Instructor: Professor Erin Welch  
Office: 387B Business Leadership Building  
Phone: 940-565-2056 Office; 940-565-4234 Fax  
E-mail: Erin.Welch@unt.edu – We will not use Messaging on Blackboard. You must email me directly at my UNT account. I will contact you via your Eagle Connect address.  
**Best Way to Reach Me is at Erin.Welch@unt.edu (include MGMT 3820 in Subject Line of e-mail)**  
**NOTE:** Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, on Sat & Sun, it could take me up to 24 hours to respond. 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 Administration, 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 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 or Mozilla work best usually). We have experienced exam question distortion in Opera, Chrome, and Safari. Be sure to use a hard wired broadband connection.

Please report all Blackboard problems to the CITC helpdesk at 940-565-2324. Be sure to ask for a ticket number and copy me!

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/

METHOD OF INSTRUCTION:

Modules in the course will be conducted using the textbook, research, exercises, articles, videos, and cases. Videos, articles and cases will deal with issues related to managerial problems. Recognize that each article/case 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 prior to logging on. A good rule of thumb is to spend as much time analysing and preparing the material as you do reading it.

PERFORMANCE EVALUATION AND GRADING:

Your grade in this course will be determined by your performance on one distance learning questionnaire, one syllabus quiz, six assignments (Concept Checks), three exams, a summary term paper, and the level and quality of your participation. Your grade in this class will be calculated by adding the total points earned (not percentage) during the term. The point distribution will be as follows:

<table>
<thead>
<tr>
<th>Assignment/Exam</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (Concept Checks): 6 @ 5 each</td>
<td>30</td>
</tr>
<tr>
<td>Syllabus Quiz (SQ)</td>
<td>10</td>
</tr>
<tr>
<td>Distance Learning Questionnaire (DLQ)</td>
<td>10</td>
</tr>
<tr>
<td>Research Term Paper (STP)</td>
<td>50</td>
</tr>
<tr>
<td>Exams: 3 @ 150 each</td>
<td>450</td>
</tr>
<tr>
<td>Maximum Points Possible</td>
<td>550</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>495 to 550</td>
<td>A</td>
</tr>
<tr>
<td>440 to 494</td>
<td>B</td>
</tr>
<tr>
<td>385 to 439</td>
<td>C</td>
</tr>
<tr>
<td>330 to 384</td>
<td>D</td>
</tr>
<tr>
<td>0 – 329</td>
<td>F</td>
</tr>
</tbody>
</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.
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. As the Instructor, I reserve the right to curve exam grades if it is deemed appropriate.

EVENT TIMING:

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

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 including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. 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.

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! Office hours, locations, phone numbers, etc., are presented above. 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.

STRUCTURE:

There are about 85 students enrolled in this on-line section of MGMT 3820. Our 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

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 CC#4.

Dear Professor Welch:

Did you receive my CC#4 on Friday night?

Best, G.S.

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

SYLLABUS QUIZ:

Each student will complete an on-line syllabus quiz (SQ) by the designated due date. This will familiarize you with how to take an on-line exam within Blackboard Learn®.

DISTANCE LEARNING QUESTIONNAIRE:

Each student will complete a distance learning questionnaire (DLQ) by the designated due date. 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.

RESEARCH TERM PAPER:

There will be one synopsis summary term paper (STP) 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 more information regarding the term paper at the end of the syllabus.

ASSIGNMENTS / CONCEPT CHECKS:

Assignments will be made throughout the semester. It is the student’s responsibility to be aware of, complete, and submit assignments as required. Assignments are due by 10:59 PM (CST) on Fridays (see Course Schedule for due dates), and are located under the “Student Assignments” folder on the home page. In addition, all assignments will be graded as to completeness, format, grammar, spelling, file extension, and header. The correct file extension format is Lastname_Firstname_CC#.Doc or .Docx (not RTF, ODT, TXT, WPD or Pages). Please include this same information at the top of the assignment as a header. Late assignments will not be accepted.
VIDEOS:

*Management Workplace* videos are embedded into the lesson modules. The content is testable.

**EXAMS (1, 2, and 3): 9/29, 11/03, and 12/08.**

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 permitted as there is NOT time to look up answers.

Exams On-line: It is my intent at this time to offer all exams on-line (timed) in multiple choice and true/false format. In addition, the exams will remain open on Mondays from 4:00 PM – 10:59 PM (CST). You will have one shot at the exam regardless of what you see in Blackboard Learn®. Direct Broadband (not wireless) connections are REQUIRED for the quiz and exams. Regular content is usually not effected by DSL access or wireless connections. If you get knocked off an exam, contact the help desk, 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 past practice.

**EXAM SCHEDULE CONFLICT:**

Students may be required to work or attend COB core classes on Monday nights offered by other departments. I will move your exam to Tuesday nights, between 4:00 – 10:59 PM (CST). Please contact me at Erin.Welch@unt.edu with the words “MGMT 3820 Exam Conflict” in the title. Provide the following information in the body of the message:

- Your name
- Your EUID
- Instructor’s name (not my name – the name of the course that conflicts with our exam)
- Course title (not my course – the name of the course that conflicts with our exam)
- Course section number
- Location of the course (i.e. Dallas Campus, Biology Building, etc.)
- Time the course is offered (not my course)

**EXAM MAKE-UP REQUEST:**

Exam make-up requests must be made prior to the exam and comply with University policy (read legal and legitimate). Please contact your coordinator and submit a request packet. No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.

**PAPER AND PENCIL EXAMS:**

Any student may request a paper and pencil exam in lieu of the on-line exam. The exam will be administered in my office during normal business hours and by appointment on a specific date and time. Written requests must be timely and sent to the instructor at Erin.Welch@unt.edu (faculty account).

**SUNDOWN RULE:**

You have two (2) weeks (from the due date) to inquire about your grade on an exam, assignment, or presentation. The exception to this is the final exam where inquires may extend into the new term. 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 instructional team 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. Check your grades weekly!

USE OF PERSONAL COMPUTERS:

The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Direct Broadband connections are REQUIRED 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 Vista®. 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. Tutorials are located at https://ecampussupport.unt.edu/index.cfm?M=Student_Resources&MNU=16&PF=Training/Guides/Guides

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. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at https://ams.unt.edu/acctreq.php.

USE OF THE BLACKBOARD LEARNING SYSTEM®:

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Blackboard Learning System®. My office can offer general advice for students possessing basic personal computer (BCIS 2610) and Blackboard Learning System® skills. 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.

SPASH 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!

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.

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 (to include Zombie attacks). 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, Ham Radio, signal fires, semaphore, 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.

ATTENDANCE AND ASSIGNMENTS POLICY:

Students are required to log into the on-line class to check class announcements, check grades, and upload assignments at least twice a week. We will take on-line exams on specific days and times outlined in the course schedule.

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

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 while driving. 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/.

DROPPING THE COURSE:

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the Fall 2014 Schedule of Classes-University of North Texas. Please note that Monday, November 3rd at 5pm is the last day for a student to drop a course with consent of the instructor with W or WF.

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.

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
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 25</td>
<td>- Introduction &amp; Overview</td>
<td>DL Questionnaire and Syllabus Quiz are open.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Practice with Blackboard</td>
<td>Text: Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CH 1: Management</td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td>2</td>
<td>Sept 1</td>
<td>- CH 2: History of Management</td>
<td>Text: Chapter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DL Questionnaire and Syllabus Quiz DUE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>September 1, Monday: No Classes, University Closed</em></td>
</tr>
<tr>
<td>3</td>
<td>Sept 8</td>
<td>- CH 3: Organizational Environments and Cultures</td>
<td>Text: Chapter 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td>4</td>
<td>Sept 15</td>
<td>- CH 4: Ethics and Social Responsibility</td>
<td>Text: Chapter 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td>5</td>
<td>Sept 22</td>
<td>- CH 5: Planning and Decision Making</td>
<td>Text: Chapter 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Concept Check 4 Friday 9/26</td>
</tr>
<tr>
<td>6</td>
<td>Sept 29</td>
<td>- Exam #1 (chaps. 1 - 5, videos, and cases.)</td>
<td>Text: Chapter 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CH 6: Organizational Strategy</td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Concept Check 5 Friday 10/3</td>
</tr>
<tr>
<td>7</td>
<td>Oct 6</td>
<td>- CH 7: Innovation and Change</td>
<td>Text: Chapter 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Concept Check 6 Friday 10/10</td>
</tr>
<tr>
<td>8</td>
<td>Oct 13</td>
<td>- CH 8: Global Management</td>
<td>Text: Chapter 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td>9</td>
<td>Oct 20</td>
<td>- CH 9: Designing Adaptive Organizations</td>
<td>Text: Chapter 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td>10</td>
<td>Oct 27</td>
<td>- CH 12: Managing Individuals and a Diverse Workforce</td>
<td>Text: Chapter 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Workplace Video</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>November 3, Monday: Last day for a student to drop a course with consent of the instructor with W or WF</em></td>
</tr>
<tr>
<td>11</td>
<td>Nov 3</td>
<td>- Exam #2 (chaps. 6 - 9, 12, videos, and cases.)</td>
<td>Text: Chapter 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CH 14: Leadership</td>
<td>Management Workplace Video</td>
</tr>
</tbody>
</table>

1This schedule is not absolute. While every effort will be made to follow the schedule as listed, changes may be made as needed. It is your responsibility to be aware of any announced changes.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 12 Nov 10 | CH 16: Control | Text: Chapter 16  
Management Workplace Video  
**Concept Check 14 Friday 11/14** |
| 13 Nov 17 | Blackboard Content: Financial Statement Analysis | Text: Chapter 16  
Supplemental hand-out located with teaching notes  
**Concept Check 16 Friday 11/21** |
| 14 Nov 24 | CH 17: Managing Information | Text: Chapter 17 |
| Nov 26 | Term Paper | **Term Paper is due on Wednesday 11/26/14 at 10:59 pm.**  
*November 27, Thursday – 30, Sunday: Classes dismissed for Thanksgiving holidays. University Closed* |
| 15 Dec 1 | CH 18: Managing Service and Manufacturing Operations | Text: Chapter 18  
Management Workplace Video  
**Concept Check 17 Friday 12/5** |
| Dec 3 | Check your grades | |
| 16 Dec 8 | Final Exam Today (chaps. 14, 16 - 18, videos, and cases.) | On-line exams for all!  
*December 6 – 12: Finals Week – Good Luck!* |
| 16 Dec 12 | Grades posted. | *I wish you the best of luck in your future endeavors both Academic and Professional! – Professor Welch* |

**Fall 2014 Important Dates:**

- **August 25, Monday:** Classes Begin
- **September 1, Monday:** No Classes. University Closed.
- **September 9, Tuesday:** Beginning this date a student who wishes to drop must receive written consent from the instructor
- **October 3, Friday:** 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.
- **November 3, Monday:** Last day for a student to drop a course with consent of the instructor with W or WF
- **November 27, Thursday – 30, Sunday:** Classes dismissed for Thanksgiving holidays. University Closed
- **December 6 – 12:** Finals Week
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 2013 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/). If you have a personal connection at the company, you could even interview a manager to get additional information.

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 50 points towards your final grade in the course!

The paper should be submitted using the assignment tool within Blackboard Learn® by November 26, 2014 at 10:59 pm. 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 eight 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, ¼” Indentions, and APA within the document parenthetical citations i.e. (Williams, 2013).

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
• Use the Boston Consulting Group diagram to designate product/service positioning within the market.
• Tell me about the company’s mission and goals. Do these match company actions?
  o This should be a 2 to 3 pages section.
• An overview of the Leadership Style and Organizational Strategy for the company.
  o This should include a description of relevant observations as well as related textbook sections on leadership and strategy.
  o This should be a 1 to 2 pages section.
• An overview of Ethics and Social Responsibility Activities of the Company.
  o This should include description of the relevant observations as well as related textbook sections on goal setting and motivation.
  o This should be a 1 page section.

Conclusion
• A statement summarizing your impression of the company’s management style and culture.
  o Is the management strategy working?
  o Do you have any recommendations on how they could improve motivation or strategy?
  o 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.
• Do not cite www.Wikipeadia.com. College students do not use unreliable sources.

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

The paper is worth 50 points total. Grading criteria will be as follows:

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>35 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORMAT</td>
<td>05 points</td>
</tr>
<tr>
<td>GRAMMAR and SPELLING</td>
<td>10 points</td>
</tr>
</tbody>
</table>