

Avila University/ Acadeum Course Sharing Syllabus Sample

*Actual course syllabus may differ

Course: BU 321– Management

Course Description: Principles of management applicable to any organization including functions, processes, and behavior concepts.

Required Text: Schermerhorn, J. R., Jr. (2019). Management (14th ed.), Wiley Press. ISBN: 978-1119570875

Intended Learning Outcomes

Upon completion of this course, students will be able to:

- Demonstrate an understanding of management theory necessary to perform successfully in a management position.
- Apply basic management knowledge and techniques to the management functions of decision-making, planning, organizing, staffing, directing, and controlling, in order to enhance achievement of organizational goals and objectives.
- Understand the relationship between managerial effectiveness and individual and organizational performance/productivity.
- Recognize current issues and future trends that impact the practice of management.
- Think critically and be able to apply total quality management (TQM) techniques and concepts to work-related problems and projects.
- Adapt to changes in management practices as the result of global competition and demographic and cultural changes occurring in the workforce.

Netiquette

Although it is not expected to be a problem in postsecondary classes, students are asked to behave in the discussions and other class interactions in a professional and civil manner. If you are in doubt, do not post it! Instructors reserve the right to remove any postings deemed inappropriate, unprofessional, or otherwise distracting from the course.

Disruptive behavior is prohibited. We consider disruptive behavior as any student conduct that interferes with or obstructs the teaching or learning process in the on line classroom. Please note that when communicating online with your instructor or peers proper “netiquette” must be applied. As online communication does not allow us to assess one another’s intentions or responses through gestures, facial expressions and other non-verbal communication elements,

appropriate and professional use of online writing is crucial in showing respect to one another and preserving our online learning community. Some reminders of appropriate and professional netiquette are as follows:

- Use appropriate manner of address (“Hi John”) when starting online interaction.
- Use polite and professional tone in your writing.
- All mail should have a subject heading that reflects the content of the message.
- Remember that using all capital letters in online communication is ‘read’ as shouting and can be considered rude or abusive by recipients of your message.
- Avoid overindulging in emoticons as they do not ameliorate rude or sarcastic speech online.
- Respect the copyright on all materials that you use or pass along to others. Always use citations when quote another person’s ideas, expressions and research findings.

Time Management and Late Assignments

Deadlines are an unavoidable part of being a professional and this course is no exception. You are completing an online program with courses delivered in eight-week terms. This timeframe is referred to as an “accelerated” approach. Procrastination will lead to low performance without time to recover. To encourage you to stay on schedule, due dates have been established for each assignment and your online academic advisor is available to support your efforts in developing healthy participation habits. Any assignment that is not submitted in a timely manner will have 25% of the total point value deducted from the final grade. All work is due in a timely manner.

Attendance Policy

Students are expected to login multiple times weekly to all classes for which they are registered. Excessive absence may result in a grade of ‘F’.

Attendance in an *online asynchronous* course is defined as active participation in an academically-related activity. At least one **academically-related activity** should be conducted each week. Merely logging in or communicating with the instructor does not constitute attendance. You must complete at least one course assignment, quiz, etc., in order to be counted present for that week. Non-attendance can impact your financial aid.

Academic Honesty Policy

Plagiarism involves using ideas or wording from another source without proper attribution. If you use information from a website, journal, or book, cite that source. If you use someone else's wording, put it in quotes. When in doubt, cite and quote. Use of outside sources is an excellent writing technique. Use that technique; it will enhance your papers. But cite that source!

Avila faculty take plagiarism and cheating very seriously. In incidents of cheating and plagiarism violations, the facilitator will determine the sanction for the incident, up to and including failure for the course. In addition, any incident automatically results in notification of the Office of the Academic Dean for further disciplinary action.

Evaluation and Grading Breakdown

This course has a total of 1,075 points. The grading scale is as follows:

Assignments	Point Values
Discussion Forums	20%
Reflective Journal	10%
Essay Question #20	10%
Case Analysis	30%
Final Project	30%
Total Points	100%

Grading Scale

A: 90–100%	4.0
B: 80–89%	3.0
C: 70-79%	2.0
D: 60-69%	1.0

Disability Accommodations:

Avila University views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, physical, etc.). If you are a student who has (or may have) a disability, please contact the Student Access Office to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom or in other settings on campus. Students are encouraged to register with the Student Access Office as soon as they begin their coursework, but may register at any point during their studies. Accommodations, however, are not provided retroactively. Students may contact the Student Access Office by email (DSO@Avila.edu), telephone (816-501-3666), or by stopping by their office located in the Student Success Center in Hodes--lower level of Carondelet Hall (Building #8). Students may also learn more about the Student Access Office by visiting <https://www.avila.edu/avila-life/student-success-center/student-access-office/>