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
- NOTE: 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://usfsm.edu/elearning. Canvas is accessible via the myUSF online web portal, or directly at http://learn.usf.edu.

EVALUATION AND GRADING: Assignments can be submitted early; however, assignments submitted after the due date earn ZERO (0) points.

Efficiency Project – Your Initiative (30 points)
After tracking your ONE expenditure for a minimum of 10 days, 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 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.).

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 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.
A+  100% to 97%  C+  < 80% to 77%
A   < 97% to 94%  C   < 77% to 74%
A-  < 94% to 90%  C-  < 74% to 70%
B+  < 90% to 87%  D+  < 70% to 67%
B   < 87% to 84%  D   < 67% to 64%
B-  < 84% to 80%  D-  < 64% to 60%
F   < 0.6 to 0

**Final grades based on the following:**

<table>
<thead>
<tr>
<th>Course requirement</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day Attendance Post</td>
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<tr>
<td>Module Quizzes (6 total, 10 points each)</td>
<td>60</td>
</tr>
<tr>
<td>Module Activities (6 total, 10 points each)</td>
<td>60</td>
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<tr>
<td>Efficiency Initiative</td>
<td>30</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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<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td><strong>230</strong></td>
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**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 USFSM 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 USFSM 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, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USFSM website, their student email account, 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 Campus Police 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, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/
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. Protection of Students Against Discrimination and Harassment:

1. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).

2. Other Types of Discrimination and Harassment: USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status (USF System Policy 0-007).

The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, #941-359-4714 or adinsmore1@sar.usf.edu.

Campus Resources:

Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599

List of off-campus resources:

HOPE Family Services: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488
Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800; 24-hr Hotline 941-708-6059
H. 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. The web portal is accessed at http://my.usf.edu.

Academic Support Services
The Information Commons provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. The Information Commons is staffed by librarians, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by Learning Support Services, which are provided at no cost to students.

Tentative Course Schedule
The course schedule is posted in Canvas and subject to change. Be sure to check for any updates in Canvas. NOTE: Per the Academic Calendar, October 31, 2015 is the last day to withdraw from Fall 2015 courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m. (Eastern).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon Aug 24, 2015</td>
<td>First Day of Classes</td>
<td>12am</td>
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<tr>
<td>Fri Aug 28, 2015</td>
<td>First Day Attendance</td>
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<tr>
<td>Sun Sep 6, 2015</td>
<td>Module 1 Activity</td>
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<td>Sun Sep 13, 2015</td>
<td>Efficiency Project - Your Initiative</td>
<td>9pm</td>
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<td>Sun Sep 27, 2015</td>
<td>Module 2 Activity</td>
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<td>Sun Oct 11, 2015</td>
<td>Module 3 Activity</td>
<td>9pm</td>
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<td>Module 3 Quiz</td>
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<td>Sun Oct 25, 2015</td>
<td>Module 4 Activity</td>
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<td>Sun Nov 8, 2015</td>
<td>Module 5 Activity</td>
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<td>Module 5 Quiz</td>
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<td>Sun Nov 22, 2015</td>
<td>Module 6 Activity</td>
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<td>Module 6 Quiz</td>
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<td>Sun Nov 29, 2015</td>
<td>Efficiency Project - Feedback</td>
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<td>Wed Dec 2, 2015</td>
<td>Bonus Activity</td>
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<tr>
<td>Fri Dec 11, 2015</td>
<td>Final Exam</td>
<td>9pm</td>
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