

**BRESCIA UNIVERSITY COLLEGE
AT WESTERN UNIVERSITY
SCHOOL OF FOOD AND NUTRITIONAL SCIENCES**

**HUMAN ECOLOGY 3349 B (531)
PRINCIPLES OF MANAGEMENT
Winter 2019**

Course Director: Susan Greig, MBA, MSc, RD

Contact Information:

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- Office hours: Tuesday 2:00pm to 4:00pm, Thursday 10:00am to 12:00pm and by appointment
- Room: UH 301

Class Time: Thursday 4:30pm to 7:30pm

Class Location: BR 302

Course Description

An introductory study of management principles, including:

- Evolution of theories and influence of the behavioral sciences on current management practices;
- Functions of management, assessment and development of managerial skills;
- Case studies to help develop analytical and decision-making skills

Prerequisite(s): Business Administration 1220E. Registration in the Foods and Nutrition modules (Honors Specialization, Specialization, Major).

Resources

- Essentials of Contemporary Management, 5th Canadian Edition 2016. McGraw-Hill Ryerson. Jones, George, Haddad ISBN-13 978-1-25-908878-0
- Developing Self-Awareness by G. Roberts, Lynda.com

Additional Resources

- Emotional Intelligence, 10th edition. D. Goleman

Learning Objectives

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

1. Synthesize the management processes of planning, organizing, leading and controlling the efforts of organizing members and resources to achieve organizational goals through case studies
2. Understand management as a distinct activity and the characteristics of effective management; and additionally, understand how organizations function
3. Create a job description, job posting and interview questions for one position
4. Develop a plan for personal growth through self-assessment practices
5. Enhancing oral and written communication skills through class discussion, role play of management scenarios and a group facilitation exercise

Evaluation

Component	Weight	Week Due	Learning Objective(s)	Brescia Competency
Class contribution, reflections and activities	25%	On going	1 to 5	Critical Thinking Inquiry and analysis Communication Self-Awareness/Development Valuing
Mid-term exam	25%	Week 6	1, 2	Critical thinking, Inquiry and analysis,
Job description, posting and interview assignment	15%	Week 9	3	Critical thinking Inquiry and Analysis Communication
Case analysis	35%	Week 12	1,2,4,5	Critical thinking Inquiry and analysis Communication

Participation and Attendance

The class contribution grade will be based on attendance and/or participation in in-class discussions and/or activities. No make-up assignments will be provided if a student is unable to attend class. Students are asked to turn off cell phones during lectures, they may be used as a resource for activities.

Activities, Assignments, Presentations and Cases

Details about the assignment and group presentations will be reviewed during class and posted on OWL. Presentations and case analysis must be submitted electronically to OWL on the date due and they may be checked electronically for plagiarism. Hard copies of papers are due the same date as the electronic copy.

Final Exam

There is no final exam

Response to Emails

The best method to correspond with the professor outside of class is through email. Please allow a minimum of two business days for a response.

Lecture Notes and Readings

An abridged version of the lecture slides will be posted prior to each lecture. These slides do not provide all the content covered in class and are intended as a guide for note taking and in some cases class discussions.

Required and supplementary readings are included in the syllabus and others will be posted on OWL in advance of lectures. Ensure materials are read prior to class to foster rich and dynamic class discussions.

Late Assignments and Requests for Re-grading

Grades for late assignments will be reduced by 20% of the value. Assignments greater than seven days late will not be accepted.

Students seeking to have an assignment re-graded should prepare a half-page explanation and submit it with the original assignment within one week of receiving the grade. The assignment will be re-graded based on the strength of the explanation, assignment instructions, and grading scheme. Re-grading could result in a grade increase, decrease or the original grade.

Copyright

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and any other components of the course materials are the intellectual property of the instructor. Reproduction through tape-recording, video-recording, photographing, sharing on any social media site, or posting on course-sharing websites is an infringement of copyright and is absolutely prohibited. Such action may also be considered a Scholastic Offence, which may lead to sanctions. Further information on Scholastic Offences is available at <http://www.westerncalendar.uwo.ca/2017/pg113.html>

Course Schedule

Week	Date	Topic	Reading
1	Jan. 10	Course introduction Introduction to management	Chapter 1
2	Jan. 17	The organizational environment Management theories Due: <ul style="list-style-type: none"> • Belief Identifier • Motivation Identifier • Value Identifier • Participation in case #1 	Chapter 2 Chapter 2 Appendix A Developing Self-Awareness #1
3	Jan. 24	Planning Organizational structure Due: <ul style="list-style-type: none"> • Review, refine and repeat exercise • Participation in case #2 	Chapter 3 Chapter 4 Developing Self-Awareness #2
4	Jan. 31	Organizational structures Managing communication and information technology Due: <ul style="list-style-type: none"> • Freeze frame exercise • Participation in case #3 	Chapter 5 Chapter 6 Ted Talk: Your body language may shape who you are; Amy Cuddy Developing Self-Awareness #3
5	Feb. 7	Human resources Review chapters 1 through 7 Due: <ul style="list-style-type: none"> • Reflection tool 	Chapter 7 G&M Op Ed.– Employee engagement isn't just a buzz word – it's a competitive advantage
6	Feb. 14	Mid-term exam chapters 1 to 7	
7		Reading Week	

8	Feb. 28	Managing motivation Leadership Due: <ul style="list-style-type: none"> • Analysis for case #4 • Stress identifier sheet and action plan 	Chapter 8 Chapter 9 Developing Self-Awareness #3
9	Mar. 7	Leadership and emotional intelligence Managing teams Due: <ul style="list-style-type: none"> • Analysis for case #5 • Seek and reflect on feedback and moving forward 	Chapter 10 Developing Self-Awareness #3
10	Mar. 14	Control and operations Due: <ul style="list-style-type: none"> • Analysis for case #6 • Self-awareness action plan 	Chapter 11 Developing Self-Awareness #4
11	Mar. 21	Managing change Final case analysis questions Due: <ul style="list-style-type: none"> • Self-awareness action review and measures 	Chapter 12 Developing Self-Awareness #4
12	Mar. 28	Group meeting with professor Due: <ul style="list-style-type: none"> • Case analysis questions • Reflection: What aspects of the TED Talk can you implement in your daily life (200 words or less) 	TED Talk: How to make stress your friend; Kelly McGonigal Developing Self-Awareness Conclusion
13	Apr. 4	Business plan development Due: <ul style="list-style-type: none"> • Case Analysis • Describe how you practiced self-awareness strategies in the past week (300 words or less) 	

2018-19 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 for illness 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. Minor ailments typically treated by over-the-counter medications will not normally be accommodated. Students must submit their documentation along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. 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 from:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf . 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. The full policy on requesting accommodation due to illness can be viewed at: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS If you feel that you have a medical or personal challenge 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 are not normally considered. If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your 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, <http://brescia.uwo.ca/academics/registrar/services/> or the list of official sessional dates in the Academic Calendar, see the Sessional Dates tab at <http://www.westerncalendar.uwo.ca/index.cfm?SelectedCalendar=Live&ArchiveID=>). 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.

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 and warranted. It is important to note that the Academic 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 (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20 . Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. 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 Scholastic Discipline for Undergraduate Students in the Academic Calendar. If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, 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. 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 (<http://www.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 is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, she may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, she may appeal to the Senate Review Board Academic (SRBA), if there are

sufficient grounds for the appeal. For information on academic appeals you can consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14. Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES Unless you have either the prerequisites for a course or written special permission from the 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 prerequisite(s).

7. SUPPORT Support Services The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. The website for the Student Development Centre at Western is <http://www.sdc.uwo.ca/>. Mental Health and Wellness Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about mental health and wellness at Brescia at <http://brescia.uwo.ca/life/mental-health-wellness/>. Students who are in emotional/mental distress should refer to Health and Wellness at Western, http://uwo.ca/health/mental_wellbeing/index.html, for information about how to obtain help for yourself or others. Sexual Violence All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence. If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

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 relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.