Ian Priestman    **EMAIL:** [priesti@linnbenton.edu](mailto:priesti@linnbenton.edu) **Please state the class you are in as I teach 5 classes per term.**

**Office hours: Monday - Friday 3 - 4pm.** <https://linnbenton.zoom.us/j/117682848>

I will answer emails at that time too.

If you do not contact me during office hours I will assume everything is okay by you! The end of the course might be too late to address your problem

**Please do not use moodle messaging to contact me. Thanks**

**COURSE DESCRIPTION:** The key decision-making role of managers in modern organizations. Includes the study of organizations, management styles, and selected administrative problems. An overview of the processes involved in managing a business, including business planning, organizing, controlling, staffing and leading. Covers various theories of management with emphasis on managing a business in the local, national or international marketplace.

**TEXT:** Understanding Management 10E. Authors: Daft and Marcic. Publisher Thomson South Western. ISBN: 9781305502215. Used copies in LBCC bookstore \$85. Ebook \$34.99

**METHOD OF STUDY:**

“Tell me and I forget. Teach me and I remember. Engage me and I learn” - Chinese proverb”

A variety of instructional methods to attempt engagement and meet a range of learning styles. These methods include lecture, discussion, team activities, case studies, and videos. Students are expected to contribute to the learning of self and others in this management workshop. As employers request that our graduates have the skills to work in groups there will be group work in this class. If you want a class where the instructor talks for the duration and you do not have to be engaged, this class might not be for you.

**OUTCOMES**

1. Discuss the nature of management.
2. Define social responsibility and ethics for management.
3. Discuss the role of planning and organizing for managers.

4. Identify leadership behavior and its impact on the organization.
5. Demonstrate control methods used by management.
6. Identify cultural differences in an organizational context.

**ASSESSMENT (Please note that grades are in percentages)**

30% Open Book Quizzes (13 quizzes)  
10% Multiple choice: Midterm  
10%: Presentation: (Group work)  
10% Peer Group Assessment  
10% Term paper  
30 % Discussion Board  
**100% Total**

**Please note: Your grade at the end of this class will be calculated as a percentage.**

**Grading:** A = 90-100%, B = 80-89.5 %, C = 70-79.5 %, D = 60-69.5 %, Fail = below 60%

**ASSESSMENT METHODS:**

**Open Book Quizzes (Course outcomes 1-6)**

Quizzes are to be taken over each chapter and should be submitted according to the deadline stated on the quiz. It is your choice when in the week that you take the chapter quizzes. There will be 20 -30 questions over each chapter with one hour allowed to complete the quiz. **It is crucially important that course members are suitably knowledgeable on the chapter content before taking the quiz as there will be little time to seek answers from the text.**

When you start the quiz, you cannot close it and come back to it later.

Quizzes are not re-opened unless there has been a problem with the Moodle server that can be verified by LBCC. Regretfully, I cannot be responsible for any problems with the course member's computer or textbooks having not arrived by mail.

Deadlines for quizzes are sent each week to your LBCC email. Be sure to read your email regularly. Deadlines are also on our Moodle site under announcements or 'Track the course from here'

**Presentation to discussion board: (Course outcome 1)**

There will be a group project. Read the instructions in moodle, then as a group, post your answers to the designated discussion board. More information about this assessment during the term. Presentations are week 10. We will discuss more details around mid term.

If I feel there has been an inequitable workload placed on some members of the group by others, I will use the peer group assessment to grade each group member individually.

**Peer Group Assessment:** Each student must award **EACH** of their group members, points out of 100 for their contribution to the group's work for the case study. The scores are confidential and without collusion between group members. Students should not award themselves points.

A non-submission of a peer group assessment will indicate that learning has not been managed (see objective 9 in syllabus) and result in your peer group assessment score being withheld.

### **The Midterm: Outcomes 1-6)**

This is a closed book, multiple choice examination and will be over the chapters assigned during the review.

If you are unable to make it to the exam, please notify me beforehand and we can reschedule another time for you. Students cannot take the midterm if they do not notify me of their absence ahead of time.

The date is 5/12. Remember, your midterm date is a very important attendance date when notified, please be available

**Term Paper** (Outcomes 1-6) The term paper is divided into two parts:

1. Your term paper, should be posted to the Moodle discussion board. I will review the term paper requirement towards the end of term. The title is 'What I learned in Uncle Ian's management class'. Your learning should be matched to the learning outcomes stated earlier in the syllabus. I will give you more information about what to include around mid term

Each answer should be between a minimum of 1000 and a maximum of 2000 words. It is unlikely that an A (as the maximum grade) be obtained from a minimum of 1000 words. Such a word count does not usually allow for sufficient depth to obtain an A grade. For the most part, I grade the discussion on participation, unless a concept has been widely misconstrued.

**Post the term paper on the discussion board by 5/31** to allow other students time to respond to your work by 6/7. **Please consult the grading template to ascertain how the term paper will be graded**

2. Responses to other student' term papers on the moodle discussion board.

You should respond to **THREE student term papers by 6/7 at 11:59 pm**. You should also respond to any questions from me about your postings on the discussion board.

A response should show substance by stating what you agree or disagree with regarding the posting and in some way advance the discussion. Responses limited to 'Good Job' 'Way to go' etc are not considered substantive responses. I will be looking for content specific responses to other course members. If your response could be applied to any subject e.g. scrapbooking, flower arranging, then it is probably not content specific to management.

Responses to other students should be 100+ words and do not require academic research sources.

The grading rubric for written work is designed to develop your management skills. **You should note for the main post/term paper, that I expect research beyond the required text for an A to C grade. Make sure to cite other research sources using APA referencing.** I am very keen that APA referencing is followed and therefore this requirement is definitely not negotiable. Accurate referencing technique can be carried on to most other academic courses and therefore is worth persevering with.

Here is a site to help you with APA referencing:

<http://owl.english.purdue.edu/owl/resource/560/01/>

You need not include research sources in **your responses to other course member's postings.**

### **Weekly Discussion Board**

The goal of this assessment is to ensure that students are reading (as students do) and comprehending the text or other management publications. The discussion board is in two parts

**1. Main post**

You should open the present week's discussion board and post an answer to one of the questions within (by Thursday 11:59pm) each week.

Alternatively you could post some news that is relevant to managers from but not limited to the following sites

<https://hbr.org>

<http://fortune.com>

<http://www.forbes.com>

<http://sloanreview.mit.edu>

<https://www.entrepreneur.com>

<http://www.diversityinc.com>

<https://www.fastcompany.com>

<https://www.fastcompany.com>

The article can actually be on any subject but you must then tie in to management.

You should head up your post with the headline of the article. Then, write a minimum of 200 words about what you learned from your article without quoting or 'patchwriting' ie using chunks of text from the article. You must include the link to YOUR article too.

## **2. Responses to other student's posts**

By Sunday (11:59pm) of each week you should also respond (100 words minimum per response) to three other student posts describing what you learned from their post. As an example, this is like blogging or facebooking

### **No Attachments please**

Here is how I will grade your discussion. HAVE A LOOK. IT IS IMPORTANT

[https://docs.google.com/document/d/1NK6AbYz5LHbwQVPeqPYzCsjOAq4\\_8WuIrvHSpIha4Q/edit](https://docs.google.com/document/d/1NK6AbYz5LHbwQVPeqPYzCsjOAq4_8WuIrvHSpIha4Q/edit)

As an example, I will post to week 1 discussion board as if I was a student.

### **PLAGIARISM:**

Student work is subject to close scrutiny for the use of uncredited sources. **PLEASE DO NOT**

### **SUBMIT ANOTHER STUDENT'S ASSIGNMENT AS IF IT IS YOUR OWN WORK**

Uncredited work will be subjected to LBCC's policies and procedures on plagiarism

### **SCHEDULE**

Please see the Moodle page for our class weekly schedule

**Note:** By signing up for this class, the student is agreeing to manage their own learning. Part of this responsibility includes being available and participating. **40% NON PARTICIPATION IS A FAILING GRADE.**

No points can be given if the student is unable to support a claim for a grade no with evidence

that an assignment was completed

### **LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(for further information <http://po.linnbenton.edu/BPsandARs/> )

The college is committed to fostering a learning environment characterized by excellence in instruction and best practices in disability accommodation. We comply with local, state and federal law regarding students with disabilities, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The law requires that no qualified student may be discriminated against based on disability and every student with a disability must be provided reasonable accommodations and an opportunity to participate fully in all activities and programs for which they are qualified with or without accommodation

**I'm always available during office hours to discuss anything that you do not understand. I do not care how many times you ask the same question or ask for help.**

Ian