

COURSE SYLLABUS

Principles of Management

MAN2021 Section #75- Murphy

Online Instruction (Summer 2024, Term 0635, 8 Week)

WELCOME

Why study the principles of management? Because understanding what to do and how to handle different situations is what makes managers effective. This course will help you look at management needs objectively and rationally. Every organizations needs people to manage a variety of needs. This course will introduce you to a variety of best practices to help grow your business and career.

INSTRUCTOR

Name: Roni Murphy

Email: murphy.roni@spcollege.edu (Please use MyCourses email for class matters)

Phone: (727) 341- 4628

Office Hours: See Instructor Web Page below.

Office Location: TE 107-B, St. Pete Gibbs Campus.

Instructor Web Page: <https://web.spcollege.edu/instructors/id/murphy.roni>

ACADEMIC DEPARTMENT

DEAN

Name: Emmanuel Hernandez Agosto, DBA

Office Location: SPC Downtown campus, DC- 248

Office Phone Number: 727-712-5407

Email: hernandez.emmanuel@spcollege.edu

ASSOCIATE DEAN

Name: Mike Ewell

Office Location: St. Pete Gibbs campus- TE 131-B

Office Phone Number: 727-791-2610

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COURSE INFORMATION

Course Description

This course studies the basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises and the application of these fundamentals to specific fields of business and industrial management.

Course Goals

MAN2021 Course Objectives

Prerequisites

None

Availability of Course Content

Most of the course material is available to work ahead, but not "behind" as there are specific due dates. Some of the course material requires interaction with other students, which does not always allow for working ahead, such as teamwork and discussion boards. All course materials will be available through MyCourses and MindTap.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook:

Understanding Management 12th edition with MindTap - Cengage Custom to SPC

Publisher Information: Cengage

This product is included as part of your First Day™ package. It will be waiting for you on your first day of class (see below and link to First Day program on left Navigation bar)

"This course is part of the First Day Inclusive Access Program. First Day is a partnership between Barnes & Noble College, SPC and the Publisher to bring your course materials to you through MyCourses at the lowest price in the marketplace, on the first day of class.

You have the option to opt out of the program within the first week of class if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate.

SPC will bill your student account at the discounted price after the opt-out deadline passes.

LEARNER SUPPORT

From Student and Educational Services-Students with Disabilities

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on the Clearwater, Tarpon Springs, or St. Petersburg sites. If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD) <http://www.spcollege.edu/accessibility/>

Tutoring Assistance

Assistance with supplemental instruction, out-of-class support, learning and study skills, or other tutoring will be available on line and on site at the Learning Support Centers (see <http://www.spcollege.edu/services/>). These resources may be helpful with writing, math, and computer skills needed for this course. Further online information and academic support is available at: <http://www.spcollege.edu/support/>. Additionally library information and help is available at: <http://www.spcollege.edu/libraries/>.

Student Help/Counseling

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Student Help Desk

Technical Support: (727)341-4357

Webpage: <http://www.spcollege.edu/helpdesk/>

For further SPC policies and the syllabus addendum:

<http://www.spcollege.edu/addendum/index.php>

For Campus Security and Emergency Information: <http://www.spcollege.edu/safety/>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

Career Development

For Career Development Services (online): <http://www.spcollege.edu/careerservices/>

For further student questions, services, support, and student life

information: <http://www.spcollege.edu/students/>. SPC Resource Guide is at:

<https://www.spcollege.edu/uploadedFiles/Students/Resource%20Guide.pdf>

For Academic Advising: <http://www.spcollege.edu/advising/>

For further SPC policies and the syllabus addendum: <http://www.spcollege.edu/addendum/>

For Campus Security and Emergency Information: <http://www.spcollege.edu/safety/>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

For Career Development Services (online): <http://www.spcollege.edu/careerservices/>

For Graduation information and requirements: <http://www.spcollege.edu/Graduation/>

For further student questions, counseling sessions, services, support, and student life information: <http://www.spcollege.edu/students/>

IMPORTANT DATES

Course Dates: View the [Academic Calendar](#) site

Drop Date: View the [Academic Calendar](#) site

Withdrawal Date: View the [Academic Calendar](#) site

Financial Aid Dates: View the [Financial Aid Dates](#)

Course Dates: View the [Academic Calendar](#).

ATTENDANCE

View the college-wide attendance policy included in [How to Be a Successful Student](#).

For this class, participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons. As well as completing and submitting all assignments on time, plus taking part in all other course communications in a timely manner. Students can learn the lessons at own pace up until each deadline. Plan 9-12 hours per week.

Students should review the college-wide attendance and financial aid policies included in the syllabus addendum linked in the How to Succeed SPC Resources on the Course Home page and linked above in the How to Be a Successful Student. Online students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum.

Excused absences, of course, will not count against you. However students must contact the professor to make appropriate arrangements, along with provide them with supporting documentation accordingly. Flexibility may be granted due to illness and other challenges. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if all assignments in Week 1 or 2, or are given a WF if issues occur at the 60% point (see the last date to withdraw in the [academic calendar](#) to avoid this issue as it can result in serious financial aid and GPA consequences). If you are in your third attempt at completing a course, you will be given a WF grade at any point in the term if you fail to meet attendance requirements. Please see the student handbook and SPC policies further if needed.

You are required to complete all of the assignments in week one by the end of week one or you will be marked absent. You are required to complete all of the assignments in week two by the end of week two or you will be marked absent for week two. You are required to complete all of the assignments from week one through week 5 by the end of week five or you will be withdrawn from the class.

GRADING

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. In the case of a documented emergency, late work may be accepted for partial credit if completed within 2 days from the original due date. Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructor's college e-mail account if MyCourses is down, should the need arise. Be sure to view all of the course contents and expectations to plan to complete assignments on time.

Incomplete grades fall under the [Incomplete Grades and Procedures](#) of the college. Per SPC policy, for an incomplete grade to be assigned, the student must have a minimum of 80% of the course completed, as anything less than 80% will result in the appropriate letter grade being recorded. In the event of an "I", the instructor will provide the terms for all required work to be completed; no later than the end of the sixth week of the next semester. After that time, a grade of "F" (or higher if the work that has been submitted is adequate to justify the higher grade) will be assigned.

Total Percentage:

100% to 90% = A

89% to 80% = B

79% to 70% = C

69% to 60% = D

Less than 60% = F

How to check your Grades and review feedback:

- [Checking Your Grades](#)
- [Reviewing Dropbox Submissions](#)
- [Checking Discussion Grades and Feedback](#)
- [Reviewing Quiz Submissions](#)

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

View [How to Be a Successful Student](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

Time Commitment

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 9-12 hours per week on course action items. Spending less time could be insufficient for success in this course.

All reading materials, videos, and assignments are considered required materials for this course. Please make sure to complete all activities.

Required Interaction

- Use the MyCourses Email tool in the Communicate menu above to send your instructor any questions you may have about the course. Your instructor will attempt to answer your questions within 24 hours, under normal circumstances.
- Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

Participation, Conduct, and Netiquette

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in the [Syllabus Addendum](#). Closely read success factors and expectations. The professor has authority to remove disruptive students and delete any inappropriate posts. Students should first speak to their professor to resolve any resource or grade issues.

Academic Honesty

View the [Academic Honesty Policy](#).

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](#).

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

MINIMUM REQUIREMENTS

Hardware and Software Requirements: Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When taking on-line quizzes and exams (or viewing on-line video), students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to take on-line quizzes and exams at one of the St. Petersburg College libraries (or a similar facility) where a stable high-speed internet connection is available. Chrome or Firefox are the preferred browsers to use to access course materials. Because of the use of teams in many classes, we require a common format for all students to share documents. Students are required to submit assignments and share team documents in Microsoft Office (Word, Excel) formats. No other formats (such as .RTF, .WPS, etc) will be accepted.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). Students can get access to MS Office (FREE) through the Single sign-on home ([Microsoft Windows and Office available to SPC students](#)). Other formats may have D2L compatibility issues or instructor feedback in comments may not be viewable by students. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

It is required that online students must have access to a web camera and microphone to support the video presentation requirements in Week 1 and 8 that incorporates video technology. Students should arrange for the necessary equipment if they intent to earn full credit for that assignment. Students may have other options (see instructor, i.e. Zoom) or be able to schedule a physical presentation at the professor office hours.

View the [MyCourses Minimum Technology Requirements](#).

Minimum Technical Skills: Students should know how to navigate the course and use the course tools. MyCourses tutorials are available to students new to this LMS and are located in the course content. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Google \(YouTube\) Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)

Technical Support

Technical support is available via the [Technical Support Desk Call Center](#).

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natu