UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 3820 – MANAGEMENT CONCEPTS
INET Section 001 – 100% online course
SPRING 2016 COURSE SYLLABUS
January 19 – May 13, 2016

Professor: Erin Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building
Phone: 940-565-4766 – 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. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Tuesday 9:00am-3:00pm
Wednesday 3:00pm-6:20pm
Also available by appointment for meetings on campus or by 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

***The Instructor reserves the right to make changes to this syllabus, if needed.***
REQUIRED TEXTBOOK:
We will use Robbins and Coulter’s Management, 13th edition, Published by Pearson along with Pearson’s My Management Lab. The most cost effective option is to purchase the Student Value Edition which provides you an unbound/loose-leaf copy of the book (you can’t sell back but it’s cheaper!), access to an e-book, and the access code for MyLab (available through the UNT Bookstore) OR you can just purchase the e-book with an access code for MyLab. To purchase a hard copy of the book with access to MyLab is much more expensive.

Please note that you should purchase the required text (not old versions) as this is where the quiz and exam questions will be pulled, and you MUST purchase access to MyLab as there will be assignments from Pearson’s My Management Lab. You should visit Pearson’s store online, the UNT Bookstore, and other sources to determine the best option for you. (www.mypearsonstore.com) If you purchase from Pearson, you can purchase My Management Lab with digital choices or print choices (loose leaf, hard back). Pearson will also give you temporary access to My Management Lab until you receive the access code --- this means you won’t miss any assignments!

Additional readings and assignments will be distributed through Blackboard.

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<tr>
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<tbody>
<tr>
<td>MyLab + Student Value Edition</td>
<td>With e-Text</td>
<td>9780133972948  $229.65</td>
</tr>
<tr>
<td>MyLab + Print Text (Hard Copy)</td>
<td>With e-Text</td>
<td>9780133973006  $334.00</td>
</tr>
<tr>
<td>MyLab ONLY (No Hard Copy of Book)</td>
<td>With e-Text</td>
<td>9780133935738  $112.15</td>
</tr>
</tbody>
</table>

My Management Lab – PEARSON:
Students will gain hands-on practice applying management concepts with Pearson’s My Management Lab. You will have access to tools that will help you absorb course material and put concepts into perspective. The tool is integrated directly with Blackboard so you have a single sign-on experience, and you will find handouts on Blackboard that will help you with registration for My Management Lab. Please see the “Pearson MyLab” tab on the left hand side of the course page.

Course Name on MyManagement Lab: MGMT 3820_Management Concepts_Spring 2016 EW  
Course ID: welch39683  
To enroll, you need: 1)Course ID, 2)Email address, and 3)Student Access Code from Bookstore (or a valid credit card to purchase the access code directly from Pearson)

Assignments in My Management Lab include Simulations and Chapter Video Assignments. Points WILL be assigned for the successful completion of the Simulations and Video Assignments. Study tools include Dynamic Study Modules. There are NO available points for the Dynamic Study Modules, but it’s been proven that the students who use the additional resources have higher exam scores.

ACCESS TO BLACKBOARD:
- 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 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 as the BLB has the latest technology. 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, Internet Explorer, and Safari as well as on mobile devices! Be sure to use a hard wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Blackboard.

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TECHNICAL ISSUES WITH BLACKBOARD:
Please report all Blackboard problems to the helpdesk at 940-565-2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk.

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, etc.). I will make a determination on how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

TECHNICAL ISSUES WITH PEARSON’S MY MANAGEMENT LAB:
Please report all My Management Lab problems to Pearson’s Technical Support: http://247pearsoned.custhelp.com/ Be sure to ask for a ticket number. Technical difficulties will be resolved as they appear.

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 120 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

Lessons in the course will be conducted using the textbook, lecture notes (modules on Blackboard), and My Management Lab. 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 behaviours. 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. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed and it has scheduled times and defined availability windows for taking exams.

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. 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. This policy has been enforced when students tried to cheat on online exams.

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 twice a week!

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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

Professor Welch:

Did you receive my Student Information Survey that I submitted last night (Jan 31st)?

Thanks,
Good Student
Student ID #10203040
*Please keep in mind that my name is Professor Welch and not “Hey,” “Hi,” “Yo,” or “Howdy Teach!.”**

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 during the term. Grades will be earned based on successful completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<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 pts. each</td>
<td>70</td>
</tr>
<tr>
<td>Video Quizzes (My Management Lab): 14 @ 5 pts. each</td>
<td>70</td>
</tr>
<tr>
<td>Simulations (My Management Lab): 3 @ 10 pts. each</td>
<td>30</td>
</tr>
<tr>
<td>Exams: 3 @ 200 pts. each</td>
<td>600</td>
</tr>
<tr>
<td><strong>Maximum Points Possible</strong></td>
<td>800</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>720.0-800.0</td>
<td>A</td>
</tr>
<tr>
<td>640.0-719.9</td>
<td>B</td>
</tr>
<tr>
<td>560.0-639.9</td>
<td>C</td>
</tr>
<tr>
<td>480.0-559.9</td>
<td>D</td>
</tr>
<tr>
<td>0 – 479.9</td>
<td>F</td>
</tr>
</tbody>
</table>

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

NOTES:

1. 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.

2. ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE: Do not come to me and ask what you may do for extra credit! Make an effort from the first day of class and do your best on all assigned items so you won't need extra credit. 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. The Department of Management has high standards for its junior and senior level courses.

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SYLLABUS QUIZ (available in Blackboard under Quiz & Exam Folder):
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. There are 20 multiple choice and true/false questions (worth 1 point each), and you have 30 minutes to complete the quiz. 20 Max Possible Pts.

STUDENT INFORMATION SURVEY (link available in Blackboard under Quiz & Exam Folder):
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. 10 Max Possible Pts.

CHAPTER QUIZZES (available in Blackboard under Quiz & Exam Folder):
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 10 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 55 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. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus. 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 by its due date.

CHAPTER VIDEO ASSIGNMENTS (available in Pearson’s My Management Lab under Homework):
You will have 14 My Management Lab Chapter Video Assignments over the course term. No Video Assignment Grades will be dropped. Each video assignment has multiple choice questions that you must answer after watching the video (not timed). Each quiz is worth 5 points total. Please note – grades from My Management Lab video assignments and simulations do NOT show up automatically in Blackboard. Please allow a couple days after the assignment due date for the grade to be entered in Blackboard.

SIMULATIONS (available in Pearson’s My Management Lab):
You will have 3 My Management Lab Simulations over the course term. Each simulation is worth 10 points total. Please note – grades from My Management Lab video assignments and simulations do NOT show up automatically in Blackboard. Please allow a couple days after the assignment due date for the grade to be entered in Blackboard. The simulations are not timed but do take some time to work through so don’t wait until right before the deadline to start the assignment.

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**EXAMS 1, 2, and 3 (available in Blackboard under Quiz & Exam Folder):**

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 is 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 starting at 3:00pm, Sunday until 11:59pm, Monday (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 and true/false questions and you will have 55 minutes to complete each exam. (50 questions @ 4 pts each = 200 possible points)

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. They are more resources to help you earlier in the day (such as myself and be aware of the help desk’s hours). Please note that I am not usually available late at night. If you send me an email late at night, don’t expect a response until the following morning. If you wait till the last hour of the availability period and encounter difficulties, you might get a zero on the exam.

Research involving thousands of students in this course over the past several years indicates that 55 minutes is more than enough time to answer 50 questions in this junior level, survey course…if you know the material! If you do not know the material, no amount of examination time will be enough. **To do well in this course, you will need to know and understand the text material well.**

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must thoroughly read and analyse the text as well as study my lecture notes which can be found in the Blackboard modules. The My Management Lab tools will also help you have a better understanding of the key concepts. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! **Give yourself a fair shot!**

Direct Broadband (**not wireless**) connections are **HIGHLY RECOMMENDED** for the exams. **If you experience technical issues, contact the help desk at 940-565-2324, then me A.S.A.P. at Erin.Welch@unt.edu (faculty account) with the ticket number and help desk report.** Modify pop-up blocker software and clear cache for the exam. **Do NOT wait to report technical difficulties.**

You will not be able to view your exam score until I have completed a post-exam analysis. I will send an Announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your “My Grades” tool in Blackboard. If you would like to review the exam questions and your submitted answers, please contact your professor to arrange an office visit.

The **Question Completion Status (QCS) button** is a feature Blackboard offers with each Quiz and Exam. I recommend that you become familiar with the QCS button, practice using the button with your Chapter Quizzes and use it during Exams. **IT will save you time and allow easier movement among test questions, i.e. forward, backward, review, etc.**
**ACADEMIC INTEGRITY:** Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates.**

**EXAM MAKE-UP OR SCHEDULE CONFLICT REQUEST:**
Exam make-up requests must be made prior to the exam and comply with University policy. 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 date the grade is released) to inquire about your grade on an exam, quiz, video, or any other 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. 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!**

**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/](http://www.unt.edu/catalog/). Please note that Tuesday, April 5th is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF).

To drop the course, please contact the Department of Management Staff at 940.565.3140. Be prepared to provide them with the course number (MGMT 3820.001), your full name and student ID number. Since you are an online student, they can assist you over the phone OR if you are on campus, you may go by the Department of Management which is located in the Business Leadership Building – room 207.

**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 and have a rudimentary knowledge of Blackboard Learn. **The student assumes ALL responsibility for participating taking exams, and uploading assignments within the Blackboard Learning System.** For a short tutorial on how to navigate Blackboard, please check out the General Information Folder on the Course Home Page.

**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](http://www.unt.edu), will provide updated information during an emergency situation.

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**COURSE EVALUATIONS:**
This semester, UNT and the Department of Management will administer course evaluations. The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester!

**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](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](http://www.Turnitin.com). Proper action will be taken if significant plagiarism is evident.

**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 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. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

**ACCEPTABLE STUDENT BEHAVIOR:**
Student behaviour that interferes with an instructor's ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behaviour will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct...
violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct

**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)].

**UNT 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. 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, they should contact the UNT International Student Office at 940.565.2195 or InternationalAdvising@unt.edu to get clarification before the one-week deadline.

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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
</table>
| 1    | Jan 19     | - Introduction & Overview  
- Practice with Blackboard (BB)  
- Register and Practice with My Management Lab (MML)*  
- CH 1: Managers in the Workplace  
**University Closed on Monday, January 18th in observance of Martin Luther King Day. Classes start on Tuesday, January 19th.** | - Print Syllabus from BB and Read Thoroughly  
- Read Text: CH 1  
- Review the General Info Folder & Module 1 in BB  
- Review the CH 1 Dynamic Study Module in MML  
  **The following assignments are DUE by 11:59pm, Sunday, Jan 31st:**  
  1) Syllabus Quiz in BB  
  2) Student Information Survey in BB  
  3) CH 1 Quiz in BB  
  4) CH 1 Video Assignment – Zane’s Cycles in MML  
**Note: These assignments aren’t due until Week 2 of the semester, but they are open and may be completed any time before the deadline.** |
| 2    | Jan 25     | - CH 2: Making Decisions  
- CH 3: Managing the External Environment and the Organization’s Culture  
- CH 4: Managing in a Global Environment | - Read Text: CH 2  
- Review Module 2 in BB  
- Review the CH 2 Dynamic Study Module in MML  
  **The following assignments are DUE by 11:59pm, Sunday, Jan 31st:**  
  1) Week 1 Assignments listed above including the Syllabus Quiz, Student Information Survey, CH 1 BB Quiz, and CH 1 Video Assignment in MML  
  2) CH 2 Quiz in BB  
  3) CH 2 Video Assignment – Rudi’s Bakery in MML |
| 3    | Feb 1      | - CH 3: Managing the External Environment and the Organization’s Culture  
- CH 4: Managing in a Global Environment | - Read Text: CH 3  
- Review Module 3 in BB  
- Review the CH 3 Dynamic Study Module in MML  
- Read Text: CH 4  
- Review Module 4 in BB  
- Review the CH 4 Dynamic Study Module in MML  
  **The following assignments are DUE by 11:59pm, Sunday, February 7th:**  
  1) CH 3 Quiz in BB  
  2) CH 3 Video Assignment – Rudi’s Bakery in MML  
  3) CH 4 Quiz in BB  
  4) CH 4 Video Assignment – Rudi’s Bakery in MML  
  5) CH 4 Simulation – Managing in a Global Environment |
| 4    | Feb 8      | - CH 5: Managing Diversity | - Read Text: CH 5  
- Review Module 5 in BB  
- Review the CH 5 Dynamic Study Module in MML  
  **The following assignments are DUE by 11:59pm, Sunday, February 14th:**  
  1) CH 5 Quiz in BB  
  3) CH 5 Video Assignment – Rudi’s Bakery in MML  
**Prepare for Exam #1 (opens Sunday – see below!)** |
| 5    | Feb 15     | - Exam #1 (Material from Chapters 1-5)  
**All material is testable** | - Exam #1: Available via Blackboard from 3:00pm, Sunday, February 14th until 11:59pm, Monday, February 15th. Once you access Exam #1, you will have 55 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 1 feedback by Friday, February 19th if not before.  
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***The Instructor reserves the right to make changes to this syllabus, if needed.***
| 6   | Feb 22  | - CH 6: Managing Social Responsibility and Ethics |
| 7   | Feb 29  | - CH 7: Managing Change and Innovation  
- CH 8: Planning Work Activities |
| 8   | Mar 7   | - CH 9: Managing Strategy  
- Read Text: CH 9  
- Review Module 9 in BB  
- Review the CH 9 Dynamic Study Module in MML  
- The following assignments are DUE by 11:59pm, Sunday, March 6th:  
1) CH 7 Quiz in BB  
2) CH 7 Video Assignment – CH2MHill in MML  
3) CH 8 Quiz in BB  
4) CH 8 Video Assignment – CH2MHill in MML |
| 9   | Mar 14  | - SPRING BREAK!! 😊  
"University Closed on Monday, March 14th for Spring Break. No Classes will be held March 14-20 during the week of Spring Break."
- Have a safe and relaxing Spring Break!!! |
| 10  | Mar 21  | - CH 10: Designing Organizational Structure – Basic Designs  
- Read Text: CH 10  
- Review Module 10 in BB  
- Review the CH 10 Dynamic Study Module in MML  
- The following assignments are DUE by 11:59pm, Sunday, March 27th:  
1) CH 10 Quiz in BB  
2) CH 10 Video Assignment – Elm City Market in MML  
3) Prepare for Exam #2 (opens Sunday – see below!) |
| 11  | Mar 28  | - Exam #2 (Material from Chapters 6-10)  
"All material is testable"  
- Exam #2: Available via Blackboard from 3:00pm, Sunday, March 27th until 11:59pm, Monday, March 28th. Once you access Exam #2, you will have 55 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 2 feedback by Friday, April 1st if not before. |

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<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Read Text: CH</th>
<th>Review Module:</th>
<th>Review the CH Dynamic Study Module in MML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 4</td>
<td>CH 13: Creating and Managing Teams</td>
<td>CH 13</td>
<td>13 in BB</td>
<td>CH 13 Dynamic Study Module in MML</td>
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<td></td>
<td><strong>Skip Chapters 11 and 12</strong></td>
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<td><strong>Tuesday, April 5th is the last day to DROP a course – please see page 6 of the syllabus for more info</strong></td>
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<td>Apr 5</td>
<td>CH 14: Managing Communication</td>
<td>CH 14</td>
<td>14 in BB</td>
<td>CH 14 Dynamic Study Module in MML</td>
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<tr>
<td>Apr 18</td>
<td>CH 17: Being an Effective Leader</td>
<td>CH 17</td>
<td>17 in BB</td>
<td>CH 17 Dynamic Study Module in MML</td>
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<td><strong>Skip Chapters 15 and 16</strong></td>
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<tr>
<td>Apr 11</td>
<td>CH 14: Managing Communication</td>
<td>CH 14</td>
<td>14 in BB</td>
<td>CH 14 Dynamic Study Module in MML</td>
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<td>Apr 18</td>
<td>CH 17: Being an Effective Leader</td>
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<td>CH 17 Dynamic Study Module in MML</td>
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<td><strong>Skip Chapters 15 and 16</strong></td>
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<tr>
<td>Apr 25</td>
<td>CH 18: Monitoring and Controlling</td>
<td>CH 18</td>
<td>18 in BB</td>
<td>CH 18 Dynamic Study Module in MML</td>
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<tr>
<td>May 2</td>
<td>Planning and Control Techniques Module - Managing Operations Module</td>
<td>Planning and Control Techniques Module in Text</td>
<td>Managing Operations Module in Text</td>
<td>Review Modules in BB over these two textbook modules (PPTs and Lecture Notes Available for Each)</td>
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<td><strong>These two modules follow Chapter 18 in the textbook. You don't have any weekly assignments over the two modules, but you will see the material on Exam 3!</strong></td>
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<td>Prepare for Exam #3 (opens Sunday – see below!)</td>
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<tr>
<td>May 9</td>
<td>Exam #3 (CH 13, 14, 17, 18 and Planning and Control Techniques Module and Managing Operations Module)</td>
<td>Exam #3: Available from 3:00pm, Sunday, May 8th until 11:59pm, Monday, May 9th. Once you access Exam #3, you will have 55 mins to complete 50 multiple choice and true/false questions.</td>
<td></td>
<td>Final Week – Good Luck on all your exams!! *</td>
</tr>
</tbody>
</table>

*MML: My Management Lab is referred to as MML throughout the Course Schedule

*BB: Blackboard is referred to as BB throughout the Course Schedule

**BB is unavailable every Saturday night from 11:00pm until 2:00am CDT Sunday morning for system maintenance. Do NOT try to take quizzes during this time!

**No make-ups will be granted for missed or late quizzes, video assignments, simulations, or exams.

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SPRING 2016 IMPORTANT DATES PER THE UNT REGISTRAR -
http://registrar.unt.edu/

- **January 18, Monday**: MLK Day (no classes, university closed)
- **January 19, Tuesday**: First Class Day
- **February 2, Tuesday**: Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- **March 14-20, Monday through Sunday**: Spring Break (no classes, university closed on Mon)
- **April 5, Tuesday**: LAST day to drop a class with either a W or WF
- **May 5, Thursday**: Last Class Day
- **May 6, Friday**: Reading Day, No Classes - Prepare for Finals
- **May 7-12, Saturday through Thursday**: Finals week.
  - Final Exam Schedule available at: http://registrar.unt.edu/exams/final-exam-schedule/spring
  - MGMT 3820.001 Final Exam (Exam 3) will be available starting 3:00pm, Sunday, May 8th through 11:59pm, Monday, May 9th.