

MAN 3025 Principles of Management
Syllabus Supplement
Fall 2009

INSTRUCTOR: Dale O'Daniel, Ed. D.
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Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the assignments/papers, quizzes, and exams. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Attend class as required, complete practice exercises, assignments, and papers and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes and exams.

Grading:

- **Academic Honesty:** Do not attempt to get assistance on exams from any other individual; or to complete assignments or gain answers for quiz questions or assignments dishonestly. Please refer to the Chipola College Catalog and the Chipola College Student Handbook for information on the Academic Honor Code and the **Academic Honor Code – Consequences**. Academic dishonesty includes but is not limited to plagiarism, cheating, and misrepresentation on assignments, quizzes and/or exams.
- **QUIZZES:** Quizzes must be completed by the scheduled deadline for each quiz. If you miss a quiz deadline, the score will be a zero (0). Individual makeup quizzes will not be given. You may drop your lowest quiz grade.
- **ASSIGNMENTS:** Late assignments will **NOT BE ACCEPTED**. Assignments must be submitted via the D2L drop box, in the correct folder by the due date. If you do not submit an assignment in the correct D2L dropbox folder by the due date, you will receive a zero (0) for that assignment. The Optional Assignment may be used to replace one assignment grade. The Optional Assignment **may not** be used to replace a zero grade received due to academic dishonesty.
- **EXAMS:** Exams will be taken in Room 108 of Building M at the times listed in the MAN 3025 Course Schedule. If you miss an exam, the score will be a zero (0). Individual makeup exams will not be given. The Final Exam may be used to replace

ONE missed or low exam.

- All coursework must be completed during the term. Incomplete grades will be given **ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE DEAN.**

Your grade will be computed as follows:

Quiz average	(25%)	100 pts
Assignments (total)	(25%)	100 pts
Exam 1 and Exam 2 (average)	(25%)	100 pts
Final Exam	(25%)	<u>100 pts</u>
Total possible points		400 pts

Grading scale: <u>Total points:</u>	<u>Grade assigned:</u>
372 - 400	A (93 - 100)
332 - 371.9	B (83 - 92)
280 - 331.9	C (70 - 82)
240 - 279.9	D (60 - 69)
Below 240	F below 60

Copyright Notice:

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Withdrawals:

Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3rd attempt, a student may not withdraw, but must receive a grade.

Important dates: (for classes from Aug. 24 – Dec. 11

November	4	Last day to withdraw from individual class for Fall Term A
November	18	Last day to resign from all classes for Fall Term A

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.