

COURSE SYLLABUS

This syllabus is for The Costa Rica Study Abroad Program, December 2024

Principles of Management

MAN2021

View [How to Be a Successful Student](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

WELCOME

This course takes a modern look at the basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises and the application of these fundamentals to specific fields of business.

INSTRUCTOR

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[St. Petersburg College - College of Business](#)

COURSE INFORMATION

Course Description

This course studies the basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises and the application of these fundamentals to specific fields of business and industrial management.

Course Goals

[MAN2021 Course Objectives](#)

Prerequisites

None

Availability of Course Content

Most of the course material is available to work ahead, but not "behind" as there are specific due dates. Some of the course material requires interaction with other students, which does not always allow for working ahead, such as team work and discussion boards. All course materials will be available through MyCourses and MindTap.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook:

Understanding Management 12th edition with MindTap - Cengage Custom to SPC

Publisher Information: Cengage

View the [Textbooks](#) site.

View the [SPC Libraries and Services](#) site.

LEARNER SUPPORT

View the [Accessibility Services](#) site.

View the [Academic Support and Student Success](#) site.

View the [On Campus Academic Support](#) site.

View the [Online Academic Support](#) site.

View the [Student Services](#) site.

IMPORTANT DATES

MAN 2021 Assignments – Study Abroad Course

Starts: Monday, November 18 - Zoom meeting

Course Ends: Sunday, December 29

Travel Dates: Saturday, December 7 to Sunday December 15

Assignments Weights & Due Dates

Assignment Type	Weight	Due Date
Paper 1	25%	Thursday, December 26, 2024
In-country Participation To earn participation points, the student must: 1- attend the prior and post trip meeting 2- actively participate in group discussions, 3- Attend start of day team/class huddle, 4- Attend end-of-day team/class debriefing 5- Lead topic discussions throughout the day, be fully engaged in the program	40%	In-country days December 7 to December 15
Final PowerPoint	35%	Thursday, December 26, 2024

ATTENDANCE

To earn credit for this study abroad course, students must meet all the assignment and participation requirements of the program.

View the college-wide attendance policy included in [How to Be a Successful Student](#).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as: Participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior blended class meetings). As well as completing and submitting all assignments on time, plus taking part in all other course communications in a timely manner. Students can learn the lessons at own pace up until each deadline. Plan 12-16 hours per week.

ALL ASSIGNMENTS IN WEEK 1 & 2 MUST BE COMPLETED OR YOU WILL BE MARKED ABSENT AND WITHDRAWN FROM THE CLASS!

Students should review the college-wide attendance and financial aid policies. Additionally students need to review the student expectations regarding silencing or turning off all electronic devices during blended class meetings. Online students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum.

Excused absences, of course, will not count against you. However students must contact the professor to make appropriate arrangements, along with provide them with supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if all assignments in Week 1 or 2 are not completed, or are given a WF if issues occur at the 60% point (see the last date to withdraw in the [academic calendar](#) to avoid this issue as it can result in serious financial aid and GPA consequences). If you are in your third attempt at completing a course, you will be given a WF grade at any point in the term if you fail to meet attendance requirements. Please see the student handbook and SPC policies further if needed.

GRADING

Students must submit all of the assignments for each week by the deadline no later than the assigned time or they will not receive credit for the week. There

will be absolutely no rights for exceptions to meeting these deadlines and under no circumstances will partial credit be applied for late submissions.

Incomplete grades fall under the [Incomplete Grades and Procedures](#) of the college. Per SPC policy, for an incomplete grade to be assigned, the student must have a minimum of 80% of the course completed, as anything less than 80% will result in the appropriate letter grade being recorded. In the event of an “I”, the instructor will provide the terms for all required work to be completed; no later than the end of the sixth week of the next semester. After that time, a grade of “F” (or higher if the work that has been submitted is adequate to justify the higher grade) will be assigned.

Total Percentage:

100% to 90% = A

89% to 80% = B

79% to 70% = C

69% to 60% = D

Less than 60% = F

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

As the instructor, it is my expectation that you will complete your work when it is due and provide quality work. My promise to you, is to grade in a timely manner and provide valuable feedback to make you a better learner.

Required Interaction

- Use the MyCourses Email tool in the Communicate menu above to send your instructor any questions you may have about the course. Your

instructor will attempt to answer your questions within 24 hours on the weekdays and 36 hours on the weekends, under normal circumstances.

- Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

Participation, Conduct, and Netiquette

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

Academic Honesty

View the [Academic Honesty Policy](#).

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](#).

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

MINIMUM REQUIREMENTS

Hardware and Software Requirements: Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When taking on-line quizzes and exams (or viewing on-line video), students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to take on-line quizzes and exams at one of the St. Petersburg College libraries (or a similar facility) where a stable high-speed internet connection is available. Chrome or Firefox are the preferred browsers to use to access course materials. Because of the use of teams in many classes, we require a common format for all students to share documents. Students are required to submit assignments and share team documents in Microsoft Office (Word, Excel) formats. No other formats (such as .RTF, .WPS, etc) will be accepted.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). Students can get access to MS Office (FREE) through the Single sign-on home ([Microsoft Windows and Office available to SPC students](#)). Other formats may have D2L compatibility issues or instructor feedback in comments may not be viewable by students.

It is required that online students must have access to a web camera and microphone to support the video presentation requirements in Week 1 and 8 that incorporates video technology. Students should arrange for the necessary equipment if they intent to earn full credit for that assignment or plan to attend the blended class to conduct the presentation in-person. Students may have other

options (see instructor, i.e. Skype) or be able to schedule a physical presentation at another time period at the SPC EpiCenter as an alternative.

View the [MyCourses Minimum Technology Requirements](#).

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

Minimum Technical Skills: MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Google \(YouTube\) Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)

Technical Support

Technical support is available via the [Technical Support Desk Call Center](#).

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the

college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.