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**Instructor:** Melissa Weed, MSM, EMP  
**Office:** Kelce Room 202A  
**Hours:** By Appointment Only  
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### **Textbook**

Management, 15th Edition, Online ISBN: 9780135581735



### **Catalog Course Description**

Overview of foundational management principles necessary for understanding the basic activities required of managers at every organizational level.

### **Prerequisites**

Prerequisite: None

### **Course Objectives / Learning Outcomes**

- Identify the historical perspectives of management theories and their application to contemporary management practices.
- Apply business ethics and social responsibility concepts and their importance in managerial decision-making.
- Describe the skills and competencies of effective managers.
- Recognize the major functions of management.
- Analyze the internal and external factors that influence an organization.
- Recognize the influence of globalization on organizations.

### **Course Outline**

See the tentative schedule provided with this document

### **Teaching Methods**

The primary teaching methods are lecture, discussion, case studies, exam, guest speakers, and student projects.

Reading the chapter and in-class discussions for each chapter before class is essential.

Class participation is mandatory which includes coming to class prepared (electronic textbook, paper, pencil, PowerPoint, other notes, etc.), or logging on, participating in problem-solving, general discussion, and all other class activities. Class lectures will be brief and will be based on the textbook material and PowerPoint presentations. The majority of class time will be spent discussing case studies.



### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

### **Attendance Policy**

Class attendance is mandatory (If you have extenuating circumstances, please communicate those with me). Participating in all class activities is also required which includes coming to class prepared and completing the activities during class. Students are allowed 3 unexcused absences and the instructor reserves the right to DROP a student who exceeds this limit.

Please note coming to class but not participating may be counted as an unexcused absence. If there is inclement weather and the university closes, there will be no remote class. If there is inclement weather and the university is open, there will be class.

There will be NO make-up exams. Arrangements must be made before the day of the exam to take the exam early. The format and content of the “early” exam may be different than the one given in class. In the event of an emergency preventing a student from taking an exam, the instructor is to be informed as soon as possible and will determine if a makeup exam will be allowed, based on the circumstances.

At times, college-sponsored events conflict with exams. An example of a college-sponsored event is a student who is a football player leaving with the team for a game. In this case, I will require a note from the coach or other university person of authority. Fraternity Frisbee tournaments are not a valid reason to miss an exam. Inform me a week in advance of the exam date if there is a conflict. I determine if the absence is for a valid reason.

### **Classroom Conduct**

Employers of our graduates frequently tell us that professionalism, writing skills, ethics, and accountability are high on their list of qualities they seek in potential employees. In order to help students, prepare for a professional career, professional conduct will be required in the classroom, including the following requirements:

1. Mutual respect is required at all times.
2. No cell phone should be used in the classroom. Turn off or silence the cell phone. No texting.
3. Computers and tablets may be used during class time, but they should be used only for class-related work and should not be used in such a way as to negatively impact the ability of others to focus on class lectures or discussions. If this policy is violated, this privilege will be revoked.
4. No reading of books, newspapers, or magazines during class except for class materials.



5. Arrive on time and be prepared for class. Each class period you should have your electronic textbook, in-class discussion read, the applicable PowerPoint presentation (Canvas), paper, pencil, and all other relevant items handed out in previous class periods.
6. Ask questions, ask questions, ask questions. If you are having trouble understanding something, if I am moving through the material too quickly, or if I say something that doesn't make sense to you, please stop me.

### **Communication**

The best way to contact me is through email. You can expect a response from me typically within 24 hours from Monday-Friday. On the weekends, you can expect me to respond within 48 hours.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Exam Rules:**

1. You will need to bring a laptop to class to take the exam. If you do not have one, please let the instructor know one week before the exam so arrangements can be made.
2. No talking, except with your instructor, during the exam.
3. No electronic devices. Students requiring language translations should bring paper dictionaries and be prepared to show the dictionary to the instructor.
4. No leaving the classroom during the exam unless excused by your instructor.
5. If you believe someone is copying from your computer, either cover your work or move to another seat.
6. Should you arrive late to the exam; you will not be given additional time to complete the exam.

### **Course Evaluation Methods**

\*Listed on a supplemental sheet.

Guaranteed grade cutoffs: 90% - A; 80% - B; 70% - C; 60% - D; below 60% - F. If a student's final score is borderline, for example, 89.5%, the instructor will round up if the student has exhibited professionalism, had excellent attendance, and demonstrated effort throughout the semester.

Exams: The exams may include any material from the textbook, whether discussed in class or not, and any additional material presented by the instructor in class.

All homework assignments have specific due dates and late assignments CANNOT be accepted.

### **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

**Course Syllabus:**  
Intro to Management  
23SP-MGT-201-01  
Room 207  
MWF - 10 - 10:50 AM

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time.

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).