



**BMGT 1327.001IN & 002IN**  
**Principles of Management**  
**Spring 2024**  
**Online**

**Instructor:** Griselda Solis, JD

**E-mail:** [gsolis4@com.edu](mailto:gsolis4@com.edu)

**Telephone Number:** Via Teams

**Student Hours & Location:** TEAMS, ZOOM, D2L chat, or by email appointment.

**Tuesday**, Virtual: 10 am- 12:00 pm

Also, by appointment

**Required Textbook and Materials:**

1. **MGMT, 12th Edition**, Chuck Williams - Inclusive Access (Specially bundled with **MindTap** for Internet class)
2. Access to the Internet and a Web browser that supports D2L Learning System
3. Other materials, as mentioned by the instructor online

**Course Description:** The course provides the student with foundational information about theories and issues in the field of management. Students will learn business concepts and terminology throughout the chapters. The major content areas will include general principles of management and its relationship with business.

**Pre-requisite:** None

**Requirements for enrolling in an online course:**

All students enrolling in their Internet or Hybrid section must complete the course designed to help navigate D2L.

As this is an online course, it is crucial that you be self-motivated and self-disciplined. You need to carefully read each chapter unit, and the associated required readings, attempt online activities, and practice quizzes. It is also your responsibility to take each assessment quiz, midterm, and final exam, participate in scheduled discussions, and complete class projects according to the scheduled timeline in your Semester Schedule. It is your responsibility to submit all assignments on time.

### **Determination of Course Grade/Detailed Grading Formula:**

It is the student's responsibility to be familiar with all the material presented in the textbook. Student Learner Outcomes are included for each chapter of the text. Your study time will be much more productive if you read the Student Learner Outcomes before reading each chapter.

A variety of means is included to evaluate student performance. Methods of evaluation employed to evaluate student performance are:

1. **DISCUSSIONS:** There are four video discussions. You will watch the video and submit your analysis in the assignment drop box. The material covered in the video assignments will typically be outside the material covered in the textbook. Submission of analysis is to be placed in the assignment drop box.
2. **QUIZZES:** The student will complete quizzes online in D2L as scheduled within the semester schedule. It is used as one of the learning tools, as well as an evaluation tool to familiarize students with definitions, concepts, and applications.

There are 18 chapter quizzes worth 10 points each. You are allowed 2 attempts for each quiz, with your highest-scored attempt counting as your grade. There is a 30-minute time limit.

Quizzes should be used as a study guide for each test. Be sure to read and study the chapter material prior to starting the quizzes. While each quiz is only 10 points, there are 18 of them so they cannot be ignored. Grouped, they make up a substantial portion of your grade.

3. **EXAMS:** Competency exams will be administered online as designated by the instructor within the semester schedule. There will be five exams in this course. The schedule of activities covers the chapters included in each exam. You will have 1 attempt and 60 minutes to complete the exam.

Test Review Sheets: Once you have studied the material in the chapters, you should then open the review file for each test. Make sure that you are familiar with and can accurately describe the concepts and terms covered in the review sheet.

- a. Exam 1 will cover student learner outcome 2 and maps to the Social Responsibility general education core objective.
- b. Exam 4 will cover student learner outcomes 3 and 4 and maps to the Communication Skills general education core objective.

**NOTE: No submissions are allowed after the assigned due date lapses.**

**Grading Criteria** - Based on required work for the semester:

A.	5 Exams -150 points each (lowest exam grade dropped)	@600 points
B.	18 Quizzes – 10 points each	@180 points
C.	4 Case Discussion Videos – 50 points each	@200 points
D.	1 Assignment	@20 points
Total		1000 points

**Grading Scale** - Letter grades will be awarded according to the following criteria:

A = 900 points or above	(90% to 100%)
B = 800 to 899 points	(80% to 89%)
C = 700 to 799 points	(70% to 79%)
D= 600 to 699 points	(60% to 69%)
F =anything less than 599 points	

**NOTE:** The instructor DOES **NOT** give a **W**. Anything below 60% earns an F grade. It is the student's responsibility to acquire and complete the withdrawal form when and if the student decides to drop the class.

**Late work and Make-up Policy:** Late work is **NOT** accepted except under documented extenuating circumstances with approval from your instructor. No make-up exams or assignments will be given or accepted.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

#### **Graded Assignments/Feedback/Gradebook:**

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto-graded exams and quizzes should be available for immediate review by the students. Manually graded assignments (projects) will be graded and returned within *two weeks* from the due date.

Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned promptly as the instructor's availability allows. Students should monitor their overall grade within the D2L grade book for current point totals.

#### **Extra Credit/Bonus Points:**

40 bonus points (4% of final grade) are available for scheduling and completing a meeting (online or face to face) with Career Services for a resume review OR mock interview. Bonus points will be added to the gradebook once the student forwards

the confirmation email to the instructor, received from Career Services, confirming that a worthwhile and successful resume review or mock interview has taken place. Students may schedule more than one appointment, but the bonus points will only be applied once. Resume writing/reviews and mock interviews are important aspects of career planning. Students should always have resumes up-to-date.

**Appointments with Career Services can be scheduled by emailing:**

CareerServices@com.edu or calling (409)933-1211. Scheduling may be attempted any time after Week 1 BUT PRIOR to the end of Week 12 to ensure an appointment. Emails sent AFTER Week 12 are NOT guaranteed an appointment before the semester ends.

**Attendance Policy:**

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance on an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based on the timely submission of an assignment. An assignment may be a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

The online students will log in to the D2L class at least three times per week on three different days during the week to check for any new assignments, emails, announcements, or instructions and to complete their work. Regular attendance and punctuality in submitting assignments, quizzes, and exams are very important. History has shown that in order to be successful in this course, students must learn the material as it relates to practical applications in the business world. However, failure to attend class will not result in an official or automatic withdrawal.

**Communicating with your instructor:**

The primary means of communication with the instructor and the class is in the ***Class Related Topics*** Discussion Forum. Post all questions, comments, and concerns, related to this course in this section. You may also post articles you would like to share. When a question is posted in this forum both the instructor and the students will help the class to find a solution. It is imperative and the Sole Responsibility of the student to check the Discussion Forum for new posts. This is your virtual classroom.

Email ([gsolis4@com.edu](mailto:gsolis4@com.edu)) should be used for **private communication** regarding any personal academic matters. I will respond within 48 hours (except

weekends/holidays). The instructor will check messages at least every other day or three times a week. Due to FERPA restrictions, faculty can only share any information about performance in class through COM email. No other email can be used for performance-related questions.

**Table Mapping SLO’s, Core Objectives and Assignments:**

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills – to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information
2. Social Responsibility- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.
3. Communication Skills- to include effective written, oral, and visual communication.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain various theories, processes, and functions of management	Social Responsibility	Exam 1
2. Apply theories to a business environment.	Critical Thinking Skills	Case Discussion
3. Describe elements of the communication process	Communication Skills	Exam 4
4. Identify leadership roles in organizations	Social Responsibility	Exam 4

**Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with by college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the Student Handbook. <https://www.com.edu/student-services/studenthandbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct.

Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class. Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving a proper citation, copying directly from a website and pasting it into your paper, and using

someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

- 10 Types of Plagiarism – YouTube  
<https://www.youtube.com/watch?v=EF5eFeJMplA>
- How to Avoid Plagiarism in 5 Easy Steps - YouTube  
<https://www.youtube.com/watch?v=WV2-cmi19sg>
- What is Self-Plagiarism - Research Prospect  
<https://www.researchprospect.com/what-is-selfplagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Re-publishing.,from%20their%20prev%20ious%20work%20as%20they...%20More%20>

#### **Student Concerns:**

If you have any questions or concerns about any aspect of this course, please **contact me first** using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [gregory2@com.edu](mailto:gregory2@com.edu) or 409-933-8339.

#### **Technology Outage:**

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other coursework such that due dates can be met.

**Course Outline  
Spring 2024**

Week	Week of:	Readings	Online Assessments	Other Assignments
<b><u>MODULE 1</u></b> 1	01/15/24	Chapter 1 Chapter 2	<b>Quiz 1</b> <b>Quiz 2</b>	Read the content in the <b><i>Read Me First</i></b> module, navigate the course, and get familiarized with the online classroom set-up.  Discussion Board Assignment
2	01/22/24	Chapter 3	<b>Quiz 3</b>	
3	01/29/24	Chapter 4	<b>Quiz 4</b>	
4	02/05/24		<b>EXAM 1</b> Chapters 1-4	<b>MODULE 1 DEADLINE:</b> <b>MIDNIGHT SUNDAY, February 11</b> (Quizzes 1-4, Exam 1 & DB)
<b><u>MODULE 2</u></b> 5	02/12/24	Chapter 5 Chapter 6	<b>Quiz 5</b> <b>Quiz 6</b>	
6	02/19/24	Chapter 7 Chapter 8	<b>Quiz 7</b> <b>Quiz 8</b>	Module 2- Video Discussion Board
7	02/26/24		<b>EXAM 2</b> Chapters 5-8	<b>MODULE 2 DEADLINE:</b> <b>MIDNIGHT SUNDAY, March 3</b> (Quizzes 5-8, Exam 2 & DB)
<b><u>MODULE 3</u></b> 8	03/04/24	Chapter 9 Chapter 10	<b>Quiz 9</b> <b>Quiz 10</b>	Spring Break 03/11-03/17

Week	Week of:	Readings	Online Assessments	Other Assignments
9	03/18/24	Chapter 11 Chapter 12	Quiz 11 Quiz 12	Module 3- Video Discussion Board
10	03/25/24		EXAM 3 Chapters 9-12	<b>MODULE 3 DEADLINE: MIDNIGHT SUNDAY, March 31</b> (Quizzes 9-12, Exam 3 & DB)
<b><u>MODULE 4</u></b> 11	04/01/24	Chapter 13	Quiz 13	Spring Holiday 03/29-03/31
12	04/08/24	Chapter 14 Chapter 15	Quiz 14 Quiz 15	Module 4- Video Discussion Board
13	04/15/24		EXAM 4 Chapters 13-15	<b>MODULE 4 DEADLINE: MIDNIGHT SUNDAY, April 21</b> (Quizzes 13-15, Exam 4 & DB)
<b><u>MODULE 5</u></b> 14	04/22/24	Chapter 16	Quiz 16	Last day to withdraw: April 22
15	04/29/24	Chapter 17 Chapter 18	Quiz 17 Quiz 18	Module 5- Video Discussion Board
16	05/08/24		EXAM 5 Chapters 16-18	<b>MODULE 5 DEADLINE: MIDNIGHT WEDNESDAY, May 08</b> (Quizzes 16-18, Exam 5 & DB)

**All work from each module will have 1 deadline. For example, Quizzes 1-4, Exam 1, and DB1 are part of Module 1 and are due on Week 4.**

**NOTE: No submissions are allowed after the assigned due date lapses.**



## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2023-2024 v2.pdf](#). An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending the College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Failure to log in will NOT constitute an official or automatic withdrawal. It is the student's responsibility to acquire and complete the drop form when the student has decided to drop the class. Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing, students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. **The last date to withdraw is April 22, 2024.**

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by

someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**Resources to Help with Stress:** If you are experiencing stress or anxiety about your daily living needs, including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here: <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).