Instructor: Professor Erin E. Welch
Office: 387B - Business Leadership Building
Phone: 940-565-2056 – Office
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME***

We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.

**Be sure to include MGMT 3820 in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Available by appointment for meetings on campus or over the phone.

Please check the course Blackboard page for announcements, new postings, assignments, etc. on a regular basis throughout the semester. It is highly recommended that you visit our course page at least twice a week!

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](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 a 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 (Internet Explorer, Google Chrome, or Mozilla work best usually). 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.

**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](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 95 students enrolled in this on-line 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/](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.

**SPLASH BANNER AND ANNOUNCEMENTS:**
I will share quick news and course updates with the class using the splash banner and announcements functions. The splash banner is located on the class homepage just below the textbook art. Announcements can be accessed via the left hand navigation menu. **It is your responsibility to check the splash banner and announcements at least twice a week!**
PERFORMANCE EVALUATION AND GRADING:
Each student will be responsible for all assignments. Grades will be earned based on successful completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>20</td>
</tr>
<tr>
<td>Student Information Survey</td>
<td>10</td>
</tr>
<tr>
<td>Chapter Quizzes: 14 @ 5 each</td>
<td>70</td>
</tr>
<tr>
<td>Research Term Paper</td>
<td>100</td>
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<tr>
<td>Exams: 3 @ 100 each</td>
<td>300</td>
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</tbody>
</table>

**Maximum Points Possible**: 500

Final grades will be awarded for the following levels of performance: (no curves, no late assignments, no extra credit, and no percentage round-up – The final grade consists of points earned!)

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450.00-500.00</td>
<td>A</td>
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<tr>
<td>400.00-449.99</td>
<td>B</td>
</tr>
<tr>
<td>350.00-399.99</td>
<td>C</td>
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<tr>
<td>300.00-349.99</td>
<td>D</td>
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<tr>
<td>0 – 299.99</td>
<td>F</td>
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</table>

NOTE: 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.

As the Instructor, I reserve the right to curve exam grades if it is deemed appropriate after analysis of the frequency of questions missed.

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!

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.

STUDENT INFORMATION SURVEY:
Each student will complete a Student Information Survey via Qualtrics by the due date in the Course Schedule. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safeguard your personal information shared in the questionnaire.

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. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. 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.

All quizzes are open book, open notes. Complete the quizzes as you work through each corresponding lesson. 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). The five multiple choice questions are written and have the same relationship of question/answer to chapter content that you will find in the major exams.
RESEARCH TERM PAPER:
There will be one synopsis research term paper submitted this term. The instructor will present more information about the summary in a timely fashion to allow proper completion. Please note that there is information regarding the research paper at the end of the syllabus. You will also find a folder on Blackboard with more information and sample papers that you can use as reference.

EXAMS 1, 2, and 3 (February 23-24, April 6-7, and May 11-12):
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. Study 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 format. The exams will be available starting at 3:00am, Monday until 10:59pm, Tuesday (CST) – 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 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 (facultty 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 assessments, quizzes, assignments, or exams.

SUNDOWN RULE:
You have one (1) week (from the due date) to inquire about your grade on an exam, quiz, research paper, 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 the week before finals). 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 GRADERS:
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 your coordinator 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 Tuesday, April 7th at 5pm is the last day for a student to drop a course with consent of the instructor with W or WF. Also, I do not assign WFs in this course. If you decide to drop by the April 7th 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 send the request to the Registrar Office for you (will Cc you on the email for your records).
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 (Saturday, Jan 31st)?

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://ecampusupport.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.Un 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.

UNT WRITING LAB:
MGMT 3820 is based on the understanding that every student has completed English and writing composition classes. Though, some of us have developed poor writing habits due to the extended use of Instant Relay Chat and text messaging. Both mediums incorporate short script languages and acronyms that are not appropriate in proper Business communication.

Also, keep an eye out for passive voice. I was listening to Channel Four news the other night and heard, “The mother of Michael Jackson”. Nope, she is “Michael Jackson’s mother.” Please visit the UNT Writing Lab for suggestions at http://www.unt.edu/writinglab/.
STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE):
The original SETE committee was charged with providing to the Provost of the University of North Texas (UNT) a recommendation for an assessment tool to facilitate student evaluations of their instructors, allowing university-wide comparison in key areas. The SETE’s purpose is to provide a measure of teaching effectiveness as perceived by students. The SETE scores for a particular instructor can be used for self evaluation and improvement and for measuring improvement over time. The scale scores can also be aggregated into group scores for use by administrators. In addition to providing needed information for UNT, the SETE also satisfies the requirements of House Bill 2504 that calls for transparency in reporting and posting to the web.

Access: 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 at least twice a week. 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

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.

** I did not write this policy which displays terrible use of passive voice, sentence structure issues and other crimes against good writing. All COB courses are required to display this policy.

Student Standards of Academic Integrity
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

Computer Use Policy
http://policy.unt.edu/policy/3-10

**STUDENTS WITH DIFFERENT ABILITIES:**
The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact the course professor as soon as possible! **Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.**

**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.

**SPECIAL NOTE ABOUT BLACKBOARD LEARN®:**
Blackboard is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Blackboard Learn® complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and using assistive technologies, such as screen readers, to fully use the software. Blackboard has worked with the Adaptive Technology Resource Centre (ATRC) at the University of Toronto on compliance requirements. Blackboard Learn® enables faculty or course designers with disabilities to use assistive technologies with Blackboard Learn® in their course creation and delivery.

**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)].
UNIVERSITY OF NORTH TEXAS COMPLIANCE:
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) to get clarification before the one-week deadline.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 20</td>
<td>- Introduction &amp; Overview</td>
<td>- Print Syllabus from BB and Read Thoroughly</td>
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<td></td>
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<td>- Practice with Blackboard</td>
<td>- Read Text: CH 1</td>
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<tr>
<td></td>
<td></td>
<td>- CH 1: Management</td>
<td>- Review Module 1 on BB and watch video</td>
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<td></td>
<td></td>
<td>**University Closed on Monday, Jan 19th in</td>
<td>- Syllabus Quiz, Student Information Survey, and CH 1 Quiz are now available (DUE Feb 1st)</td>
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<tr>
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<td>observance of MLK Day. Classes start Jan 20th**</td>
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<tr>
<td>2</td>
<td>Jan 26</td>
<td>- CH 2: History of Management</td>
<td>- Read Text: CH 2</td>
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<td>- Review Module 2 on BB and watch video</td>
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<td>- Student Info Survey, Syllabus Quiz, CH 1 Quiz, and CH 2 Quiz DUE at 9:00pm, Sunday, February 1</td>
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<tr>
<td>3</td>
<td>Feb 2</td>
<td>- CH 3: Organizational Environments and Cultures</td>
<td>- Read Text: CH 3</td>
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<td>- Review Module 3 on BB and watch video</td>
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<td>- CH 3 Quiz DUE at 9:00pm, Sunday, February 8</td>
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<td>4</td>
<td>Feb 9</td>
<td>- CH 4: Ethics and Social Responsibility</td>
<td>- Read Text: CH 4</td>
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<td>- Review Module 4 on BB and watch video</td>
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<td>- CH 4 Quiz DUE at 9:00pm, Sunday, February 15</td>
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<td>5</td>
<td>Feb 16</td>
<td>- CH 5: Planning and Decision Making</td>
<td>- Read Text: CH 5</td>
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<td>- Review Module 5 on BB and watch video</td>
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<td></td>
<td>- CH 5 Quiz DUE at 9:00pm, Sunday, February 22</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Prepare for Exam #1</td>
</tr>
</tbody>
</table>
| 6    | Feb 23 | - Exam #1 (CH 1-5, Modules 1-5 and Videos) | - Exam #1: Available from 3:00am, Monday, February 23 until 10:59pm, Tuesday, February 24.
<p>|      |        |                                            | Once you access Exam #1, you will have 60 mins to complete 50 multiple choice questions. |
|      |        |                                            | - Read Text: CH 6                                                                   |
|      |        |                                            | - Review Module 6 on BB and watch video                                             |
|      |        |                                            | - CH 6 Quiz DUE at 9:00pm, Sunday, March 1                                           |
| 7    | Mar 2  | - CH 7: Innovation and Change              | - Read Text: CH 7                                                                   |
|      |        |                                            | - Review Module 7 on BB and watch video                                             |
|      |        |                                            | - CH 7 Quiz DUE at 9:00pm, Sunday, March 8                                           |
|      |        |                                            | - Start gathering info/ideas for Research Paper                                     |
| 8    | Mar 9  | - CH 8: Global Management                  | - Read Text: CH 8                                                                   |
|      |        |                                            | - Review Module 8 on BB and watch video                                             |
|      |        |                                            | - CH 8 Quiz DUE at 9:00pm, Sunday, March 15                                         |
| 9    | Mar 16 | <strong>SPRING BREAK!!!!!!</strong>                     | - March 16-22, Spring Break – Classes do NOT Meet                                  |
|      |        |                                            | - March 16th – University CLOSED                                                    |
| 10   | Mar 23 | - CH 9: Designing Adaptive Organizations   | - Read Text: CH 9                                                                   |
|      |        |                                            | - Review Module 9 on BB and watch video                                             |
|      |        |                                            | - CH 9 Quiz DUE at 9:00pm, Sunday March 29                                         |
|      |        |                                            | - Start gathering info/ideas for Research Paper                                     |
| 11   | Mar 30 | - CH 12: Managing Individuals and a Diverse Workforce | - Read Text: CH 12                                                                  |
|      |        |                                            | - Review Module 12 on BB and watch video                                            |
|      |        |                                            | - CH 12 Quiz DUE at 9:00pm, Sunday, April 5                                        |
|      |        |                                            | - Prepare for Exam #2                                                              |</p>
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<th></th>
<th>Date</th>
<th>Assignment/Reminder</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| 12 | Apr 6  | - Exam #2 (CH 6, 7, 8, 9, and 12, Corresponding Modules and Videos)  
- CH 14: Leadership  
- Exam #2: Available from 3:00am, Monday, April 6 until 10:59pm, Tuesday, April 7. Once you access Exam #2, you will have 60 mins to complete 50 multiple choice questions.  
- Read Text: CH 14  
- Review Module 14 on BB and watch video  
- CH 14 Quiz DUE at 9:00pm, Sunday, April 12 **5pm, Tuesday, April 7th – Last day you can DROP the course with Instructor’s Consent (W will be assigned, I don't give WFs. Contact me via email if you decide to drop.) |                                                                                         |
| 13 | Apr 13 | - CH 16: Control  
- Read Text: CH 16  
- Review Module 16 on BB and watch video  
- CH 16 Quiz DUE at 9:00pm, Sunday, April 19  
- Finalize Research Paper, Due Next Thursday!                                                                 |
| 14 | Apr 20 | Term Paper  
- Term Paper DUE 3:00pm, Thursday, April 23                                                                 |
| 15 | Apr 27 | - CH 17: Managing Information  
- Read Text: CH 17  
- Review Module 17 on BB and watch video  
- CH 17 Quiz DUE at 9:00pm, Sunday, May 3                                                                 |
| 16 | May 4  | - CH 18: Managing Service and Manufacturing Operations  
- Read Text: CH 18  
- Review Module 18 on BB and watch video  
- CH 18 Quiz DUE at 9:00pm, Sunday, May 10                                                                 |
| 17 | May 11 | - Exam #3 (CH 14, 16, 17, and 18, Corresponding Modules and Videos)  
- Exam #3: Available from 3:00am, Monday, May 11 until 10:59pm, Tuesday, May 12. Once you access Exam #3, you will have 60 mins to complete 50 multiple choice questions.  
- Finals Week – Good Luck on all your exams!! 😊  
I wish you the best of luck in your future endeavors both Academic and Professional! – Professor Welch |
|    |        | Exam 3 Grades and Final Letter  
Grades Posted on Blackboard by Thursday, May 14                                                                 |


- January 19, Monday: MLK Day (classes do not meet; university offices closed).
- January 20, Tuesday: Classes Begin
- January 23, Friday: Last day for change of schedule other than a drop (last day to add or swap a class).
- February 3, Tuesday: Beginning this date a student who wishes to drop must receive written consent from the instructor. A grade of W is assigned.
- February 2015 – Date to be announced: Last day to apply for May undergraduate application (check the Registrar’s website and check with your academic advisor).
- March 2, Monday: Last day to drop a course or withdraw from the semester with grade of “W” for courses that a student is not passing. After this date, a grade of “WF” may be recorded.
- March 16-22, Monday through Sunday: SPRING BREAK! Classes do not meet.
- March 16, Monday: Spring Break – University Offices Closed.
- April 2015 – Date to be announced: Registration for Summer and Fall 2015 begins by classification.
- April 7, Tuesday: Last day for a student to drop a course with consent of the instructor with W or WF.
- May 9-15, Saturday through Friday: Finals week.
  - Final Exam Schedule available at: [http://registrar.unt.edu/exams/final-exam-schedule/spring](http://registrar.unt.edu/exams/final-exam-schedule/spring)
  - MGMT 3820.002 and 026 Final Exam (Exam 3) will be available starting 3:00am, Monday, May 11th through 10:59pm, Tuesday, May 12th.
- May 15-16, Friday through Saturday: Spring 2015 Commencement (hours to be announced).
MGMT 3820 INDIVIDUAL RESEARCH TERM PAPER (RTP):
To assist in the synthesis of the course, a research term paper is required. You will select one public company to research and write about. Here are a few of the top publicly traded companies in the Dallas area for the recent fiscal year (you can select any public company – these are just examples):


There is a lot of information available on public companies including the company’s website, the Wall Street Journal, Dallas Morning News (if local), etc. Also, the UNT Library Online provides access to books, online articles, databases, and e-Journals that will help you in your research (http://www.library.unt.edu/). See the list of links I provided you on Blackboard. If you have a personal connection at the company, you could even interview a manager to get additional information.

NOTE: You may use a private company if you feel that you can get enough information for the research paper. If you have any questions, feel free to contact me.

Research the company’s mission, their competitors/external environment, company strengths and weaknesses, company management style, motivation tools used by their managers, the company’s culture, the company’s goals, and any challenges the company faces (competition, growth, etc.) You will then summarize the trends you observe in the term paper.

Use this as an opportunity to learn about companies you may be interested in working for full time or as an intern! Be thinking about why the company interests you, what training and development opportunities they provide their employees, and what benefits they provide. Doing this research can help you prepare for your internship and/or job search as well as give you up to 100 points towards your final grade in the course!

The paper should be submitted using the assignment tool within Blackboard Learn® by Thursday, April 23rd at 3:00pm. All projects will be submitted to a plagiarism service similar to www.turnitin.com. The document should be titled Lastname_Firstname_RTP.doc or docx.

The submission will consist of a cover page (see example on Blackboard under Assignments), plus four to six pages manuscript, plus works cited along with appropriate appendix materials (see below). You will utilize normal character and line spacing (1.5), 12 point Arial font, 1” margins, 1/2” Indentions, and APA within the document parenthetical citations i.e. (Williams, 2013). There are examples on Blackboard for your reference.

Remember, the cover page is NOT included in the page count. Paragraph headings should be used to provide the reader with transitions in thought. It is also a good idea to check for spelling and grammar issues. The manuscript should include the following sections:

**Cover Page**
- Title (give me the name of the company you researched for the paper!)
- Prepared for:
- Prepared by:
- Date

**Introduction**
- *Introduce the Company* – Where are they headquartered? Global or Domestic Company? Service Provider or Manufacturer? What industry are they in? Has this industry experience any recent trends and/or innovations?
  - Explain any pre-existing relationships (employer, friend of family, family member, etc.) and why the company interests you.
  - Tell me how you researched the company.
  - This portion should take no more than 1 page.
Main Body

- **An overview of the Company, Products, Services, and Markets Served**
  - This should include a description of any of the items you find particularly salient from the research.
  - Use the Boston Consulting Group diagram to designate product/service positioning within the market and/or a SWOT Analysis of the internal and external environments. (SWOT – Strengths and Weaknesses inside the organization and Opportunities and Threats outside the organization)
  - Tell me about the company’s mission and goals. Do these match company actions?
  - This should be a 2 to 3 pages section.

- **An overview of the Leadership Style and Organizational Strategy for the company.**
  - This should include a description of relevant observations as well as related textbook sections on leadership and strategy.
  - This should be no more than 1 page.

- **An overview of Ethics and Social Responsibility Activities of the Company.**
  - This should include description of the relevant observations as well as related textbook sections on goal setting and motivation.
  - This should be no more than 1 page.

Conclusion

- **A statement summarizing your impression of the company’s management style and culture.**
  - Is the management strategy working?
  - Do you have any recommendations on how they could improve motivation or strategy?
  - This portion should take no more than 1 page

Appendix

- Any charts, tables, and figures referenced in the body of the paper
- Create a “Works Cited Section” containing any APA citations for sources used including the Williams text.
- For help with your research, check out the “Important Research Links” PDF that is on Blackboard under the Research Term Paper Folder.

For the leadership and motivation sections above, you should consider relevant chapters and concepts from the text when selecting which aspects are ‘most important,’ but realize that this is a personal subjective call on your part. I want you to attempt to integrate course concepts and practitioner practices. There isn’t a RIGHT or WRONG answer here provided you demonstrate: (A) effort and (B) an attempt to link concepts. This suggests that you should identify which concepts from the text you observed (or expected to observe), including terminology, chapter, and sections as appropriate. Even if you are somewhat ‘off track,’ the practice of trying to synchronize these elements is a learning exercise itself.

Grading Criteria – The paper will be graded using the following guidelines:

- Cover page
- Writing quality
- Adherence to structure
- Thoroughness and accuracy
- Logical flow of conclusion
- Works cited page
- Summary Term Paper submitted through the “Assignment Tool” in Blackboard Learn
  (You can only upload 1 attempt so if you have trouble or upload the wrong version, send the paper to me via email by the deadline!)

The paper is worth 100 points total. Grading criteria will be as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENT (follow the instructions above – incorporate key concepts from the text!)</td>
<td>70</td>
</tr>
<tr>
<td>FORMAT (follow the instructions!)</td>
<td>15</td>
</tr>
<tr>
<td>GRAMMAR and SPELLING</td>
<td>15</td>
</tr>
</tbody>
</table>