


## Syllabus

### MISSISSIPPI VALLEY STATE UNIVERSITY

<b>Academic Term and Year</b>	Fall 2022
<b>Course Prefix and Number</b>	BA 314 – 01
<b>Course Title</b>	Management
<b>CRN:</b>	10496
<b>Credit Hours:</b>	3 Credit Hours
<b>Date &amp; Time</b>	Monday, Wednesday, Friday: 11:00 AM – 11:50 AM Business Education Building, Classroom 314 Date Range: Aug 22, 2022 - Dec 09, 2022
<b>Department</b>	Business Administration
<b>Program</b>	Bachelor of Science in Business Administration
<b>Instructor's Contact Information</b>	
Name:	Dr. Alvin L. Ward, II
Office Location:	Business Education Building, Room 306
Office Hours:	Mondays and Wednesdays: 9:00 AM – 10:00 AM 1:00 PM – 2:00 PM  Tuesdays and Thursdays: 9:00 AM – 12:00 PM  Other times by appointment only.
Office Phone Number:	(662)254-3600: Desk (662) 254-3608
E-Mail Address:	<a href="mailto:alvin.ward@mvsu.edu">alvin.ward@mvsu.edu</a>
<b>Course Prerequisites</b>	Undergraduate level BA 211 Minimum Grade of C and Undergraduate level BA 212 Minimum Grade of C
Technology skills:	Basic computer skills, working within Windows system environment, navigating the internet, and familiarity with e-mail.
<b>Course Description</b>	The student will examine the foundations and traditional approaches of management principles: planning, organizing, leading, and controlling. This incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration is integrated with direct applications to the individual and group functioning in today's business environment.
<b>Course Introduction</b>	The course will cover the basic principles of management. However, the analysis of these management principles are connected to contemporary issues and aligned with the experiences of student

	<p>enrolled in this course. Reflection is also a key component to synthesize of the concepts discussed. The student should be guided to incorporate a broad understanding of the opportunities for application within their workplaces.</p>
<p><b>Expected Student Learning Outcomes:</b></p>	<p>Upon successful completion of this course, adult learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the functions of management.</li> <li>2. Discuss common management challenges.</li> <li>3. Discuss the benefits and pitfalls of planning.</li> <li>4. Describe the approaches to organizational structure.</li> <li>5. Describe who leaders are and what effective leaders do.</li> <li>6. Describe the basic control process</li> </ol>
<p><b>Course Requirements</b></p>	
<p>Required Textbook:</p>	<p><b>Title:</b> Williams – MGMT12 (with MindTap Printed Access Card), 12<sup>th</sup> edition. ISBN: 9780357137727</p>
<p>Resources</p>	<p>The materials required for this course are included in <a href="#">Cengage Unlimited</a>, a subscription service providing access to ALL Cengage ebooks and digital learning products—over 22,000—for \$119.99 per term (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or at <a href="http://www.cengage.com">www.cengage.com</a>.</p> <div data-bbox="755 1241 1507 1356" style="border: 1px solid black; padding: 5px;">  </div> <p style="text-align: center;"><b>How to access your MindTap course</b></p> <p style="text-align: center;"><b>BA 314 MGMT F22 SECTION 01</b></p> <p><b>Instructor :</b> Dr. Alvin L. Ward, II  <b>Start Date :</b> 08/22/2022</p> <p style="text-align: center;"><b>WHAT IS MINDTAP?</b></p> <p>MindTap empowers you to produce your best work –</p>

consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

**THIS COURSE REQUIRES AN ONLINE HOMEWORK PLATFORM CALLED MINDTAP. FOLLOW THE INSTRUCTIONS BELOW TO GET STARTED.**

**REGISTER FOR YOUR MINDTAP COURSE**

1. USE THE COURSE REGISTRATION LINK [HTTPS://WWW.CENGAGE.COM/DASHBOARD/#/COURSE-CONFIRMATION/MTPPBQFZLXQ4/INITIAL-COURSE-CONFIRMATION](https://www.cengage.com/dashboard/#/course-confirmation/mtpbqfzlxq4/initial-course-confirmation)
2. FOLLOW THE INSTRUCTIONS ON SCREEN TO CREATE YOUR CENGAGE ACCOUNT AND REGISTER FOR THIS MINDTAP COURSE.
3. BEGIN YOUR TEMPORARY ACCESS\* PERIOD.

NEED HELP? VISIT THE CENGAGE START STRONG WEBSITE ([HTTPS://STARTSTRONG.CENGAGE.COM](https://startstrong.cengage.com)) FOR STEP-BY-STEP INSTRUCTIONS.

\*TEMPORARY ACCESS: YOU CAN ACCESS YOUR MINDTAP COURSE UNTIL 5:00 AM (UTC) ON 9/5/2022 FOR FREE. AT THE END OF THE TEMPORARY ACCESS PERIOD, YOU WILL BE PROMPTED TO PURCHASE ACCESS. YOUR WORK WILL BE SAVED AND WILL BE AVAILABLE TO YOU AGAIN ONCE YOU'VE COMPLETED YOUR PURCHASE.

NOTE: IF THE COST OF YOUR COURSE MATERIALS IS INCLUDED IN YOUR TUITION, YOU WILL NOT NEED TO PURCHASE ACCESS.

MINDTAP TIPS & TRAINING TOOLS

LEARN MORE ABOUT NAVIGATING YOUR MINDTAP COURSE:

([HTTPS://HELP.CENGAGE.COM/MINDTAP/MT-STUDENT/INTRODUCTION.HTML](https://help.cengage.com/mindtap/mt-student/introduction.html))

#### TECHNICAL SUPPORT & TROUBLESHOOTING

OUR US-BASED SUPPORT TEAM DELIVERS ANSWERS AND ADVICE VIA 24/7 ONLINE CHAT, TWITTER, LIVE PHONE SUPPORT (1-800-354-9706) AND THROUGH [SUPPORT.CENGAGE.COM](https://support.cengage.com), WHICH INCLUDES HELPFUL ARTICLES, AND TUTORIALS.

If you are having trouble loading MindTap, run the MindTap browser check (<https://ng.cengage.com/static/browsercheck/index.html>) to make sure your browser is compatible or refer to the MindTap System Requirements (<https://help.cengage.com/mindtap/MindTap-System-Requirements.pdf>). If MindTap isn't loading, be sure to visit Techcheck (<https://techcheck.cengage.com>) to see if there is an outage. **Additional**

#### **Registration/Purchasing Support**

Should you need additional guidance, please visit [www.cengage.com/start-strong](http://www.cengage.com/start-strong).

Financial Aid students can purchase access to Cengage Unlimited from the college bookstore.

- **What students should purchase:** Students should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Bookstores nationwide are planning to sell Cengage Unlimited — encourage your students to check there first. If it is not sold there, it can be purchased at [cengage.com/unlimited](http://cengage.com/unlimited).

*See Optional Table for Cengage Unlimited at the end of this Course Syllabus.*

Supplementary materials:

Writable CDs or Flash Drive (Store all Assignments)

Class attendance policy:

Regular and punctual attendance is required for all classes and activities earning credit. The student must

	<p>comply with class attendance policies set by the professor and complete all work required for each course. Faculty members are obligated to notify students in writing at the beginning of each semester of the policies and procedures on absences and make-up work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed.</p> <p>When students know in advance that they will be absent from class, faculty should be notified and arrangements made to secure assignments. Students may obtain from the Vice President of Student Affairs an official excuse from class due to an emergency (illness, accident, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University.</p> <p>An official absence presented to the instructor within seven days from the date of the absence entitles the student to make up any work missed. Faculty members are required to submit absences and Attendance Reports at a designated time via the MVSU Banner System. Students who receive Financial Aid awards can only receive funds for “class attendance”. The MVSU Attendance Policy for Financial Aid includes (NS) No Shows and Unofficial Course Withdrawals.</p> <p>My specific expectations regarding class attendance are: Each student is expected to be on time for every class meeting. This is a three (3) credit hour course. This class meets three times a week for a total of three hours per week. The student is allowed to be absent three (3) session without an official excuse. All unexcused absences after three will result in letter grade reductions. Other absences are grounds for official withdrawal from the course by the instructor.</p> <p>The student is still annotated as AU or AE. It is the instructor's sole discretion as to what he/she shall consider AU or AE.</p>
Submission of Work:	<p>The first session begins on Monday, August 22, 2022. Scheduled assignments must be completed and successfully submitted through the <b>MGMT-12 MindTap</b> by all due dates. Assignments automatically become unavailable after the due date/time expires. <b>Any additional assignments must be submitted by using MS Word (.doc file).</b></p>

<p>Make-up policy:</p>	<p>The instructor is not obligated to give any “make-up work”; and the student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absence from class is. Earning extra credit is not an option. If you miss an exam or homework assignment due date because of illness, accident, personal or family emergency, you must have the reason for your absence verified by the Vice-President of Student Affairs. Then, and only then will make-up exams be given, at the discretion of the instructor, usually administered at the end of the term as scheduled in the final examinations schedule of the university. If the reason for the absence is not verified, the grade will be “zero”.</p> <p><i>Official absences presented to the instructor within seven days from the date of the absence will entitle the student to make up any work missed.</i></p>
<p>Course Drops/Incompletes:</p>	<p>Students not completing the course for any reason are required to submit official drop notices to the Registrar’s Office prior to the deadline date. <b><i>This is the responsibility of the student.</i></b> Failure to comply with the procedure <u>WILL</u> result in your receiving a letter grade of “F”.</p> <p><i>Not officially withdrawing from the university will impact your financial aid and result in you owing the university.</i></p>
<p>Decorum and Classroom Etiquette:</p>	<p>Sleeping in class will be construed as an absence. Smoking is not permitted in the classroom. Because research indicates that Business students use electronic technology to cheat, electronic instruments (i.e., cellular phones, beepers, calculators) are not permitted to be operated in the classroom unless it has been pre-approved by instructor. Males are to remove all headgear during class sessions. Remember, the class sessions simulate meetings and discussions among students (future managers). Also, treating others with respect helps build strong and more effective interactions between people. So, please:</p> <ol style="list-style-type: none"> <li>1) Arrive on time.</li> <li>2) No personal or private conversations during class time. Good communication and listening require that only one person can be speaking at a time. If you would like to speak, I will gladly yield the floor to you, so long as you are discussing a relevant topic.</li> </ol>

	<p>3) Keep walking in or out during class to a minimum. If you become seriously ill, of course, please leave class and take care of yourself. While you are enrolled in this class, attending class sessions (with appropriate outside-of-class preparation) is your job.</p> <p>The above three points are based on respecting the rights of all of us to hear what is going on and not be distracted. As such, the instructor encourages each student to: Ask questions and participate in discussions, study hard and learn a lot, and have fun while you are obtaining knowledge and doing a good job. If you have questions or concerns, please see me or send an e-mail message.</p>
<p>Technical Problems:</p>	<p>If you experience technical/computer difficulties (need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your Cengage Digital Course – MGMT -12 MindTap ), contact the Canvas Help Desk Hotline, 662-254-4104</p>
<p>Teaching/Learning Strategies</p>	<p>The primary instructional model for this course is collaborative learning. Specifically, the professor will set course content, course objectives, and methods of classroom assessment. The course may incorporate the following instructional strategies: online activities, assigned readings, cases, and/or individual projects. The students is encouraged to actively participate in activities, ask questions, and contribute comments for discussion. Students are also encouraged to offer input regarding instructional strategies and assignments. Most important, students are expected to be active learners and to ask for clarification when they have questions. In order to be successful in the class, it is important that students read the assigned material and submit assignments. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity.</p>
<p><b>Grade Appeals:</b></p>	<p>Any student who believes s/he has been graded unfairly during a semester should work actively and positively with the professor to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved, the student should appeal the grade by following University procedures as outlined in the MVSU Student Handbook. When submitting a written complaint regarding grading practices, it is</p>

	<p>imperative that the student keep copies of supporting documentation (<i>course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available</i>). It is the student's responsibility to prove that he/she has been graded unfairly.</p>
<p><b>Academic Integrity:</b></p>	<p>All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else's work as your own, failing to meet academic and professional requirements, will result in an automatic "F". The University's academic honesty and plagiarism policies are enforced in this course.</p> <p>To address the situation of academic integrity, the university has implemented <i>Turnitin</i> to fight plagiarism and improve reading, writing, and research skills. <i>Turnitin</i> is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all student's work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet. Plagiarism will result in at least a failing grade for the assignment(s) and/or the course.</p> <p>Refer to MVSU Undergraduate Catalog for "Cheating and plagiarism policy."</p>
<p><b>Special Needs and Accommodations:</b></p>	<p>Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Social Science Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.</p> <p>For more information or to schedule an appointment, please contact Kathy Brownlow. via phone or email at</p>



	662-254-3443 or kbrownlow@mvsu.edu.															
<b>Evaluation Procedures</b>	The ten point scale will be used. Since the cumulative system will also be used in the course, the breakdown for letter grades is shown below. The final grade will be based on attendance, quizzes, and examinations.															
<b>Summary of CPC Topics Covered in this Course:</b>	<b>Contact Hours:</b>															
Accounting		0														
Legal Environment of Business		0														
Economics		0														
Business Ethics		5														
Quantitative Techniques		0														
Statistics		0														
Management		45														
Organizational Behavior		5														
Comprehensive or Integrating Experience		5														
Global Dimension of Business		0														
	<b>Total (estimate of contact hours)</b>	<b>60</b>														
<table border="1"> <thead> <tr> <th colspan="2">Course Grading Scale</th> </tr> <tr> <th>POINTS</th> <th>GRADE</th> </tr> </thead> <tbody> <tr> <td>540 and above</td> <td>A</td> </tr> <tr> <td>480 - 539</td> <td>B</td> </tr> <tr> <td>420 - 479</td> <td>C</td> </tr> <tr> <td>360 - 419</td> <td>D</td> </tr> <tr> <td>Fewer than 359</td> <td>F</td> </tr> </tbody> </table>	Course Grading Scale		POINTS	GRADE	540 and above	A	480 - 539	B	420 - 479	C	360 - 419	D	Fewer than 359	F	<p><i>Any student who fails to complete Assignments, Quizzes, Mid Term and the Final Examinations will receive a grade of "F".</i></p> <p><i>See Attachment 1: BA 314-E01 Online Equivalent</i></p>	
Course Grading Scale																
POINTS	GRADE															
540 and above	A															
480 - 539	B															
420 - 479	C															
360 - 419	D															
Fewer than 359	F															
<b>WEIGHT OF MODULE REQUIREMENTS</b>																
The combined following activities are weighted to form the final grade for the course:																
<b>ACTIVITY</b>	<b>POINTS</b>															
Student Bio	20															
Assignments (11 @ 10 points each)	110															
Chapter Quizzes (11 @ 20 points each)	220															
Mid Term Exam	100															
Final Exam	150															
<b>TOTAL</b>	<b>600 POINTS</b>															

Document Attachments: Attachment 1: Online Equivalent (Fall 2022) Attachment 2: Rubric for Written Assignments

**BA 314 – 01 MGMT Fall 2022  
Assignments**

<b>ASSIGNMENT</b>	<b>DUE DATE</b>
A#1: Student Bio	August 26
Chapter 1 Assignment Chapter 1 Quiz	August 29
Chapter 2 Assignment Chapter 2 Quiz	September 7
Chapter 3 Assignment Chapter 3 Quiz	September 12
Chapter 5 Assignment Chapter 5 Quiz	September 19
Chapter 6 Assignment Chapter 6 Quiz	September 26
<b>Mid Term Exam (Chapters 1, 2, 3, 5, 6)</b>	<b>October 5</b>
Chapter 7 Assignment Chapter 7 Quiz	October 10
Chapter 8 Assignment Chapter 8 Quiz	October 17
Chapter 9 Assignment Chapter 9 Quiz	October 24
Chapter 10 Assignment Chapter 10 Quiz	October 31
Chapter 12 Assignment Chapter 12 Quiz	November 7
Chapter 14 Assignment Chapter 14 Quiz	November 14
<b>SENIOR FINAL EXAMINATION (Chapters 1, 2, 3, 5, 6, 7-10, 12, 14)</b>	<b>November 30</b>
<b>FINAL EXAMINATION (Chapters 1, 2, 3, 5, 6, 7-10, 12, 14)</b>	<b>December 7</b>

**NOTE:** It is recommended the student begin to work on all assignments and Chapter Quizzes as soon as possible to prevent any surprises.

Attachment 1: BA 314 F22 Assignments

## Rubric for Written Assignments

Problem/Question	Information Seeking/Selecting and Evaluating	Analysis	Synthesis	Documentation	Product/Process
<b>4</b> Student(s) posed a thoughtful, creative question that engaged them in challenging or provocative research. The question breaks new ground or contributes to knowledge in a focused, specific area.	Student(s) gathered information from a variety of quality electronic and print sources, including appropriate licensed databases. Sources are relevant, balanced and include critical readings relating to the thesis or problem. Primary sources were included (if appropriate).	Student(s) carefully analyzed the information collected and drew appropriate and inventive conclusions supported by evidence. Voice of the student writer is evident.	Student(s) developed appropriate structure for communicating product, incorporating variety of quality sources. Information is logically and creatively organized with smooth transitions.	Student(s) documented all sources, including visuals, sounds, and animations. Sources are properly cited, both in-text/in-product and on Works-Cited/Works-Consulted pages/slides. Documentation is error-free.	Student(s) effectively and creatively used appropriate communication tools to convey their conclusions and demonstrated thorough, effective research techniques. Product displays creativity and originality.
<b>3</b> Student(s) posed a focused question involving them in challenging research.	Student(s) gathered information from a variety of relevant sources--print and electronic.	Student (s) product shows good effort was made in analyzing the evidence collected.	Student(s) logically organized the product and made good connections among ideas	Student(s) documented sources with some care, Sources are cited, both in-text/in-product and on Works-Cited/Works-Consulted pages/slides. Few errors noted.	Student(s) effectively communicated the results of research to the audience.
<b>2</b> Student(s) constructed a question that lends itself to readily available answers.	Student(s) gathered information from a limited range of sources and displayed minimal effort in selecting quality resources.	Student(s) conclusions could be supported by stronger evidence. Level of analysis could have been deeper.	Student(s) could have put greater effort into organizing the product	Student(s) need to use greater care in documenting sources. Documentation was poorly constructed or absent.	Student(s) need to work on communicating more effectively.
<b>1</b> Student(s) relied on teacher-generated questions or developed a question requiring little creative thought.	Student(s) gathered information that lacked relevance, quality, depth and balance.	Student(s) conclusions simply involved restating information. Conclusions were not supported by evidence.	Student(s) work is not logically or effectively structured.	Student(s) clearly plagiarized materials.	Student(s) showed little evidence of thoughtful research. Product does not effectively communicate research findings.

Teacher Comments

Instructors Signature: \_\_\_\_\_

Attachment 2: Written Presentation Rubric