COURSE SYLLABUS

Course: MAN 3353 Management Theory and Practices
CRN: 25478
Campus: Online
Classroom: Online
Semester/Term: Spring 2024 (H2)
Prerequisites: Admission to the BAS degree in Business and Organizational Leadership or
          Departmental Approval
Credit Hours: 3
Professor: Mike Mandl (aka Professor Mike or ProfM)
Email: cmandl@valenciacollege.edu
Office Phone: Initial contact by email only. Follow-up calls will be made by the professor, as necessary.
Office: Online
Office Hours: Email is checked regularly. Emails from students will receive a response the same day if sent by 8pm.

Course Overview:
This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies. We learn together, analyzing and addressing the ever-changing evolution of theories and practices of management.

Course Description:
This course is a study of basic concepts and theories of management. The functional roles and processes for planning, leading, organizing, and controlling are emphasized. Other topics covered include team development, leadership, strategic development, decision making, ethics, diversity, and globalization.

Course Outcomes:
- Describe and discuss the elements of effective management.
- Identify environmental issues that impact management and develop strategies to adapt to these environments.
- Identify and explain issues involved in managing a diverse workforce and conduct necessary research to address these issues.
- Discuss and apply the planning, organizing, and control processes.
- Identify and discuss various theories related to the development of leadership skills, motivation techniques, teamwork, and effective communication.
- Identify and understand ethical and social responsibility issues.
- Identify and apply management theories to organizations.

These may be covered as discrete topics, and/or integrated with other topic areas in an order at the professor's discretion. These, and other topics may be expanded or elaborated at the discretion of the individual professor and are in no way intended to be comprehensive or all-inclusive.

Important Dates:
See College calendar for important dates and final exam schedule at
http://valenciacollege.edu/calendar

EDUCATIONAL MATERIALS:
THERE ARE NO MATERIALS TO PURCHASE FOR THIS COURSE
The textbook we will be using for this course is an Open Educational Resource (OER) which means it is free for Valencia College students. You will find the PDF in the Canvas Orientation Module and you can also find it in the "Files" section on the lefthand menu in our Canvas course.

NO-SHOW PROCEDURE
If you do not log in to the course during the first week and complete the Academically Required Attendance Activity, you will be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the

scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Grade Scale:

A 90% - 100%	C 70% - 79.99%	F 00% - 59.99%
B 80% - 89.99%	D 60% - 69.99%	

CLASSROOM POLICIES ATTENDANCE:

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. In case of an extended absence, you should contact me via email or phone as soon as possible to show the reason. If you do not access the course website or contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours (about 2 days), you will be withdrawn from the course up until the withdraw deadline. After the

withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

WITHDRAWAL:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not allowed to withdraw after the withdrawal deadline.   See Important Dates for the Withdrawal Deadline for the part of term of this course. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".   For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: http://valenciacollege.edu/generalcounsel/policy/ Links to an external site.

MAKE-UP POLICY:
Late work will be accepted only if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course.

STANDARDS OF CLASSROOM CONDUCT:
Valencia College is dedicated to the advancement of knowledge and learning and to the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct as listed in 6Hx28: 8-03 and the Student Handbook. Even though Faculty manage the classroom environment, the primary responsibility for keeping a respectful and civil learning environment rests with the students. Students who violate the Student Code of Conduct may be referred to the Dean of Student's Office for disciplinary action, which may result in a sanction up to and including expulsion. http://valenciacollege.edu/generalcounsel/policy/ Links to an external site. .

ACADEMIC HONESTY:
Each student must follow Valencia policy about academic honesty. All work submitted by students is expected to be from the student's individual thoughts, research, and self-expression unless the assignment specifically says, "group project" Any act of academic dishonesty will be handled following Valencia policy as outlined in the Student Handbook and Catalog. Valencia College Student Handbook Links to an external site..

COLLEGE POLICIES:
A full description of all College policies can be found in the College Catalog at https://valenciacollege.edu/about/general-counsel/policy/ ; and the Student Handbook at https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf

STUDENT ASSISTANCE PROGRAM:
Valencia College is committed to supporting students. The college offers numerous services to meet student needs.

Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skill shops to students. To find available resources for the campus closest to you, view the <u>Learning Support Links to an external site.</u> website.

Library

At each campus library, librarians and other qualified staff can aid students with searching and finding items and information, MLA and APA (American Psychological Association) citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. View the <u>Library website Links to an external site.</u> for more information, as well as the tutorials below:

- [How to Connect to the Library Online](#) Links to an external site.
- [How to Access eBooks At Valencia Library](#) Links to an external site.
- [How to Access Databases & Articles](#) Links to an external site.

STUDENTS WITH DISABILITIES:

Valencia is committed to ensuring that all its programs and services are accessible to students with disabilities. <u>The Office for Students with Disabilities (OSD)Links to an external site.</u> decides reasonable and proper accommodations for qualified students with documented disabilities based on the need and impact of the specific disability. Any student requiring course accommodation due to physical, emotional, or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD (Office for Students with Disabilities) (Office for Students with Disabilities) at 407-582-2229.

BayCare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. <u>BayCare Behavioral Health Student Assistance Program (SAP)Links to an external site.</u> services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or speak face-to-face with a licensed counselor.

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NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA): Withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Consult the International Student Services office for more information.

TECHNOLOGY REQUIREMENT:
Students should verify computer software and hardware requirements to ensure coursework can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is needed for this course. Students have free access to computers at all Valencia campuses.
Canvas lists minimum computer specifications (Links to an external site.) and supported browsers (Links to an external site.) to ensure compatibility. The Chrome browser (Links to an external site.) is recommended.
Students are also encouraged to install the Canvas app on their Android (Links to an external site.) phone or iPhone (Links to an external site.) to receive mobile notifications and access your courses via your mobile device. This app is a must have!!!!!!

TECHNICAL SKILLS:
Students should consider the basic computer skills (Links to an external site.) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management.

Canvas 101 is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA)Links to an external site, including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- Valencia College privacy policy (Links to an external site.)
- Canvas privacy policy (Links to an external site.)

CONTACT YOUR INSTRUCTOR:

- Please contact me through the Canvas Inbox any day and time. I will respond to your message within 24 hours except the weekends, holidays, and days when the college is closed. For answers needed sooner than 24hours, I strongly suggest you reach out to your classmates first if applicable. Your messages will come directly to my email as well so no need to send a duplicate email.

NETIQUETTE:

What is netiquette?

The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette.

Netiquette, while a general term, is complex at specific levels because there are so many kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

Classes focus on areas where electronic communication plays a key, if yet undefined role in technical and professional communication. Our textual presence reflects our professional responsibilities, to ourselves and to our parents and students.

To maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

- show respect for the instructor and for other students in the class
- respect the privacy of other students

- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

EXPECTATIONS OF STUDENT:

- Students are expected to check their Atlas email and Canvas inbox regularly throughout the week.
- Students can expect to devote a minimum of ten (10) hours each week to this course.

   Our Practice of Respect and Community Building (Links to an external site.) From Valencia's Peace & Justice Institute. Some highlights from these principles are:

   - Create a hospitable and accountable community.
   - Suspend judgment
   - All voices have value

GETTING HELP WITH CANVAS:

To get help with Canvas issues, select the "Help" link in the global navigation menu on the lower left corner of the screen. The "Help" link offers diverse ways to get help with Canvas, including:

1. Ask your Instructor a Question, which allows users to send a detailed message about your course content.
2. Obtain technical assistance by clicking on Chat with Canvas Support.

3. Call 407-582-5600.
4. Click on Create a Support Ticket, and type in a detailed description of the problem.
5. Explore the Canvas Guides.

Canvas 101
Students can self-enroll in this free, self-paced course. The course offers students an opportunity to learn Canvas tools through videos, tutorials, and hands-on activities. Students can earn a series of knowledge badges by completing Canvas 101 (Links to an external site.)

Canvas Account Settings
Students can review Canvas user settings and profile (Links to an external site.).
Canvas Tutorials
For more Canvas help and tutorials, please see the Canvas Student Guide (Links to an external site.).
How-to Video Tutorials
Below you will find video tutorials for often used course tools:
- Assignments Overview (Links to an external site.)
- Assignment Submissions (Links to an external site.)
- Calendar (Links to an external site.)
- Communication (Links to an external site.)
- Discussions (Links to an external site.)
- Grades (Links to an external site.)

Canvas Mobile App
It is recommended that you install the Canvas app on your phone to receive notifications and alerts.
- There are Canvas Apps for Android (Links to an external site) and Apple devices (Links to an external site)

SCHEDULE OF ASSIGNMENTS AND DUE DATES:

DISCLAIMER: Changes may be made at the discretion of the instructor. All Changes will be announced.

Due Dates	Assignment (access through Canvas Modules tab only)
Week 1 – Orientation Module AND Module 1 Due March 1 @ 11:59pm	• Click/Read through the Orientation Module • Introduce Yourself Discussion Post (Please complete on time or else I cannot mark you present for the course, and you will be dropped)
Week 2 – Module 2 Due March 8 @ 11:59pm	• Discussion #1 • Discussion: What makes a manager effective?
Week 3 – Module 3 Due March 15 @ 11:59pm	• Case Study#1 • Ella's Kitchen
Week 4 – Module 4 Due March 22 @ 11:59pm	• Quiz • Mid-Term Exam
Week 5 – Module 5 Due March 29 @ 11:59pm	• Discussion #2 • Planning and Controlling Discussion
Week 6 – Module 6 Due April 5 @ 11:59pm	• Discussion #3 • Leadership and Management Theory Discussion
Week 7 – Module 7 Due April 12 @ 11:59pm	• Assignment • Research Project
Week 8 – Module 8 Due April 19 @ 11:59pm	• Case Study #2 • Netflix HR Policies
Week 9 – Module 9 Due April 26 @11:59pm	• Course Reflection Essay • Course Reflection Essay