

Southern Arkansas University Tech
P.O. Box 3499 ~ East Camden, AR 71701 ~ 870-574-4500
www.sautech.edu

Online Course Information Form

Course Number: BA2023

Course Title: Introduction to Management

Course Description: Introduction to Management assumes no prior management knowledge or experience. Core concepts and contemporary supervisory subjects are presented in direct, practical terms enabling students to analyze the issues confronting supervisors and develop practical solutions.

Instructor: J. Eppinette

Instructor Bio:

J. Eppinette - M.Ed. Southern Arkansas University; B.S.E. Southern Arkansas University

Prerequisite: All reading courses completed

Textbook Title: *Supervision: Concepts & Practices of Management*, 11th Edition, Leonard and Hilgert, South-Western Publishing Company, 2011.

Learning Outcomes:

1. Students will demonstrate knowledge of core managerial and supervisory concepts.
2. Students will define and utilize terminology commonly associated with the field of management.
3. Students will analyze supervisory situations and offer practical solutions.
4. Students will collaborate to evaluate and submit two case studies.

Teaching Methodology, including description of interaction between student and instructor:

1. It is recommended that students follow the suggested course calendar.
2. Students must adhere to the absolute deadlines posted on the course calendar. These include mid-term, two-week, coursework and proctored final exam deadlines.
3. You must remain in contact with your instructor throughout the course. Satisfactory contact can be accomplished through weekly submissions of assignments, quizzes, exams and emails.
4. Incomplete grades are not granted for Internet courses. However, students may request an extension in the event of extraordinary medical or other verifiable circumstances. These extensions are for two-weeks beyond the end of the semester. All extensions must be requested prior to deadlines.
5. Students must contact the instructor to report any technical or personal issues that may prevent reasonable and satisfactory progress in the course.
6. Students will prepare and submit two "group" case studies during the semester. Students should discuss the cases selected through the discussion feature of the course, or through in-course e-mail. The instructor must also receive each discussion posting and e-mail so that group participation can be evaluated. When students have elected to join a case study group, the group leader should notify the instructor which case has been selected and which class members will be participating in that case evaluation. No more than five students may participate in one research group.
7. Students may respond to the suggested topics for discussion listed on the Learning Guide for each chapter. If a topic has already received response, students may choose to reply to these answers rather than respond to the original question or comment. Extra credit may be awarded for excellent discussion posting and participation.
8. Students must complete each corresponding chapter assignment listed in the assignment feature of Blackboard prior to taking the quiz for that chapter. All chapter quizzes for the chapters included in each unit exam must be completed prior to taking that unit exam. Scores from quizzes and exams taken prior to completing all previously required work will not be accepted.
9. Students will post a short biography on the Discussion Board. Choose the topic Student Biography. Enter your name on the subject line. Enter your biographical information in the message area.
10. **The comprehensive final exam for this course must be taken at an approved proctored test site.** Failure to do so will result in a "0" for this exam. Visit the school website at

http://www.sautech.edu/docs/proc_sites.pdf for a list of the approved sites or see the announcement section of my Blackboard.

Methods of Testing:

1. There will be six unit exams given during the semester. The value of the exams range from 50 to 100 points each. There will also be a comprehensive final exam valued at 100 points.
2. Quizzes and crossword puzzles for each chapter are available on the textbook student support web site. They are designed to help students prepare for unit exams. To use these study tools the following web site should be accessed: www.thomsonedu.com/management/leonard You should then select Interactive Study Center from the listing in the upper left portion of the screen, select the appropriate chapter, and select either Interactive Quizzes or Crossword Puzzles. Students will receive 5 points for each quiz completed. Please send a copy of your quizzes to your instructor (See Syllabus for e-mail address) when the instructor's e-mail address is requested.
3. Students will earn points by completing the chapter assignment and unit cases listed in the Assignments portion of the course. Each must be answered completely, adequately elaborated, well phrased, and grammatically and typographically correct will receive the maximum score.
4. Chapter and unit assignments will be valued as follows:

Questions for Discussion	5 points
Skills Applications	5 points
Video Cases (Real One Player Required—free download)	10 points
Unit Cases	20 points
Group Cases	25 points

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of “C” or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

Special Attendance Requirements:

The final exam must be taken at an approved proctor site. Visit the college web site at http://www.sautech.edu/docs/proc_sites.pdf for more detailed information.

Other Considerations (writing ability, assignments/projects, time considerations, etc.)

Collaborative assignment required. Written review of case studies is required.

Students will need Internet access, MS Word, Adobe Acrobat Reader, Real One Player and the ability to receive and send e-mail attachments.