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 takes a functional approach to management. The four managerial functions we identify are (1) planning, (2) organizing, (3) leading, and (4) controlling. 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 1-5 (25 points each) .. 100 points
Assignments (25 pts.each) ..... 100 points
TOTAL .............................. 200 points

GRADING SCALE
A – 180 - 200
B – 160 - < 180
C – 140 - < 160
D – 120 - < 140
F – 0 - < 120
If S/U graded, S - 140 -200

1 The lowest grade will be dropped.
**TENTATIVE CALENDAR:** (THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Classes start on May 24.</th>
<th>Test 1 on Chapters 1, 2, 5 and Test 2 on Chapters 6, 7, 8 open on Thursday, May 24 at 12:01 AM.</th>
<th>Test 3 on Chapters 9, 10, 11 opens on Thursday, May 30 at 11:59 PM.</th>
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<tbody>
<tr>
<td>May 20</td>
<td></td>
<td>Test 1 on Chapters 1, 2, 5 due before Thursday, May 30 at 11:59 PM.</td>
<td>Test 4 on Chapters 12, 13, 14 opens on Thursday, June 6 at 11:59 PM.</td>
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<tr>
<td>27</td>
<td>Planning function assignment due before Wednesday, June 5 at 11:59 PM</td>
<td>Test 2 on Chapters 6, 7, 8 due before Thursday, June 6 at 11:59 PM.</td>
<td>Test 5 on Chapters 15 &amp; 16 opens on Thursday, June 13 at 11:59 PM.</td>
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<tr>
<td>June 3</td>
<td>Organizing function assignment due before Wednesday, June 12 at 11:59 PM</td>
<td>Test 3 on Chapters 9, 10, 11 due before Thursday, June 13 at 11:59 PM.</td>
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<tr>
<td>10</td>
<td>Leading function assignment due before Wednesday, June 19 at 11:59 PM</td>
<td>Test 4 on Chapters 12, 13, 14 due before Thursday, June 20 at 11:59 PM.</td>
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<tr>
<td>17</td>
<td>Controlling function assignment due before Wednesday, June 26 at 11:59 PM</td>
<td>Test 5 on Chapters 15 &amp; 16 due before Thursday, June 27 at 11:59 PM.</td>
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</table>

**TESTS:**
The tests will be available on Connect through Canvas per the above schedule. Hence you can take the tests somewhat early if you like. HOWEVER, the tests cannot be taken late. Tests will NOT be available AFTER the due dates. Test SCORES will be available shortly after students take the test. Test ANSWERS will NOT be available until AFTER the test due date.

I believe it is unwise to wait until the last minute.

The tests will typically consist of 50 multiple choice questions. Students will have one hour to complete the test. NOTE CAREFULLY: This will be a continuous 60 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 30 minutes and use the other 30 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.

**WRITTEN ASSIGNMENTS:**
The written assignments are described elsewhere and examples are available. To access the instructions and examples go to “Written Assignment” page on Canvas. The assignments are due per the above schedule and will not be accepted late.
ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Canvas.

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 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/.

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