COMMUNICATION WITH INSTRUCTORS:
When communication with me via email, be sure to copy my graduate assistant, Stephanie Maynard-Patrick (svmp@nmsu.edu). If you are using Canvas (and I encourage you to do so) be sure to copy her there as well.

CANVAS:
Since Canvas is new and all assignments and tests will be done through Canvas, I strongly encourage you to participate in the Canvas training that is offered by the University.

COURSE DESCRIPTION:
This course addresses the functions and process of management from a functional perspective. Students apply their knowledge and skill to business situations characterized by imperfect and incomplete information.

LEARNING OBJECTIVES:
After completing this course the student should be able to
1. Understand and explain the history of management thought.
2. Understand and explain the current environment in which managerial decisions, functions, and processes take place.
3. Understand and explain the role of planning in today’s organizations.
4. Understand and explain the theory and role of organizing today’s organizations and their subunits.
5. Understand and explain the theory and role of leadership in today’s organizations.
6. Understand and explain the concepts and role of control in today’s organizations.
7. Use the associated principles, concepts, and theories to make decisions in organizational settings. Make and support decisions relating to the above topics based limited data and incomplete information.

TEXTBOOK:

PREREQUISITES:
Refer to the catalog.

GRADING POLICY
Tests 1-14 (20 points each) .. 280 points
Final exam1 ......................... see note
TOTAL ......................... 280 points

See also “Academic and Professional Misconduct” on page 3 with respect to conduct that may affect grades.

GRADING SCALE
A – 252 - 280
B – 224 - < 252
C – 196 - < 224
D – 168 - < 196
F – 0 - < 168
If S/U graded, S - 224 -320

1 The Final exam may be used to replace up to 3 of the test grades. (The exam will replace 1, 2, or 3 of the lowest test grades as long as the student’s final grade is improved by doing so.) No make-ups will be given.
**TENTATIVE CALENDAR: (THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)**

<table>
<thead>
<tr>
<th>Week beginning</th>
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<tbody>
<tr>
<td>Jan 14</td>
<td>Classes start on January 17.</td>
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<tr>
<td>21</td>
<td></td>
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<tr>
<td>28</td>
<td>Tests on Chapters 1 and 2 due before Wednesday (January 30) at 11:59 PM.</td>
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<tr>
<td>Feb 4</td>
<td>Test on Chapter 5 due before Wednesday (February 6) at 11:59 PM.</td>
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<td>11</td>
<td>Test on Chapter 6 due before Wednesday (February 13) at 11:59 PM.</td>
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<tr>
<td>18</td>
<td>Test on Chapter 7 due before Wednesday (February 20) at 11:59 PM.</td>
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<tr>
<td>25</td>
<td>Test on Chapter 8 due before Wednesday (February 27) at 11:59 PM.</td>
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<tr>
<td>Mar 4</td>
<td>Test on Chapter 9 due before Wednesday (March 6) at 11:59 PM.</td>
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<tr>
<td>11</td>
<td>Test on Chapter 10 due before Wednesday (March 13) at 11:59 PM.</td>
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<tr>
<td>18</td>
<td>Test on Chapter 11 due before Wednesday (March 20) at 11:59 PM.</td>
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<tr>
<td>25</td>
<td><strong>Spring Break</strong></td>
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<tr>
<td>Apr 1</td>
<td>Test on Chapter 12 due before Wednesday (April 3) at 11:59 PM.</td>
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<tr>
<td>8</td>
<td>Test on Chapter 13 due before Wednesday (April 10) at 11:59 PM.</td>
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<tr>
<td>15</td>
<td>Test on Chapter 14 due before Wednesday (April 17) at 11:59 PM.</td>
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<td>22</td>
<td>Test on Chapter 15 due before Wednesday (April 24) at 11:59 PM.</td>
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<tr>
<td>29</td>
<td>Test on Chapter 16 due before Wednesday (May 1) at 11:59 PM.</td>
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<tr>
<td>May 6</td>
<td><strong>Final Exam (All Chapters) due before Thursday (May 9) at 11:59 PM</strong></td>
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**WEEKLY TESTS:**

Starting on January 17 all tests will be available on Blackboard. Hence you can take the test early if you like. HOWEVER, the tests cannot be taken late. Tests will NOT be available AFTER the due dates. The due dates are WEDNESDAYS (at 11:59 PM) as shown in the schedule above. Test SCORES will be available shortly after students take the test. Test ANSWERS will NOT be available until AFTER the test due date.

I urge you NOT to wait until the last week to do these. I suggest the you examine your own schedule and take the tests as early as you can prepare for them. I believe it is unwise to wait until the last minute.

The tests will typically consist of 20 multiple choice questions. Students will have one-half hour to complete the test. NOTE CAREFULLY: This will be a continuous 45 minute period; once it starts it will continue until time expires. After that the test will no longer be available. For example, one cannot start on Monday, work 15 minutes and use the other 15 minutes on another day. Computer and/or network glitches are NOT excuses for missed or incomplete tests. If this concerns you, you should take the tests in the BC computer lab.

**NOTE:** The final exam will be made available the last week of class. It will consist of 60 multiple choice questions and last two hours.

**TEACHING METHODS:**

Occasionally material will be posted on Blackboard to clarify some of the concepts. It is not possible to cover all of the material in this manner. Therefore, this is **NOT** a substitute for reading the assigned material.
ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Blackboard.

LATE/INCOMPLETE ASSIGNMENT POLICY:
There is no provision for late assignments. Technical difficulties are no excuse for late work. Should you experience technical difficulties, please contact the ICT Help Desk at help@nmsu.edu or 646-1840.
Incomplete: See the graduate catalog for Incomplete policy details. The major change is that the "I" grade can only be assigned for circumstances beyond the student's control that occur after the last day to withdraw from a course.
The instructor will not participate in the "beyond the student's control" determination.

MAKE-UP ASSIGNMENT POLICY:
Other than the footnote accompanying “GRADING POLICY” section there is no make-up provision.

ADA STATEMENT:
Disabilities/Employee Relations:
Feel free to call the Student Accessibility Services (SAS) Office at 575-646-6840 or email at sas@nmsu.edu with any questions you may have on student issues related to the Americans with Disabilities Act (ADA and/or Section 504 of the Rehabilitation Act). Students requesting accommodations and/or services relating to a disability may seek assistance from the SAS Office located in Corbett Center, Room 244. All medical information will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SAS within the first two weeks of classes. It is your responsibility to inform either your instructor or a SAS representative in a timely manner if services/accommodations provided are not meeting your needs.

Questions regarding NMSU’s Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635.

Academic and Professional Misconduct:
Students should familiarize themselves with the NMSU Student Code of Conduct (Section 2 of the NMSU Student Handbook). Any violation of the Student Code of Conduct (e.g., plagiarism, cheating, etc.) will result in the student receiving a grade of “F” in this course. This is a zero tolerance policy. If you do not have a Student Handbook, this information is available at the following web address: http://www.nmsu.edu/~vpsa/SCOC/intro.html.

If you are unsure of whether or not your work would be considered plagiarism, please visit the following web address: http://lib.nmsu.edu/plagiarism/.

Good managers are professionals as are good professors. All of us are expected to conduct ourselves in word and deed as professionals with respect to our work. In the workplace managers who work in quality organizations and who fail to conduct themselves professionally may be subjected to penalties. The same is true in this class.
Unprofessional behavior will result in grade penalties.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates (March 12). Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.