

Management (MANGMT) 3000- Principles of Management

Department of Management

Robert J. Trulaske Sr., College of Business

University of Missouri – Fall 2021

Professor Information

Sections 3 & 4	Section 2	Section 1
Shannon M.B. Breske, PhD Assistant Teaching Professor Director Study Abroad 213 Cornell Hall	Christie McCullough, PhD Adjunct Instructor 437 Cornell Hall	Marco Pantoja, MS, AFC® Extension Instructor 226B Cornell Hall
breskes@missouri.edu https://umsystem.zoom.us/j/5644028744	mcculloughcm@missouri.edu https://umsystem.zoom.us/j/6957760356	marcopantoja@missouri.edu https://umsystem.zoom.us/j/92212991866
Office hours Tuesday 1:00-2:00 pm or by appointment	Office hours Mondays 11:00 am - 11:45 am or by appointment	Office hours Wednesdays 11 am - 12 pm on Zoom or by appointment on Zoom

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 Professors

We are thrilled to be your professors 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 our courses, we need to work together to maximize our time and communication. When you email, include your **STUDENT NUMBER**, **SECTION**, and **DETAILS of REQUEST**. We will do our best to respond within 36 hours between Monday- Friday, 8 AM-5 PM. When we email you, please respond within 48 hours.

If you have a question about homework, quizzes, grades, or general inquiries, contact your Teaching Assistant (TA). Your TA contact information is on Canvas. The syllabus is subject to change due to class needs.

Issue/question	Contact	How should I contact them?
Course material, lecture notes, participation	Professors	MU email
Grade inquiry, Homework, Revisions	Teaching Assistant	Email

Required Text & Packback Online Discussion

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

You have several options to obtain this book:

- [View online](#)
- [Download a PDF sample \(Links to an external site.\)](#)

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

Packback Online Discussion: Participation is a requirement for this course, and the Packback platform will be used for an online discussion about class topics. Packback is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

Packback Requirements:

Your posts are due by Friday at 4:59 PM CST. To receive your points per week, you should submit the following each week:

- One open-ended question per week with a minimum Curiosity Score of 50, worth 4 pts
- Two responses per week with a minimum Curiosity Score of 50, worth 6 pts total
- Partial credit will be provided for questions and responses that do not meet the minimum curiosity score.

You will use the assigned reading, videos, podcast, or other material posted in that Weekly Module for your Packback Post.

How to Register on Packback:

1. ***An email invitation will be sent to you from help@packback.co, prompting you to finish registration.***

- If you don't receive an email (be sure to check your spam), you may register by following the instructions below:
- Create an account by navigating to <https://questions.packback.co> and clicking "Sign up for an Account."
- Note: If you already have an account on Packback, you can log in with your credentials.*
- Then enter our class community's lookup key into the "Looking to join a community you don't see here?" section in Packback at the bottom of the homepage.
- Community Lookup Key: **see Canvas for specific section key**

Follow the instructions on your screen to finish your registration. Packback requires a paid subscription. This will be charged through Auto Access.

How to Get Help from the Packback Team:

If you have any questions or concerns about Packback throughout the semester, please read their FAQ at help.packback.co. If you need more help, contact their customer support team directly at help@packback.co.

For a brief introduction to Packback Questions and why we are using it in class, watch this video:

vimeo.com/packback/Welcome-to-Packback-Questions

Course Expectations

What your Professors expect:

Contribute to weekly discussions in lecture in-person and your virtual discussion groups. 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 your Professors?

We enthusiastically come to class prepared and ready to engage students in thoughtful conversations about business. We will facilitate class discussions, respond to emails within 36 hours (Monday - Friday), train, work with all Teaching Assistants to provide timely feedback on homework and help build a learning community.

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 your Teaching Assistant and your professor in advance of the due date. Late homework is not accepted. Make sure to test the technology and upload 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 is 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 professor 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 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.

Exams

Your exams are open book/note and reflect the material outlined on the Canvas Exam portal. Your electronic signature (i.e., accessing and submitting the test through Canvas) indicates you completed your Exam independently and without assistance. You may not collaborate with anyone.

Exam #1 is available starting at 9:00 am (CST) on Wednesday, October 13, 2021, and will close on Thursday, October 14, 2021, at 4:59:59 pm (CST). You will have 50 minutes to complete the Exam. Once you open the Exam, your time will start; however, no matter when you start, the Exam will close on Thursday, October 7, 2021, at 4:59:59 pm (CST). We recommend you complete the Exam during your scheduled Discussion Group time; however, it will be open until Thursday, October 7, 2021, at 4:59:59 pm (CST).

Final Exam (Exam #2) must be completed during your course Final Exam time:

- Section 1: Mon. 9:00 - 9:50 am (Bush Aud.) FINAL EXAM TIME: Tuesday, December 14 | 7:30 am – 9:30 am
- Section 2: Mon. 10:00 - 10:50 am (Bush Aud.) FINAL EXAM TIME: Thursday, December 16 | 3:00 pm – 5:00 pm
- Section 3: Tues. 9:30 - 10:20 am (115 Cornell) FINAL EXAM TIME: Monday, Dec. 13 | 10:00 am – 12:00 pm
- Section 4: Tues. 11:00 - 11:50 am (115 Cornell) FINAL EXAM TIME: Monday, Dec. 13 | 3:00 pm – 5:00 pm

If you have an extenuating circumstance (death in the family, medical emergency) that affects your ability to take the Exam, please contact your professor BEFORE your exam date.

Participation: Lecture and Virtual Discussion Group

Your attendance and participation in every lecture/virtual discussion group is expected. Your attendance and participation WILL affect your success in this course. Important information regarding calendar changes, homework information, and other course details are discussed in the lecture. The lecture is also an excellent opportunity for you to dive deeper into course material, understand your peers' perspectives, and ask questions. Attendance/participation points are awarded by completing in-class assignments or quizzes. If you are late, leave early, or fall asleep, you will not earn participation points. Students must arrive ON TIME, prepared for the lecture. If you miss a lecture for any reason and an in-class assignment is given during the lecture, you will not be able to make up the missed in-class assignment. Assignments missed in one or two lectures will not hurt your overall grade.

We have built-in room for students to be absent for campus-sponsored events, leadership opportunities, and when students are ill. Your grade will be affected when you continuously miss class. From time to time, each of us may have unexpected things pop up that cause us to arrive late, leave early, or exit-and-reenter the classroom while it is in session. If this happens once or twice, no problem! The attendance policy affords you this flexibility. We appreciate the professionalism and courtesy of letting us (Instructors and Teaching Assistants) know that you will be absent from class, arriving late, leaving early, or need to leave the classroom. However, informing us of an absence and me or your Teaching Assistant acknowledging this does not constitute an excused absence.

Assignment and Point Breakdown

Item	Points Available
*Quizzes (10 points each)	
Weekly Quizzes (11 quizzes) (will drop the lowest score)	100
Exams	
Exam #1 (50 questions @ 2 pts per question)	100
Exam #2 (75 questions @ 2 pts per question)	150
*Packback- weekly writing (10 points each week) (will drop the lowest score)	
Post one question & two responses submitted on Packback (11 posts)	100
*Assignments	
Virtual Presentation: Leadership Profile or Personal SWOT	100
Student TO DO: Introduce Yourself	5
Self-Assessment #1	10
Self-Assessment #2	10
*Writing Assignments	
Case Study #1 (40 pts first submission + 35 pts revisions)	75
Case Study #2 (40 pts first submission + 35 pts revisions)	75
Case Study #3 (40 pts first submission + 35 pts revisions)	75
In-class Lecture participation	

Attendance is required. Students are required to complete in-class participation to earn points each week.	100
In-class Virtual Discussion participation	
Attendance is required in your virtual discussion class each week. Students are required to complete in-class participation to earn points each week.	100
Total	1000

All assignments/quizzes/weekly Packback posts 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 your Teaching Assistant 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 September 27, 2021. Students can log on to myZou and drop the course from the Student Center.

The last day to **WITHDRAW** from a course is December 6, 2021. 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](#), the [MU Equity Office](#), or 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](#) 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](#) 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](#) 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](#) 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.

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% to 70%
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.