INTRODUCTION:
Management Concepts (MGMT 3820 INET) is a Junior level course that will introduce the student to Management Theory, the different functions of management, and how managers interact with internal/external environments. Students will be introduced to several important topics such as ethical issues, managing information, global management, managing change, innovation, special projects, processes, teams, and a short introduction to manufacturing management.

Offering this course through Blackboard creates new opportunities and challenges. Blackboard offers you the convenience of an Internet based class meeting the standards set forth by the College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that Internet translates into “easy A.” The keys are to stay current and communicate.

Prerequisites: Open to all highly motivated and self-disciplined students.

COURSE OBJECTIVES:
To develop the students’ understanding of:
1.) The value of taking a general manager’s view of the firm
2.) Management concepts by focusing on the key management functions
3.) The relationship that exists between various organizational functions
4.) Current management issues confronting today’s managers
5.) Provide a foundation for more advanced work in the field of Management

REQUIRED TEXTBOOK:
Williams, C., (2013). Management (7th Ed.). Mason, OH: Thompson South-Western College Publishing. Additional readings may be assigned by the instructor. (Additional videos, readings, cases, and exercises will be distributed through Blackboard)
ACCESS TO THE COURSE:
- You can access the course at https://learn.unt.edu
- Login using your EUID and Password
- Click “MGMT 3820” from the list of courses

Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection. Please use the Business Leadership Building computer labs for taking exams on campus as the Willis Library has become problematic. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). We have experienced exam question distortion in Opera and Safari. Be sure to use a hard wired broadband connection or a very dependable wireless connection.

Please report all Blackboard problems to the CITC helpdesk at 940-565-2324. Be sure to ask for a ticket number and then email the ticket number to me along with a detailed explanation of the technical problems you’ve encountered so I can follow up with the Faculty Help Desk.

EUID ACCESS AND PASSWORDS:
Enterprise User Identification Numbers (EUID’s) and passwords are required by the University of North Texas to access this course. It is the student’s responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php.

EVENT TIMING:
All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

STRUCTURE:
There are approximately 50 students enrolled in this online section of MGMT 3820. My goal is to provide a high level of customer service so that you are not alone in cyber space. If you need assistance with anything related to this course, you should e-mail me at Erin.Welch@unt.edu.

EAGLE CONNECT ACCOUNTS:
All Students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students and this will be the account I contact you at since we are NOT using messages on Blackboard. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: https://eagleconnect.unt.edu/

BROADCAST E-MAIL MESSAGES:
Students may not send broadcast e-mail messages (CC: All Students) to the class without my permission. Sending messages without permission is a violation of the UNT Student Handbook 2014-2015 and the Code of Conduct. Violations will be reported to the Provost and the Office of Student’s Rights and Responsibilities.

METHOD OF INSTRUCTION:
Lessons in the course will be conducted using the textbook, lecture notes (modules on Blackboard), exercises, articles, and videos. Videos and articles will deal with issues related to managerial problems. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

For this method of instruction to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analysing and preparing the material as you do reading it.

ANNOUNCEMENTS:
I will share quick news and course updates with the class using Announcements in Blackboard. Announcements can be accessed via the left hand navigation menu. It is your responsibility to check announcements at least 3-5 times per week and keep up with the Course Schedule during the Summer Session!
PERFORMANCE EVALUATION AND GRADING:
Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned (not percentage) during the term. Grades will be earned based on successful completion of the following:

- Syllabus Quiz: 10
- Chapter Quizzes: 14 @ 5 each: 70
- Individual Assignment: 20
- Exams: 3 @ 100 each: 300
- Maximum Points Possible: 400

Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding!)

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>360.0 - 400.0</td>
<td>A</td>
</tr>
<tr>
<td>320.0 - 359.9</td>
<td>B</td>
</tr>
<tr>
<td>280.0 – 319.9</td>
<td>C</td>
</tr>
<tr>
<td>240.0 – 279.9</td>
<td>D</td>
</tr>
<tr>
<td>0 – 239.9</td>
<td>F</td>
</tr>
</tbody>
</table>

"As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.

NOTES:

1. EXTRA CREDIT OPPORTUNITY: For an extra 5 points towards your final grade, please complete the Student Information Survey by the DUE date (see course schedule). This is the ONLY extra credit opportunity that will be provided so do NOT miss out!

2. CHECK BLACKBOARD ON A REGULAR BASIS: You are responsible for staying up-to-date with announcements made through Blackboard. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.

3. ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE: Please do not come to me the last week of class and ask what you may do for extra credit! Put that effort into the regularly assigned items and you won’t need extra credit, and remember, no late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned.

SYLLABUS QUIZ:
Each student will complete an on-line syllabus quiz by the due date in the Course Schedule. This will familiarize you with how to take an on-line exam within Blackboard Learn®.

CHAPTER QUIZZES:
You will have 14 Blackboard Learn Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 5 multiple choice questions that you must answer in 15 minutes (1 shot for each quiz). Keep in mind that this is NOT representative of the exams – the exams are timed differently with 50 questions in 60 minutes and the quizzes are designed to help students keep up with the key concepts. You only have 1 shot for each quiz.

Each quiz is worth 5 points total (1 point per question). Five points may not seem like a lot but the points go a long way towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule. The best way to take the quizzes is to read a chapter then immediately go take the Quiz while the material is fresh on your mind. All quizzes are open book, open notes. You will receive a zero if you do not complete a quiz prior to its lock day/time (see course schedule).

You should be able to review your chapter score immediately after you submit the quiz and you should be able to review the questions you missed (until the due date when the quiz locks).
STUDENT INFORMATION SURVEY (EXTRA CREDIT):
Each student should complete a Student Information Survey via Qualtrics by the due date in the Course Schedule for 5 points EXTRA CREDIT. This information will be used by the instructor to contact the student directly and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire. This will be the ONLY extra credit opportunity offered during the semester. Points will be manually entered into Blackboard by the Instructor (you won’t automatically see the points once the survey is completed).

INDIVIDUAL ASSIGNMENT:
During the summer, only 1 individual assignment will be administered. The short written assignment will serve to evaluate the students’ accumulation of knowledge and skills. The due date for the assignment is listed in the Course Schedule. The instruction for the assignment can be found in the Individual Assignment folder on the course home page.

EXAMS 1, 2, and 3:
The three (3) exams are “knowledge-acquisition-application” oriented. That is they are designed to “quickly” test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class. Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers. Prepare as though it’s a closed book exam!

It is my intent at this time to offer all exams on-line (timed) in multiple choice and true/false format. The exams will be available for approximately 24 hours – refer to the course schedule for exact dates. You will have one shot at the exam regardless of what you see in Blackboard Learn®. Each exam will have 50 multiple choice and true/false questions and you will have 60 minutes to complete each exam.

Direct Broadband (not wireless) connections are HIGHLY RECOMMENDED for the exams. If you get knocked off an exam, contact the help desk at 940-565-2324, then me A.S.A.P. at Erin.Welch@unt.edu (faculty account) and leave a message at 940-565-2056. Modify pop-up blocker software and clear cache for the exam.

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, student unplugged the phone line, etc.). I will make a determination to allow you to continue or not based on that advice, University policy, applicable law, and my experience.

EXAM MAKE-UP OR SCHEDULE CONFLICT REQUEST:
Exam make-up requests must be made prior to the exam and comply with University policy. Please contact your coordinator and submit a request packet. Forward the information to me at Erin.Welch@unt.edu with the words “MGMT 3820 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for request. No make-ups will be granted for missed or late quizzes, assignments, or exams.

SUNDOWN RULE:
You have 3 business days (from the due date) to inquire about your grade on an exam, quiz, or assignment. The exception to this is Exam 3 and your Final Letter Grade when inquires need to be taken care of as soon as possible before I submit grades to the Registrar (I’ll post more information about this as Exam 3 approaches). The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades every week!

BLACKBOARD GRADES:
Grades posted in Blackboard are unofficial. The instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Blackboard system and destruction of grade reports. Official grades and Blackboard grades should be equivalent (match). Please contact me to discuss discrepancies.

DROPPING THE COURSE:
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: http://www.unt.edu/catalog/ Please note that Wednesday, July 1st at 4:30pm is the last day for a student to drop a course with consent of the instructor with W or WF. I do not assign WFs in this course. If you decide to drop by the July 1st deadline, you will receive a W (not a WF).
To drop the course, send me an email with your request. Include your full name and student ID number and I will ask the Department of Management to send the request to the Registrar Office for you since this is an online class.

**COURSE RELATED E-MAIL MESSAGES:**

Please consider the following example of an appropriate e-mail to send to a professor:

To: Erin.Welch@unt.edu
From: Good.Student@my.unt.edu
Title: MGMT 3820 Question about Student Info Survey

Dear Professor Welch:

Did you receive my Student Information Survey that I submitted last night (Thursday, June 11th)?

Thanks,
Good Student
Student ID #10203040

*Please keep in mind that my name is Professor Welch and not "Hello," "Hey," "Hi," "Yo," or "Say There."

**USE OF PERSONAL COMPUTERS & THE BLACKBOARD LEARNING SYSTEM:**
The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Direct Broadband connections are HIGHLY RECOMMENDED for the quiz and exams. ISP issues will be dealt with on an individual basis and will require documentation. Blackboard utilizes pop-up windows to display content. Please modify pop-up blocker software.

In addition, your enrollment in this class signifies that you possess basic personal computer skills (BCIS 2610) and have a rudimentary knowledge of Blackboard Learn®. This includes, but is not limited to, logging onto the class home page, navigating through class content, uploading assignments, and sending e-mail messages to the instructional team. The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Blackboard Learning System®. The Center for Distance Learning has created a Blackboard Learning System tutorial available at: https://ecampussupport.unt.edu/index.cfm?M=Student_Resources&MNU=16&PF=Training/Guides/Guides

**PANDEMIC, DISASTER, OR WEATHER CONDITIONS:**
The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via telephone, Blackboard Learn® or www.My.Unt email platforms. If you miss an assignment or exam, please refer to the class attendance policy.

**EMERGENCY ALERTS:**
The University of North Texas has an emergency Notification System, Eagle Connect Alert, which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency situation.

**COURSE EVALUATIONS:**
The Department of Management will administer Course Evaluations June 29th through July 8th. Closer to the start date, the link and more information will be provided so you can complete the evaluation. The feedback from the course evaluations is used to evaluate faculty performance and provide guidance on improvement.

In addition, the university-wide course evaluation, SETE, will also be available at the end of the semester. Students may access the SETE at https://my.unt.edu and selecting the SETE banner.
ATTENDANCE AND ASSIGNMENTS POLICY:
Students are required to log into the on-line class to check class announcements, check grades, and complete assignments. For due dates and exam times, please see the Course Schedule towards the end of the syllabus.

All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Erin.Welch@unt.edu (If serious injury or illness, I may ask that you submit your paperwork to the Dean of Students for review. They can also help you contact other Instructors.)

SCHOLASTIC DISHONESTY POLICY:
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined “Academic Integrity Process” as referenced at http://www.vpaa.unt.edu/academic-integrity.htm. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

NOTE: I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

UNT COLLEGE of BUSINESS STUDENT ETHICS STATEMENT**:
As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another’s thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users’ data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.
I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

**Student Standards of Academic Integrity**  
[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

**Code of Student Conduct and Discipline**  
[https://deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct)

**Computer Use Policy**  
[http://policy.unt.edu/policy/3-10](http://policy.unt.edu/policy/3-10)

**OFFICE OF DISABILITY ACCOMMODATION:**  
The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation (ODA). Printed exams can be administered by the ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.**

**IMPORTANT NEWS FOR F-1 VISA HOLDERS:**  
For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. **Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.**

2. **Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office.** ISSS has a form available that you may use for this purpose. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.
SUMMER 2015 IMPORTANT DATES PER THE UNT REGISTRAR - http://registrar.unt.edu/

- June 8, Monday: Classes Begin
- June 9, Tuesday: Last day to drop a 5W1 course and receive any type of refund
- June 12, Friday: Beginning this date a student who wishes to drop must receive written consent from the instructor. A grade of W is assigned.
- July 1, Wednesday: Last day to drop a course with consent of the instructor for 5W1 with a W or WF (I don’t assign WFs – please contact me by 4:30pm if you need to drop)
- July 4, Saturday: UNT closed in observance of Independence Day. (open Friday, June 3rd)
- July 10, Friday: Finals for 5W1 session
  - MGMT 3820.001 (Exam 3) will be available Wednesday, July 8th from 12:01am until 11:59pm