

PRINCIPLES OF MANAGEMENT

FALL - 2008

INSTRUCTOR: Stan Emanuel – MBA, USC – 1983; BS, Financial Management – Clemson University – 1981. Adjunct Business Faculty USCL – Fall, 1995 through Summer, 2006. Became full-time w/USCL in Fall, 2006 after retiring from almost twenty three years in Banking. Past and current involvement in Community Organizations include being Chairman of Board & Treasurer of Lancaster County Chamber of Commerce, Chairman of Board & Treasurer of United Way of Lancaster, Chairman & Classroom Instructor of Junior Achievement Advisory Board of Lancaster County, President & Secretary of The Lancaster Rotary Club, Treasurer of CareNet, Chairman of Board & Treasurer of Lancaster County Partners for Youth Foundation & Treasurer of Communities in Schools of Lancaster County. The Instructor has also owned and operated his own small business consulting firm since 1995, Management Advisory Services of Lancaster, Inc.

OFFICE/OFFICE HOURS: ML 219/ MON/WED 10:00 – 10:50 A.M.; TU/TH – 9:30 – 10:45 A.M. Other times before or after class and by appointment. Office Phone – 313-7444. Home Phone – 286-5029.

E-MAIL: EMANUELL@GWM.SC.EDU

TEXT: Management – Daft – 7th Edition (Study Guide on Reserve in Library)

COURSE# / SECTION# / MEETING TIME / ROOM:
MGMT L371 / SEC 004 / Mon/Wed/Fri 11:00 – 11:50 A.M. / Bradley 107

GRADING SCALE:

A : 90-100	C : 70-76
B+ : 87-89	D+ : 67-69
B : 80-86	D : 60-66
C+ : 77-79	F : Below 60

ATTENDANCE: Students are expected to attend all classes. Good attendance could improve your final grade. Attendance will not be counted against a student if they have a doctor's excuse for themselves or a dependent, death in family or other legitimate reasons. Unexcused absences can be made up by doing **one hour** of community service or spending **one consecutive hour** in The Academic Success Center (Both Documented) for each class missed. Frequent tardiness may constitute an unexcused absence.

MISSED TESTS / ASSIGNMENTS: Unless extenuating circumstances occur, the Instructor **must be notified well in advance** if a student has to miss a test or cannot complete an assignment on time. In both cases, the Instructor will make every effort to work with the student to make up the work as quickly as possible. Otherwise, a grade of zero (0) will be assigned for that work.

GRADING: Student's grades will be determined by the following:

3 Tests – Every Six Chapters (22.0% each) ***	66.00%
2 Management Papers – See Attached Info (12.0% each)	24.00%
Attendance (Only used to improve Grade)	10.00%

*** Objective – True/False, Multiple Choice & Matching

COURSE OBJECTIVE / CLASS FORMAT: The primary objective of this course is to provide students with a better understanding of the world of Management. The Instructor will draw on his real world experience to help students apply the theoretical points in the textbook as well as encourage class discussion. We will also try and schedule a Guest Speaker (s) to help the students better visualize Management in the workplace today. Students are expected to read the assigned chapters prior to class.

MEETING DATE:

ASSIGNMENTS / TOPICS COVERED:

August 22	Introduction
August 25	Chapter 1
August 27	Chapter 2
August 29	Chapter 3
September 3	Chapter 4
September 5	Chapter 5
September 8	Chapter 6
September 10	Review for 1 st Test
September 12	Guest Speaker or Test Study Period
September 15	TEST #1
September 17	Return & Discuss 1 st Test
September 19	Chapter 7
September 22	Chapter 8
September 24	Chapter 9
09/26, 09/29 & 10/01	Work on 1 st Paper

MEETING DATE:**ASSIGNMENTS / TOPICS COVERED:**

October 3	1st Management Paper Due
October 6	Return & Discuss 1 st Paper
October 8	Chapter 10
October 13	Chapter 11
October 15	Chapter 12
October 17	Review for 2 nd Test
October 20	Test Study Period or Guest Speaker
October 22	TEST #2
October 24	Return & Discuss 2 nd Test
October 27	Chapter 13
October 29	Chapter 14
October 31	Chapter 15
November 3	Chapter 16
November 5	Chapter 17
November 7	Chapter 18
November 10	Review for 2 nd Test
November 12	Test Study Period
November 14	TEST #3
November 17	Return & Discuss 3 rd Test / Course Evaluations
11/19, 11/21, 11/24 & 12/01	Work on 2 nd Paper
December 3	2nd Management Paper & Extra Credit Due
December 5	Return & Discuss 2 nd Paper & Extra Credit

CONTINGENCY: The Instructor reserves the right to make adjustments to this Syllabus during the Term provided that the majority of the class is in favor of these changes and the class as a whole will benefit from them.

MANAGEMENT PAPERS: For **Management Paper #1**, find an **Article (s)** related to the material covered in **Chapters 1-9 about a Management person (s) and/or specific Business (es)**. Likewise, for **Management Paper #2**, find an **Article (s)** related to the material covered in **Chapters 10-18 about a Management person (s) and/or specific Business (es)**. **Do not pick Articles that are general in nature or Google companies or people for basic biographical information. It is strongly suggested that the Instructor approve your Article prior to writing the paper.** Explain how each Article relates to our class discussions and the Text citing specific concepts in about two or three typed pages per paper. **Do not restate and/or summarize what's in the Article but relate it to the course material.** Similarly, **do not restate and/or summarize information from the Text. The best papers are those which Incorporate and Integrate a number of different textbook concepts with the Article (s) with clear explanations and proper application of Management Principles.** You may do this assignment alone or with one other person in the class. If you work with someone else, you will both receive the same grade. Although content is the most important aspect of the paper, spelling, grammar, and punctuation will also affect your grade. Samples from previous classes will be available for students to review. **Attach all articles to your papers.**

EXTRA CREDIT: An optional Extra Credit Assignment will be offered after the 3rd Test to give students the chance to improve one of their Test Grades.