

HUMAN ECOLOGY 3349A**PRINCIPLES OF MANAGEMENT****COURSE OUTLINE**

Instructor: Jennifer Kaniuk, MScFN, RD

Office: **TBD**

Office hours: By appointment

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COURSE DESCRIPTION: An introductory study of management principles, 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.

CLASS SCHEDULE: Tuesdays, 2:30 – 5:30 p.m., Rm BR-303 (3 lecture hours per week, half-course).

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

OBJECTIVES: Upon successful completion of this course, students will be able to demonstrate the Brescia Competencies of Communication, Critical Thinking, Inquiry and Analysis, Problem Solving, Self Awareness and Development, Social Awareness and Engagement, and Valuing by:

1. Identifying 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. Understanding management as a distinct activity; study current business conditions; realizing the importance of the management function and the qualities and characteristics of effective management.
3. Developing job search skills through résumé and cover letter writing, and interviewing exercises.
4. Identifying personal strengths through self-assessment and reflection exercises including leadership skills, ethical decision-making, and others.
5. Enhancing oral and written communication skills through class discussion, role play of management scenarios and a group facilitation exercise.

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. *Although every effort will be made to adhere to the schedule, students are asked to not book work or other commitments during the scheduled class time, in case an online class has to be switched to in-person due to guest speaker availability or other circumstances.*

REQUIRED TEXT:

Essentials of Contemporary Management, 5th Canadian Edition 2016. McGraw-Hill Ryerson.
Jones, George, Haddad ISBN-13 978-1-25-908878-0

HUMAN ECOLOGY 3349A**PRINCIPLES OF MANAGEMENT****EVALUATION:**

In-class and Online Assignments / Participation: 15%

Résumé / Cover Letter Assignment: 15%

Group Presentation / Facilitation Assignment: 15%

Midterm: 25%

Final exam: 30%

NOTE: The policies of the School of Food and Nutritional Science 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.

HUMAN ECOLOGY 3349A**PRINCIPLES OF MANAGEMENT****Planned Schedule (Subject to Change)**

Week & Date	Topic		Text Readings/Notes (Additional readings posted on OWL)
Week One September 13	Course Introduction Managers & Managing	In person	Chapter 1
Week Two September 20	Managing the Organizational Environment	Online	Chapter 2
Week Three September 27	Managing Decision Making Managing Planning & Strategy	Online	Chapter 3 Chapter 4
Week Four October 4	Guest Speaker: Resume writing & interview skills Group Presentations / Facilitation of Selected Topics (15%)	In person	Time Permitting
Week Five October 11	Managing Organizational Structure Managing Communication & Information Technology	Online	Chapter 5 Chapter 6
Week Six October 18	Group Presentations / Facilitation of Selected Topics (15%)	In person	
Week Seven October 25	Midterm (2 hours)	In person	Auditorium
Week Eight November 1	Managing Human Resources Managing Motivation *Résumé / Cover Letter Assignment Due (15%)*	In person Online	Chapter 7 Chapter 8
Week Nine November 8	Managing Leadership Managing Teams	Online	Chapter 9 Chapter 10
Week Ten November 15	Guest Speaker: Food Service Management Group Presentations / Facilitation of Selected Topics (15%)	In person	Time Permitting
Week Eleven November 22	Managing Control & Operations Managing Change	Online	Chapter 11 Chapter 12
Week Twelve November 29	Group Presentations / Facilitation of Selected Topics (15%)	In person	

2016-17 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. Documentation shall be submitted as soon as possible to the student's Academic Advisor indicating the period of illness and when the student should be able to resume academic responsibilities. 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. 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 from: <http://www.westerncalendar.uwo.ca/2016/pg117.html>. 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.

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 policy on requesting accommodation due to illness can be viewed

at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

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, 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 (<http://www.westerncalendar.uwo.ca/2016/pg130.html>).

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

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.westerncalendar.uwo.ca/2016/pg113.html>

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 Student Academic Appeals under Academic Rights and Responsibilities in the Western Academic Calendar (<http://www.westerncalendar.uwo.ca/2016/pg112.html>).

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 prerequisite(s).

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://brescia.uwo.ca/academics/registrar-services/>. 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://uwo.ca/health/mental_wellbeing/ for information including a complete list of options about how to obtain help.

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