

**HUMAN ECOLOGY 3349B**

**PRINCIPLES OF MANAGEMENT**

**COURSE OUTLINE**

**COURSE DIRECTOR: Leslie Whittington-Carter**

Office hours: Before class or by appointment, Room 107 Ursuline Hall, on in-person class weeks. Virtual office hours (available for live chat) will be held at the same time for online lesson weeks.

Email: [lwhittin@uwo.ca](mailto:lwhittin@uwo.ca) (preferred)

Telephone: 519-494-3282

**COURSE DESCRIPTION:** An introductory study of management principles, evolution of theories and influence of the behavioral sciences on current management practice. Functions of management, assessment and development of managerial skills. Case studies to help develop analytical and decision-making skills.

**CLASS SCHEDULE:** Wednesdays 5:30 – 8:30 p.m., Rm UH30 (3 lecture hours per week, half-course).

**PREREQUISITE:** [Business Administration 1220E](#). Registration in the Foods and Nutrition modules (Honors Specialization, Specialization, Major).

**OBJECTIVES:** By the end of the course, students will be able to:

1. Identify the management process of planning, organizing, leading and controlling the efforts of organizing members and of using all other organizational resources to achieve organizational goals.
2. Understand management as a distinct activity; study current business conditions; realize the importance of the management function and the qualities and characteristics of effective management.
3. Develop job search skills through resume writing and interviewing exercises.
4. Identify personal strengths through self-assessment exercises including entrepreneurial skills, volunteer management, and others.
5. Enhance their oral and written communication skills through class discussion, role play of management scenarios.

**FORMAT:**

This course will be taught utilizing a **blended format**, with online and in-person components throughout the term as specified on the schedule and the weekly outline.

Students will engage in asynchronous online activities as well as in-class sessions. Small group and individual in-class/online activities, class discussions, and role play will be used.

**REQUIRED TEXT:**

Essentials of Contemporary Management, 4<sup>th</sup> Canadian Edition 2013. McGraw-Hill Ryerson.  
Jones, George, Haddad, Rock ISBN-13 978-0-07-105149-1

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**EVALUATION:**

Participation in discussions and activities (in-class and online)	20%
Assignment 1	20%
Online quizzes (6@5%)	30%
Final exam	30%

**NOTE:** The policies of the Division of Food and Nutritional Sciences are as follows:

- 1) Failure to attend at least 75% of the field trip and guest speaker presentations will result in an “incomplete” in the course.
- 2) Assignments are due at time and date noted. The mark will be reduced by 20% on assignments submitted within seven (7) days of the due time. Assignments submitted after seven days will not be accepted for marking.
- 3) There will be no make-up mid-term test for a student who has missed a test except with documentation to show a confirmed personal illness or a death in her/his immediate family, through the Academic Counsellors.

**Specific Course Policies:**

Requests for accommodation on medical or non-medical grounds should be made to academic counselors, with proper documentation submitted.

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**Planned Schedule (Subject to Change)**

Week	Topic		Text Readings (Additional readings posted on Owl)	Main Activities (additional activities/exercise may be included)
Week One January 8	Course introduction Introduction to Management and Organizations	In person	Chapter 1	
Week Two January 15	Managing the Organizational Environment	In person	Chapter 2	Assess Environmental Factors <b>Quiz 1</b>
Week Three January 22	Managing Ethics, Social Responsibility, and Diversity	Online	Chapter 3	Self-assessment Ethical dilemmas <b>Quiz 2</b>
Week Four January 29	Managing Decision Making and Sustainability	Online	Chapter 4	<b>Quiz 3</b>
Week Five February 5	Guest speaker: Resume Writing and Interview Skills	In person		Interview practice
Week Six February 12	Managing Planning and Strategy	Online	Chapter 5	
Week Seven February 19	<b>READING WEEK</b>			
Week Eight February 26	Managing Organizational Structure	In person	Chapter 6	<b>Quiz 4</b>
Week Nine March 5	Organizational Structure and Design	Online	Chapter 7	<b>Assignment Due by 11:59 p.m. in online assignment dropbox</b>
Week Ten March 12	Managing Motivation Guest Speaker	In person	Chapter 8	Role play management scenarios <b>Quiz 5</b>
Week Eleven March 19	Managing Leadership Managing Teams	Online	Chapter 9 Chapter 10	Self assessment Discussion forum
Week Twelve March 22	Motivating Employees Managing Communication and Conflict	In person	Chapter 11 Chapter 12	Case study and role play <b>Quiz 6</b>
Week Thirteen March 29	Managing Control and Operations	Online	Chapter 13	Discussion forum

**BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS****1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2013/pg117.html>

**2. ACADEMIC CONCERNS**

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

**3. ABSENCES**

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

**4. POLICY ON CHEATING & ACADEMIC MISCONDUCT**

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Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

**Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

**Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

**5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

**6. PREREQUISITES AND ANTIREQUISITES**

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

**7. SUPPORT SERVICES**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at [http://www.brescia.uwo.ca/academics/registrar\\_services/index.html](http://www.brescia.uwo.ca/academics/registrar_services/index.html). The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm>. The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/>. Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.