Instructor:  Michele Groves, M.B.A.  
E-Mail:  migroves@sar.usf.edu  
*However, the best way to contact me is by sending a message through Canvas

This course is entirely online, including all assignments, quizzes, and the final examination. I will do my best to respond to all communication within 24-48 hours. Please take this timeframe into consideration and do not wait until the last minute to send questions or concerns.

PREREQUISITES:  None

COURSE DESCRIPTION AND PURPOSE:  This course is a pillar of ethical leadership. In addition, the course examines intrapersonal, interpersonal, group/team, organizational and environmental (both stakeholder and societal) factors influencing the management task.

COURSE TOPICS:  This course will cover the following content areas:
1.  Introduction to Management  
2.  Integrative Managerial Issue  
3.  Decision Making and Change  
4.  Planning and Control  
5.  Organizing  
6.  Leading  

COURSE OBJECTIVES:
1.  Develop skills and techniques for writing in terms of management  
2.  Create a plan to improve the efficiency of a set of processes, as well as track and report on improvements in efficiency of those processes  
3.  Give examples of organizations engaging in the management functions of planning, organizing, leading, and controlling

COURSE STUDENT LEARNING OUTCOMES:  At the conclusion of the course, students should be able to:
1.  Identify the principals of managing formal organizations  
2.  Discuss, understand and write about management tasks, skills, and ethical issues  
3.  Develop and apply ethical thinking in decision making as it relates to the various challenges faced by today's managers  
4.  Analyze and apply specific leadership theories or characteristics relevant to this course  
5.  Apply ethical perspectives and concepts to situations and justify the implications of their applications

TEXT AND MATERIALS:  
Textbook:  
-  Management, 12th Edition by S. Robbins and M. Coulter, Publisher: Prentice Hall  
-  ISBN: 0133043606
• I have not used previous editions of this text and am not sure of their compatibility with this course

Materials:
• Additional course materials will be available through Canvas
• MyManagementLab (This is an optional resource, see www.mymanagementlab.com for more information)
• Students are encouraged to use the university library and the internet for research and to complete assignments when necessary.

CANVAS USE: The class syllabus is posted in Canvas, an online course management system. In this class, Canvas will be used for all required assignments. Information on how to use Canvas is available at: http://www.usfsm.edu/infocommons/students.php

PLAGIARISM SOFTWARE
The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx“) BEFORE SUBMITTING IT TO TURNITIN.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

EVALUATION AND GRADING:

Assignments can be submitted early; assignments submitted after the due date earn zero points.

Efficiency Project – First Day Attendance Assignment (0 points)
Complete this assignment by the deadline in order to comply with the First Day Attendance policy and keep your seat in this course. I encourage you to first write your response in a Word document in order to spell/grammar check before posting. Make sure you fully answer all items. Contact me if you have any questions.

Efficiency Project – Your Initiative (30 points)
After tracking your ONE expenditure for one to two weeks, compile your information so that you fully answer the questions in essay form. Be sure to proofread your document - up to 1 point will be deducted for every writing error (grammar, spelling, punctuation, word choice, etc.).

Efficiency Project – Feedback (30 points)
Now that you have completed your tracking for the semester, submit your information so that you fully the questions in essay form. Be sure to proofread your document - up to 1 point will be deducted for every writing error (grammar, spelling, punctuation, word choice, etc.).
Module Assignments (120 points total; quizzes – 60 points, written activities – 60 points)
Following every module, there will be a twenty question, open textbook/notes quiz (10 points each) and a written activity to complete (10 points). These are due by 9:00 p.m. Eastern on the date listed in the course schedule section of this syllabus. Please make note of all due dates, as EXTENSIONS ARE NOT GRANTED (do not ask).

Bonus Activity (10 points)
Complete a MyPlan Assessment through Career Services. Upload a copy of your results and fully answer all questions in essay form.

Quizzes/Final Examination
Quizzes and the final examination will cover information found in the textbook, posted PowerPoint presentations, assigned readings/videos, and discussion boards. They will be open for one week and due by 9 p.m. Eastern on the date listed in the course calendar found in the Assignments section of Canvas. Quizzes will be limited to 30 minutes and completed via Canvas. The comprehensive, final examination will consist of 100 questions, limited to 75 minutes, and completed via Canvas. Please make note of all due dates and time allotted to complete the quiz/exam, as EXTENSIONS ARE NOT GRANTED (do not ask).

Grading Scale
The grading scale will follow the plus/minus system utilized by the University of South Florida Sarasota-Manatee.

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>100% to 97%</td>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>&lt; 94% to 90%</td>
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<tr>
<td>B+</td>
<td>&lt; 90% to 87%</td>
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<tr>
<td>B</td>
<td>&lt; 87% to 84%</td>
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<tr>
<td>B-</td>
<td>&lt; 84% to 80%</td>
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<tr>
<td>C+</td>
<td>&lt; 80% to 77%</td>
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<tr>
<td>C</td>
<td>&lt; 77% to 74%</td>
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<tr>
<td>C-</td>
<td>&lt; 74% to 70%</td>
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<td>D+</td>
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Final grades based on the following:

<table>
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<tr>
<th>Course requirement</th>
<th>Possible Points</th>
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<tr>
<td>First Day Attendance Post</td>
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<tr>
<td>Module Quizzes (6 total, 10 points each)</td>
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<tr>
<td>Efficiency Initiative</td>
<td>30</td>
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<td>Journal Article</td>
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<tr>
<td>Efficiency Feedback</td>
<td>30</td>
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<tr>
<td>Comprehensive Final</td>
<td>50</td>
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TOTAL POINTS POSSIBLE 200

**10 bonus points available - see course schedule

USFSM AND USF SYSTEM POLICIES
A. **Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. **Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. **Contingency Plans:** In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. **Disabilities Accommodation:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, disabilityservices@sar.usf.edu, 941-359-4714, http://www.usfsm.edu/students/disability/.

E. **Fire Alarm Instructions:** At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. **Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

**Academic Resources**
A number of academic resources are available to USF students. Visit http://www.usfsm.edu/campuscomputing/ for more information. USFSM students can visit http://www.usfsm.edu/students/studentservices/.
Technical Support
Technical support for students is available through the USF Sarasota-Manatee Campus Computing
http://www.usfsm.edu/campuscomputing/ OR click “Help” at the bottom of each Canvas page.

Tentative Course Schedule
Subject to change, so be sure to check for any updates in Canvas