UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 3820 – MANAGEMENT CONCEPTS
INET Sections 001/026 – 100% online course
FALL 2016 COURSE SYLLABUS
August 29 – December 16, 2016

Professor: Erin Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building
Phone: 940-565-4766 – Office
E-mail: Erin.Welch@unt.edu **E-MAIL IS THE 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: Tuesdays and Thursdays 10:30am-12:20pm, 2:00pm-3:00pm
*Other Times Available By Appointment
*During Finals Week – No Office Hours, By Appointment Only

Please check the course Blackboard page for announcements, new postings, assignments, etc. on a regular basis throughout the semester!

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, decision making, global management, managing change and innovation, creating and managing teams, managing human resources, leadership, and operations 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 the loose-leaf version 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 (purchased directly from Pearson). 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. The 13th edition has been around for a while, so you should be able to find the book used if you want a hard copy, but only purchase the access code from Pearson or the UNT Bookstore.

You should visit Pearson’s online store, 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 or 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! If you complete assignments with temporary access, be sure to convert to full access as soon as you receive your access code – this will keep you enrolled in MML where you can complete assignments on time.

Additional readings and assignments will be distributed through Blackboard.

<table>
<thead>
<tr>
<th>ROBBINS &amp; COULTER’S “MANAGEMENT” 13TH EDITION</th>
<th>INCLUDES PEARSON E-TEXT</th>
<th>ISBN(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyLab + Student Value Edition (Loose-leaf)</td>
<td>With e-Text</td>
<td>9780133972948 *UNT Bookstore</td>
</tr>
<tr>
<td>MyLab + Print Text (Hard Copy)</td>
<td>With e-Text</td>
<td>9780133973006 *UNT Bookstore</td>
</tr>
<tr>
<td>MyLab ONLY (No Hard Copy of Book)</td>
<td>With e-Text</td>
<td>9780133935691 *Can only be purchased directly from Pearson</td>
</tr>
<tr>
<td>MyLab ONLY</td>
<td>*No e-Text (good option if you find a used hard copy to rent or purchase)</td>
<td>9780133935752 *Can only be purchased directly from Pearson</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_Fall 2016_EW
**NOTE: This course is linked to Blackboard which means you MUST register through Blackboard, NOT directly through the My Management Lab site.**
To enroll, you need: 1) Access to Blackboard, 2) Email address, and 3) Student Access Code from Bookstore (or a valid credit card to purchase the access code directly from Pearson). When you register through Blackboard, you won’t need the course ID (welch33546).

Assignments in My Management Lab include Chapter Video Assignments. Points WILL be assigned for the successful completion of the Video Assignments.

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

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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.

**TECHNICAL ISSUES WITH BLACKBOARD:**
Please immediately 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. Without a ticket number, I can't follow up on the technical issue.

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 in 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/

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**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 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!**

**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 (August 30th)?

Thanks,  
Good Student  
Student ID #10203040

*Please keep in mind that my name is **Professor Welch** and not “Hey,” “Yo Momma,” or “Howdy Teach!.” **BE PROFESSIONAL!**

**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 (Blackboard “BB”)</td>
<td>10</td>
</tr>
<tr>
<td>Zip Code/Student Information Survey (BB)</td>
<td>5</td>
</tr>
<tr>
<td>Student Introductions (BB Discussion Board)</td>
<td>5</td>
</tr>
<tr>
<td>Discussion Board Assignments (BB): 3 @ 10 pts. each</td>
<td>30</td>
</tr>
<tr>
<td>Chapter Quizzes (BB): 15 @ 5 pts. each</td>
<td>75</td>
</tr>
<tr>
<td>Video Quizzes (My Management Lab): 15 @ 5 pts. each</td>
<td>75</td>
</tr>
<tr>
<td>Exams (BB): 4 @ 100 pts. each</td>
<td>400</td>
</tr>
<tr>
<td><strong>Maximum Points Possible</strong></td>
<td><strong>600</strong></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>540.0-600.0</td>
<td>A</td>
</tr>
<tr>
<td>480.0-539.9</td>
<td>B</td>
</tr>
<tr>
<td>420.0-479.9</td>
<td>C</td>
</tr>
<tr>
<td>360.0-419.9</td>
<td>D</td>
</tr>
<tr>
<td>0 – 359.9</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 that will be enforced.
**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 10 multiple choice and true/false questions (worth 1 point each), and you have 30 minutes to complete the quiz.
10 Max Possible Pts.

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**ZIP CODE/STUDENT INFORMATION SURVEY** (link available in Blackboard under Quiz & Exam Folder):
Each student will complete a Student Information Survey 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 safe guard your personal information shared in the questionnaire. Please note – points for the Student Information/Zip Code Survey do NOT show up automatically in Blackboard. Please allow a couple days after the assignment due date for the grade to be manually entered in Blackboard. 5 Max Possible Pts.

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**STUDENT INTRODUCTIONS** (available in Blackboard under Discussion Folder):
To kick off the semester, all students will introduce themselves on the Discussion Board. Be sure to respond to all questions (name, major, etc.). The Discussion requires you to post an Original Response to each of my question(s) and to Reply to at least one (1) of your classmates. Keep your posts professional and post a thoughtful response to one of your peers (not just "nice to meet you!"). When responding, do NOT start a new thread – simply click reply.

The student introductions are graded on a Credit/No Credit Basis. In other words, it is similar to class attendance in a face-to-face class – one is either in class or not in class. However, to receive full credit, you MUST answer all of my questions plus reply to one of the answers posted by a class-mate (Keep in mind that full credit is not guaranteed).

- Discussion Post Grading will be as follows:
  - 5 points – Acceptable, followed the guidelines
  - 2.5 points – Marginally acceptable, does not meet all guidelines
  - 0 points – Not Passing or Not Submitted, unprofessional

Discussion points will be posted in the Blackboard Grade Book within a couple days after the assignment due date (usually 24-48 hours following the close of a discussion). Once the Discussion is locked/closed, there is NO provision for making up the missed Discussion. 5 Max Possible Pts.

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**DISCUSSION BOARD ASSIGNMENTS** (available in Blackboard under Discussion Folder):
Three discussion questions will be posted on Blackboard throughout the semester. As this is an online class, we are not afforded the opportunity to meet and discuss different topics with each other. These discussions are a chance to gain different perspectives from your peers. Keep comments professional and respect each other’s thoughts and opinions. When responding, do NOT start a new thread – simply click reply.

The three discussion assignments require each student to select one company to research and write about. It’s best if you select a company and use them for all three posts, but it’s not a requirement. Also, I recommend that you select a public company to research and write about since you can usually find lots of information on public companies including their website, newspapers, journals, etc. However, you may select a privately owned company. The UNT Library Online provides access to online articles, databases, and e-Journals that will help you with your research ([www.library.unt.edu](http://www.library.unt.edu)). Below are a few of the top publicly traded companies in the Dallas/Fort-Worth area (you can select any public company --- these are just examples):

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  o 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 points towards your final grade in the course.

• **NOTE:** You cannot use Southwest Airlines because I do not want someone simply copying the SWOT Analysis from the CH 9 Blackboard Module (SWOT Analysis required for Discussion Three).

**GRADING:** These assignments will be graded on content only. If students present quality posts (original post and a response to a classmate per the outlines in Blackboard), they will earn full credit (10 points). When responding, clearly answer each question. Keep responses to the point, and they MUST demonstrate independence of thought. The context of the assignment (formatting, grammar, spelling, proper citation techniques, etc.) will be assessed, and points will be subtracted at .5 point PER mistake (PROOF YOUR WORK and NO TEXTING LANGUAGE!!). At the end of your original post, be sure to give credit to any sources reference including the textbook (recommended APA format).

• Discussion Post Grading will be as follows:
  
  o **10 points** – Extraordinary, Superb, Excellent! Followed the guidelines. No spelling or grammatical errors. Demonstrates that the student researched the topics and has a clear understanding of the concepts.
  
  o **7.5 points** – Good/Satisfactory. Meets majority of guidelines. Very few spelling and grammatical errors. Demonstrates a general understanding of the company and concepts discussed.
  
  o **5 points** – Fair, Marginally Satisfactory. Only met part of the guidelines. Did not expand on statements/positions. Spelling and grammatical errors.
  
  o **2.5 points** – Barely Passing/Acceptable. Met very few guidelines. Does not demonstrate that the poster read and understood the concept.
  
  o **0 points** – Not Passing or Not Submitted, Unprofessional, Excessive similarity to answers posted by other students.

Discussion Board Assignments will be posted in the Blackboard Grade Book within one week after the assignment due date. Once the Discussion is locked/closed, there is NO provision for making up the missed Discussion. 10 Max Possible Pts per Discussion.

**CHAPTER QUIZZES** (available in Blackboard under Quiz & Exam Folder):
You will have 15 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 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 ways 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. No make-up quizzes allowed.

**CHAPTER VIDEO ASSIGNMENTS** (available in Pearson’s My Management Lab under Homework):
You will have 15 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, closed captioning available, and multiple attempts allowed). Each quiz is worth 5 points total. Please note – grades from My Management Lab video assignments do NOT show up automatically in Blackboard. Please allow a couple days after the assignment due date for the grade to be transferred from the MML Gradebook to the BB Gradebook.
EXAMS 1, 2, 3, and 4 (available in Blackboard under Quiz & Exam Folder):
The four (4) 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 for a 24 hour window starting at 12:01am until 11:59pm (CST) – refer to the course schedule for exact dates. You will have one shot at the exam regardless of what you see in Blackboard. Each exam will have 50 multiple choice and true/false questions and you will have 60 minutes to complete each exam. (50 questions @ 2 pts each = 100 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. There 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 60 minutes is 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! Know definitions and outline the chapters to create your own study notes. Think about the sample scenarios in the book – these will be very similar to the scenarios you see in the application questions on the exam. The exams focus mainly on the textbook material and material in the Blackboard modules (lecture notes, supporting articles, etc.).

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. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Direct Broadband/Hard-Wired (not wireless) connections are HIGHLY RECOMMENDED for the exams. If you experience technical issues, contact the help desk immediately at 940-565-2324, then me A.S.A.P. at Erin.Welch@unt.edu 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. Without a ticket number, I can’t follow up on the technical issue! I will make a determination on how to resolve the technical issue based on the help desk report, University policy, and my experience.

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 me 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. This will save you from clicking through each question.
**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.**

**REQUESTS FOR ALTERNATIVE TESTING TIMES:**
Assignments (other than exams) are available from the first day of class. Therefore, I do not allow make-up assignments OR alternative assignment due dates as there is adequate time to complete the assignments. Plan accordingly and make sure you complete the assignments before the deadlines.

Exams are available for over 24 hours. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you MUST contact me prior to the exam, and the request must comply with University policy. In addition, the request needs to be submitted as early as possible, but no later than 48 hours before the exam. Final exams can be rescheduled if you have three or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. 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 quiz, or any other assignment. The exception to this is the last round of assignments, Exam 4, and your Final Letter Grade when inquiries 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 Monday, November 7th 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) which doesn’t impact your GPA.

To drop the course, please contact the Department of Management Staff at 940.565.3140. Be prepared to provide them with the course number, 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/Hard-wired 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. **Also, do not take assessments using a mobile device!**

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 Blackboard or myUNT email platforms. If you miss an assignment or exam, please refer to the class attendance policy.

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

COURSE EVALUATIONS:
This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of Teaching). 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. You will be notified on Blackboard and via your UNT email once the evaluations open.

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 (more often during summer sessions). 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.

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 (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>
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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
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</table>
| 1    | Aug 29 | - Introduction & Overview  
- Practice with Blackboard (BB)*  
- Purchase Textbook and MML*  
- Register and Practice with My Management Lab (MML) | - Print Syllabus from BB and Read Thoroughly  
- Review the General Info Folder on BB  
- The following assignments are DUE by 11:59pm, Sunday, September 11th:  
  - Syllabus Quiz in BB  
  - Student Information/Zip Code Survey in BB  
  - Student Introductions via Discussion Board in BB  
  **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    | Sept 5 | - CH 1: Managers in the Workplace  
- CH 2: Making Decisions | - Read Text: CH 1  
- Review Module 1 in BB (PPT, Lecture Notes, etc.)  
- Review Module 2 in BB  
- The following assignments are DUE by 11:59pm, Sunday, September 11th:  
  - CH 1 Quiz in BB  
  - CH 1 Video Assignment – Zane’s Cycles in MML  
  - CH 2 Quiz in BB  
  - CH 2 Video Assignment in BB – Rudi’s Bakery in MML  
  **University Closed on Monday, Sept 5th in observance of Labor Day. No Classes. Have a great holiday!** |
| 3    | Sept 12| - 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 Module 4 in BB  
- The following assignments are DUE by 11:59pm, Sunday, Sept 18th:  
  - CH 3 Quiz in BB  
  - CH 3 Video Assignment – Rudi’s Bakery in MML  
  - CH 4 Quiz in BB  
  - CH 4 Video Assignment – Rudi’s Bakery in MML  
  - Prepare for Exam #1 |
| 4    | Sept 19| - Exam #1 (Material from Chapters 1-4)  
**All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).** | - Exam #1: Available via Blackboard from 3:00pm, Sunday, Sept 18th until 11:59pm, Monday, Sept 19th. Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 1 feedback within 24-48 hours after the exam closes  
- The following assignment is DUE by 11:59pm, Sunday, September 25th:  
  - Discussion Assignment One in BB |
| 5    | Sept 26| - CH 5: Managing Diversity  
- CH 6: Managing Social Responsibility and Ethics | - Read Text: CH 5  
- Review Module 5 in BB  
- Read Text: CH 6  
- Review Module 6 in BB  
- The following assignments are DUE by 11:59pm, Sunday, Oct 2nd:  
  - CH 5 Quiz in BB  
  - CH 5 Video Assignment – Rudi’s Bakery in MML  
  - CH 6 Quiz in BB  
  - CH 6 Video Assignment – CH2MHill in MML |

***The Instructor reserves the right to make changes to this syllabus, if needed.***
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| 6    | Oct 3 | - CH 7: Managing Change and Innovation  
      |      | - Read Text: CH 7  
      |      | - Review Module 7 in BB  
      |      | - The following assignments are DUE by 11:59pm, Sunday, Oct 9th:  
      |      | *CH 7 Quiz in BB  
      |      | *CH 7 Video Assignment – CH2MHill in MML |
| 7    | Oct 10 | - CH 8: Planning Work Activities  
      |      | - Read Text: CH 8  
      |      | - Review Module 8 in BB  
      |      | - The following assignments are DUE by 11:59pm, Sunday, Oct 16th:  
      |      | *CH 8 Quiz in BB  
      |      | *CH 8 Video Assignment – CH2MHill in MML  
      |      | *Prepare for Exam #2 |
| 8    | Oct 17 | - Exam #2 (Material from Chapters 5-8)  
      |      | **All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).**  
      |      | - Discussion Assignment Two  
      |      | - Exam #2: Available via Blackboard from 3:00pm, Sunday, Oct 16th until 11:59pm, Monday, Oct 17th. Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 2 feedback within 24-48 hours after the exam closes.  
      |      | - The following assignment is DUE by 11:59pm, Sunday, October 23rd:  
      |      | *Discussion Assignment Two in BB |
| 9    | Oct 24 | - CH 9: Managing Strategy  
      |      | - Read Text: CH 9  
      |      | - Review Module 9 in BB  
      |      | - CH 10: Designing Organizational Structure – Basic Designs  
      |      | - Read Text: CH 10  
      |      | - Review Module 10 in BB  
      |      | - The following assignments are DUE by 11:59pm, Sunday, Oct 30th:  
      |      | *CH 9 Quiz in BB  
      |      | *CH 9 Video Assignment – CH2MHill in MML  
      |      | *CH 10 Quiz in BB  
      |      | *CH 10 Video Assignment – Elm City Market in MML |
| 10   | Oct 31 | - CH 12: Managing Human Resources  
      |      | **Skip Chapter 11**  
      |      | - Read Text: CH 12  
      |      | - Review Module 12 in BB  
      |      | - The following assignments are DUE by 11:59pm, Sunday, Nov 6th:  
      |      | *CH 12 Quiz in BB  
      |      | *CH 12 Video Assignment – Rudi’s Bakery in MML |
| 11   | Nov 7 | - CH 13: Creating and Managing Teams  
      |      | **If you need to DROP this course, you MUST do so by 4:30pm, Monday, Nov 7th. Please see the syllabus for instructions on how to drop the course.**  
      |      | - Read Text: CH 13  
      |      | - Review Module 13 in BB  
      |      | - The following assignments are DUE by 11:59pm, Sunday, Nov 13th:  
      |      | *CH 13 Quiz in BB  
      |      | *CH 13 Video Assignment – Rudi’s Bakery in MML  
      |      | *Prepare for Exam #3 |

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<tr>
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<tbody>
<tr>
<td>Nov 14</td>
<td>- Exam #3 (Material from Chapters 9, 10, 12, 13) <strong>All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).</strong> - Discussion Assignment Three</td>
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<tr>
<td>Nov 14</td>
<td>- Exam #3: Available via Blackboard from 3:00pm, Sunday, Nov 13th until 11:59pm, Monday, Nov 14th. Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 3 feedback within 24-48 hours after the exam closes. <em>The following assignment is DUE by 11:59pm, Sunday, Nov 20th.</em> **Discussion Assignment Three in BB <strong>NOTE: Next week is Thanksgiving. If you have travel and/or other plans for the holiday, please plan accordingly and start working on the CH 14 assignments that are due the weekend of Thanksgiving Break.</strong></td>
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<td>Nov 21</td>
<td>- CH 14: Managing Communication <strong>University Closed November 24-27 (Thurs-Sun) for Thanksgiving Break. No Classes. Happy Thanksgiving!</strong> - Read Text: CH 14 - Review Module 14 in BB <em>The following assignments are DUE by 11:59pm, Sunday, Nov 27th:</em> - CH 14 Quiz in BB - CH 14 Video Assignment – Rudi’s Bakery in MML <em>NOTE: No extensions will be provided for the CH 14 assignments as they are available from the first day of class and close on Sunday, Nov 27th. If you have plans for the Thanksgiving Holiday Break, please plan accordingly and complete the assignments by the deadline.</em>*</td>
</tr>
<tr>
<td>Nov 28</td>
<td>- CH 17: Being an Effective Leader <strong>Skip Chapters 15 and 16</strong> - CH 18: Monitoring and Controlling - Read Text: CH 17 - Review Module 17 in BB - Read Text: CH 18 - Review Module 18 in BB <em>The following assignments are DUE by 11:59pm, Sunday, Dec 4th:</em> - CH 17 Quiz - CH 17 Video Assignment - CH2MHill in MML - CH 18 Quiz in BB - CH 18 Video Assignment – Zane’s Cycles in MML</td>
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<tr>
<td>Dec 5</td>
<td>- Managing Operations Module - Read Text: Managing Operations Module (follows CH 18, pages 567-581) - Review Module in BB over “Managing Operations” <strong>NOTE: No assignments are related to the module over Managing Operations, but the material will be on Exam 4.</strong> - Prepare for Exam #4</td>
</tr>
<tr>
<td>Dec 12</td>
<td>- Exam #4 (Material from Chapters 14, 17, 18, and Managing Operations Module) <strong>All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).</strong> - Exam #4: Available via Blackboard from 3:00pm, Sunday, Dec 11th until 11:59pm, Monday, Dec 12th. Once you access Exam #4, you will have 60 mins to complete 50 multiple choice and true/false questions. Exam #4 will serve as our final exam, and it is the same format as prior exams. <em>Finals Week!! Good luck on all your exams!</em></td>
</tr>
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</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, assignments, discussions, or exams.

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

- **August 29, Monday**: Classes Begin
- **September 5, Monday**: Labor Day – University Closed, No Classes
- **September 13, Tuesday**: Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- **November 7, Monday**: LAST day to drop a class with either a W or WF
- **November 24-27, Thursday – Sunday**: Thanksgiving Break – University Closed, No Classes
- **December 8, Thursday**: Last Regular Class Meeting for Face-to-Face Classes
- **December 9, Friday**: Reading Day, No Classes
- **December 10-15, Saturday through Thursday**: Finals week.
  - Final Exam Schedule available at: [http://registrar.unt.edu/exams/final-exam-schedule/fall](http://registrar.unt.edu/exams/final-exam-schedule/fall)
  - MGMT 3820 Final Exam (Exam 4) will be available starting 3:00pm, Sunday, December 11th through 11:59pm, Monday, December 12th. It serves as our final exam, but it is the SAME format as all prior exams.
- **December 16**: Term Ends
- **December 16-17**: Fall Commencement
  - Commencement Information available at: [https://commencement.unt.edu/](https://commencement.unt.edu/)
  - For those graduating, be sure to check the application deadline at the beginning of the semester. The application deadline for Fall Commencement comes early (usually early to mid-September). [http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates](http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates)