

# Management

## Management (MANGMT) 3000W- Principles of Management – Writing Intensive (WI)



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Office Hours: Tuesday 12:30-1:30 pm or by appointment

### Course Description & Learning Outcomes

Introduction to the basic concepts of management, organization, and their application to business operations.

Upon successful completion of this course, you will:

1. Describe and illustrate the four major management functions: planning, organizing, leading, and controlling.
2. Demonstrate decision-making and teamwork.
3. Identify any significant developments in management thought.
4. Recognize social-responsibility initiatives.
5. Describe the nature of the business strategy.
6. Demonstrate the use of operating plans, policies, procedures, and rules.
7. Analyze global business and how diversity impacts operations.

### Communication with your Professor

I am thrilled to be your professor for MANGMT 3000W. Your best resources are the *Syllabus* and *Canvas*. Please check both resources before asking a question; often, the answer is available. We must work together with several students in our courses to maximize our time and communication. When you email, include your **STUDENT NUMBER, SECTION, and DETAILS of REQUEST**. We will do our best to respond within 36 hours between Monday- Friday, 8 am-5 pm. When we email you, please respond within 48 hours.

If you have a question about homework, grades, or general inquiries, contact your Teaching Assistant (TA). Your TA contact information is on Canvas. The syllabus is subject to change due to class needs.

### Required Text & Online Discussion

**FREE: Textbook:** *Principles of Management* from OpenStax, ISBN-10: 0-9986257-7-9

You have several options to obtain this book:

- [View online](#)
- [Download a PDF sample \(Links to an external site.\)](#)

You can use whichever format you want. The web view is recommended -- the responsive design works seamlessly on any device.

**Case Study Information:** You will need to purchase through

- Case Study #1: <https://hbsp.harvard.edu/import/1132671>
- Case Study #2: <https://hbsp.harvard.edu/import/1132668>

### Course Expectations

**What I expect:**

Contribute to weekly discussions in lectures. Complete the weekly reading and homework. Respect others and be open to different opinions. Show kindness and be helpful to those around you. We are here to LEARN and GROW! This course is a Writing Intensive (WI) course – to earn the WI credit, you need a C- or higher. We will build each other up and work as a team to become better writers.

**What to expect from me?**

I will enthusiastically come to class prepared and ready to engage students in thoughtful conversations about business. I will facilitate class discussions, respond to emails within 36 hours (Monday - Friday), train, work with all Teaching Assistants to provide timely feedback on homework, and help build a learning community.

## Your weekly routine

Every week, log in to Canvas and review the course syllabus. Be prepared for the week of homework, in-class assignments, and class activities. Complete all that is assigned each week before class begins.

## Assignments

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Detailed assignment information is on Canvas under the *Assignment* link.

Unless otherwise indicated, all assignments are due on Friday by 4:59:59 pm (CT). **Late Work Policy:** an automatic deduction of 50% in the first 24 hours after the due date. If you have circumstances (death in the family, medical emergency) that affect your ability to complete the homework, please contact your Teaching Assistant and professor before the due date. Make sure to test the technology and upload the submission before the deadline. Also, ensure you have uploaded the CORRECT assignment. *If you mistakenly uploaded the wrong assignment, you cannot submit the correct assignment after the due date.* **Always check your submission is the correct assignment and uploaded successfully before the deadline.**

## Submitting Your Work

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All course homework must be submitted as a Word (.doc or .docx) document or by the file stated on the assignment link. Submit your assignments through the corresponding Canvas Assignment link (accessible via Assignment on the Course Navigation Menu) by the date/time specified and using the naming convention provided (e.g., Homework1\_smith.doc). Submit early to ensure your submission works. In an emergency (death in the family, medical emergency, or other situation out of your control), homework can be submitted via email to your TA or professor before the deadline.

**Revisions:** You cannot submit revisions if you did not complete the first submission.

**Writing Submission Standards:** All documents should be formatted in 12-point Times New Roman font, single space with 1-inch margins, or follow the writing guidelines on the assignment link. Points will be taken off for not following these standards. *Use these guidelines unless a template is provided in the assignment overview on Canvas.*

For technical help email ET@MO staff by emailing [canvas@missouri.edu](mailto:canvas@missouri.edu) if you uploaded the wrong homework or have technical problems.

## Final Exam

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Must be completed during your course Final Exam time:

- *Section 01 (Breske):* Thursday, May 9, 12:30 pm - 2:30 pm | 115 Cornell Hall
- *Section 03 (Breske):* Friday, May 10, 7:30 am - 9:30 am | 115 Cornell Hall

If you have an extenuating circumstance (death in the family, medical emergency) that affects your ability to take the Exam, please contact me BEFORE your exam date. <https://registrar.missouri.edu/academic-calendar/final-exam-schedule/>

## In-Class Assignments or Quizzes

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In-class assignments or quizzes are graded each week. In-class assignments are earned by completing in-class assignments correctly. The potential questions/topics are posted on Canvas based on the assigned video, article, or podcast. Students must arrive ON TIME, prepared for the lecture. If you miss a lecture for any reason and an in-class assignment is given during the lecture, you will not be able to make up the missed in-class assignment.

The in-class assignments WILL affect your success in this course. Important information regarding calendar changes, homework information, and other course details are discussed in the lecture. The lecture is also an excellent opportunity to dive deeper into the course material, understand your peers' perspectives, and ask questions.

You may miss up to three *In-Class Assignments or Quizzes* (3) for any reason without penalty. **Your grade will be affected if you have more than three for any reason (death in the family, emergency, late/leave early from class, interview, student trip).** Occasionally, we may have unexpected things that cause us to arrive late, leave early, or exit and reenter the classroom while it is in session. If this happens once or twice, no problem! The attendance policy affords you this flexibility.

## Drop and Withdrawal Deadlines

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The last day to **DROP** a class without a grade is February 19, 2024. Students can log into myZou and drop the course from the Student Center.

The last day to **WITHDRAW** from a course is April 29, 2024. Please set up a time to discuss your withdrawal questions with me. After we have a conversation, contacting your Academic Advisor will complete the next step in the withdrawal process. Your final step is taking that signed withdrawal form to the Registrar's office. <http://registrar.missouri.edu/add-drop-withdrawal/withdraw-from-course.php>

## Assignments

Item	Points
<b>Exam</b>	
Final Exam (100 questions @ 2 pts per question)	200
<b>*Assignments</b>	
Quiz: Syllabus and Expectations	20
Business Career Fair: Thank you	60
Cover Letter (60 pts First Submission + 40 pts Revisions)	100
Mid - Semester Self-Assessment	35
Case Study #1 (70 pts First Submission + 50 pts Revisions): Stay or Go? Sarah Reynolds at Kensington Partners	120
Case Study #2 (70 pts First Submission + 50 pts Revisions): Aldi and Walmart: On a Collision Course? OR Knowledge Presentation (50 pts Presentation + 50 pts Team Evaluation + 20 pts Revisions)	120
How to ask for a raise/promotion (70 pts First Submission + 50 pts Revisions)	120
<b>In-Class Writing Assignments/Quizzes (15 points)</b>	
Students must complete in-class assignments correctly to earn weekly points. Students can miss three in-class assignments for ANY reason (Netflix, tired, field trip, sick, travel). 15 total in-class assignments. I will drop the three lowest in-class assignments/quizzes.	180
<b>Research Participation Credit (you will receive information through email)</b>	
Period 1: February 1st – February 29th	15
Period 2: March 1st – March 31st	15
Period 3: April 1st – April 30th	15
<b>Total</b>	<b>1000</b>

## Students with Disabilities

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible. If disability-related accommodations are necessary (for example, a note-taker, extended time on exams, captioning), please establish an accommodation plan with the Disability Center (<http://disabilitycenter.missouri.edu>), 55 Memorial Union, 573- 882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click "Disability Resources" on the MU homepage.

## The Writing Center

The Writing Center, located in the Student Success Center, offers writing support to all students at the University of Missouri. Tutors come from all majors and are familiar with various writing styles and formats. Although tutors are not editors, they can help with any stage of the writing process, from initial brainstorming to major structural revisions, to putting the finishing touches on a final draft. For more information on how to make an appointment or to submit your essay to the Online Writery, visit the Writing Center website at [writingcenter.missouri.edu](http://writingcenter.missouri.edu) or call 573-882-2496.

## Statement of Academic Dishonesty

Academic integrity is fundamental to the activities and principles of a university. All academic community members must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest, whether or not the effort is successful. The academic community regards breaches of academic integrity rules as serious matters. Sanctions for such a breach may include academic penalties from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. Consult the course instructor when you doubt plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating.

## Use of Artificially Generated Content

The term unauthorized use of artificially generated content, includes, but is not limited to (i) use of artificial intelligence tools or other tools that generate artificial content in taking quizzes, tests, examinations, or other assessments without permission from the instructor; (ii) submitting work for evaluation as one's own that was produced in material or substantial part through use of artificial intelligence tools or other tools that generate artificial content without permission from the instructor; (iii) using artificial intelligence tools or other tools that generate artificial content in a manner contrary to instructions from the instructor; or (iv) using artificial intelligence tools or other tools that generate artificial content in a manner that violates any other provision of these rules concerning academic dishonesty. Use of commonly available tools such as spelling or grammar checking software or features of software that