UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 4860 – ORGANIZATIONAL DESIGN & CHANGE
INET Sections 001/026 – 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 4860 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:
Organizational Design and Change (MGMT 4860 INET, 3 credit hours) is a senior level course. Organizational design is a management tool for organizing business processes and developing organizational competencies and capabilities for competing in today's dynamic environment. For managers, this means understanding not only the basics of organizational design but also how to manage the change involved with keeping the design aligned with the needs of the firm and the demands to which it must respond. The design and development effort includes study of organizational structures, the basic work patterns of the organization, and managerial roles.

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: Good standing for taking the 4860 level MGMT course. Consult your College of Business Advisor if you are unsure. Professor Kuykendall is the Department of Management Advisor and may be contacted at AprilK@unt.edu or 940.565.4710.

COURSE OBJECTIVES:
The course strives to achieve the following:
1.) To broaden students’ general knowledge of organizations and modern organizational theory.
2.) To examine how managers design the organization for the international environment.
3.) To understand the types of goals that organizations pursue.
4.) To examine competitive strategies that managers develop to reach specific goals.
5.) To identify frameworks for assessing environments and how organizations respond to them.

***The Instructor reserves the right to make changes to this syllabus, if needed.***
REQUIRED TEXTBOOK:

We will use Daft’s *Organization Theory & Design*, 12th edition, Published by Cengage – ISBN 978-1-285-86634-5. The UNT Bookstore offers the hard copy new or used, and it’s also available to rent. You can also purchase an e-book or loose leaf version directly from the publisher at:


Please note that you should purchase the required text (not old versions) as this is the version that the quiz and exam questions will be pulled. Additional readings and assignments will be distributed through Blackboard.

ACCESS TO BLACKBOARD:

- You can access the course at [https://learn.unt.edu](https://learn.unt.edu)
- Login using your EUID and Password
- Click “MGMT 4860” 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.

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, and my experience.

EUID ACCESS AND PASSWORDS:

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

EVENT TIMING:

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

STRUCTURE:

There are approximately 80 students enrolled in this on-line section of MGMT 4860. 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 and modules on Blackboard (includes Power Points, Lecture Notes, Articles, and Videos). Videos and articles will deal with issues related to managerial and organizational issues. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

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

**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 4860 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,” “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:

- Syllabus Quiz: 10 points
- Student Information Survey: 5 points
- Discussion Post: Student Introductions: 5 points
- Chapter Quizzes: 13 @ 5 pts. each: 65 points
- Chapter Discussions: 13 @ 5 pts. each: 65 points
- Exams: 4 @ 100 pts. each: 400 points
- Maximum Points Possible: 550 points

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

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<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>495.0-550.0</td>
<td>A</td>
</tr>
<tr>
<td>440.0-494.9</td>
<td>B</td>
</tr>
<tr>
<td>385.0-439.9</td>
<td>C</td>
</tr>
<tr>
<td>330.0-384.9</td>
<td>D</td>
</tr>
<tr>
<td>0-329.9</td>
<td>F</td>
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</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 Link on the left hand side):*
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 20 minutes to complete the quiz. Once you complete the quiz, your score will show up under My Grades. 10 Max Possible Pts.

![Course Home Page](image)

**STUDENT INFORMATION SURVEY** *(link available in Blackboard under Quiz & Exam Link):*
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 safe guard your personal information shared in the questionnaire. Please note – grades from the Student Information Survey do NOT show up automatically under My Grades. Points will be entered a couple days after the assignment due date. 5 Max Possible Pts.

**DISCUSSIONS** *(available in Blackboard under Discussion Link):*
**DISCUSSION (STUDENT INTRODUCTIONS):** To kick off the semester, all students will introduce themselves on the Discussion Board. Only your original post is required to receive credit (5 points), but I encourage you to respond to your peers and get to know each other (be respectful!). When responding, do NOT start a new thread – simply click reply.

**CHAPTER DISCUSSIONS:** Part of an effective class is the synergy created when students have read material and is able to provide online discussions on the topic. Your lessons require that you participate in online discussions during this term. In each lesson, I have posted two to three questions. You MUST answer ALL questions.

The Chapter Discussions require you to post an **Original Response** to each of my question(s) and to **Reply** to one (1) of the answers posted by a class-mate. All Chapter Discussion postings are time-sensitive as indicated in the Course Schedule.

The Chapter Discussions are graded on a Credit/No Credit basis. In other words, it is similar to class attendance in face-to-face sections—-one is either in class or not in class. To receive full credit in our Chapter Discussions, you MUST answer all of my question(s) plus reply to one of the answers posted by a class-mate.

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Chapter Discussion points will be assigned within a couple days after the assignment due date (usually 24-48 hours following the close of a discussion). Our Chapter Discussions are intended to promote discussion between and among our class members. Once a Chapter Discussion is locked/closed, there is NO provision for making up a missed Chapter Discussion. Likewise, we have no provision for administering a Chapter Discussion at a time different than that provided in the Course Schedule of our syllabus.

**CHAPTER QUIZZES (available in Blackboard under Quiz & Exam Link):**
You will have 13 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), and once you complete the quiz, your score will show up under My Grades. 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.

**EXAMS 1, 2, 3, and 4 (available in Blackboard under Quiz & Exam Link):**
The four (4) exams are "knowledge-acquisition-application" oriented, mandatory, and non-cumulative. That is they are designed to "quickly" test your knowledge. 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 @ 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. 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 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 analyze the text as well as study my lecture notes which can be found in the Blackboard modules. 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 and review my feedback in the announcements section. If you would like to review the exam questions and your submitted answers, please contact me to arrange an
office visit. Unfortunately, I no longer release the questions for review due to the questions being copied and/or sold.

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 4860 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 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/. 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. 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 4860.001/026), 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.

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

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

COURSE EVALUATIONS:
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. 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.

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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>
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<tbody>
<tr>
<td>1</td>
<td>Jan 19</td>
<td>- Introduction &amp; Overview</td>
<td>- Print Syllabus from BB and Read Thoroughly</td>
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<td>- Practice with Blackboard (BB)*</td>
<td>- Review the General Info Folder in BB</td>
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<td><strong>University Closed on Monday, January 18 in observance of Martin Luther King Day. Classes start on Tuesday, January 19.</strong></td>
<td><strong>The following assignments are DUE by 11:59pm, Sunday, Jan 31st:</strong></td>
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<td>1) Syllabus Quiz</td>
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<td>2) Student Information Survey</td>
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<td>3) Discussion – Student Introductions</td>
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<td><strong>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.</strong></td>
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<td>2</td>
<td>Jan 25</td>
<td>- CH 1: Organizations and Organization Design</td>
<td>- Read Text: CH 1</td>
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<td>- CH 2: Strategy, Organization Design, and Effectiveness</td>
<td>- Review Module 1 in BB</td>
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<td>- Read Text: CH 2</td>
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<td></td>
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<td>- Review Module 2 in BB</td>
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<td><strong>The following assignments are DUE by 11:59pm, Sunday, Jan 31st:</strong></td>
<td>1) Week 1 Assignments listed above including the Syllabus Quiz, Student Information Survey, and Discussion – Student Introductions, 2) Week 2 Assignments include:</td>
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<td>- CH 1 Quiz</td>
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<td>- CH 1 Discussion</td>
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<td>- CH 2 Quiz</td>
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<td>- CH 2 Discussion</td>
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<td>3</td>
<td>Feb 1</td>
<td>- CH 3: Fundamentals of Organization Structure</td>
<td>- Read Text: CH 3</td>
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<td>- Review Module 3 in BB</td>
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<td><strong>The following assignments are DUE by 11:59pm, Sunday, February 7th:</strong> 1) CH 3 Quiz 2) CH 3 Discussion</td>
<td>3) Prepare for Exam #1 (opens Sunday – see below!)</td>
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<td>4</td>
<td>Feb 8</td>
<td>- Exam #1 (Material from Chapters 1-3, Blackboard Modules 1-3) <strong>All material is testable</strong></td>
<td>- Exam #1: Available via Blackboard from 3:00pm, Sunday, February 7th until 11:59pm, Monday, February 8th. 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 12th if not before.</td>
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<td>5</td>
<td>Feb 15</td>
<td>- CH 4: The External Environment</td>
<td>- Read Text: CH 4</td>
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<td>- Review Module CH 4 in BB</td>
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<td><strong>The following assignments are DUE by 11:59pm, Sunday, February 21st:</strong> 1) CH 4 Quiz 2) CH 4 Discussion</td>
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<td>Date</td>
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<td>Feb 22</td>
<td>- CH 5: Interorganizational Relationships</td>
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|       | - Read Text: CH 5  
|       | - Review Module 5 in BB  
|       | - The following assignments are DUE by 11:59pm,  
|       | Sunday, February 28th:  
|       | 1) CH 5 Quiz  
|       | 2) CH 5 Discussion |
| Feb 29 | - CH 6: Designing Organizations for the International Environment |
|       | - Read Text: CH 6  
|       | - Review Module 6 in BB  
|       | - The following assignments are DUE by 11:59pm,  
|       | Sunday, March 6th:  
|       | 1) CH 6 Quiz  
|       | 2) CH 6 Discussion  
|       | Prepare for Exam #2 (opens Sunday – see below!) |
| Mar 7  | - Exam #2 (Material from Chapters 4-6, Blackboard Modules 4-6)  
|       | "All material is testable"  
|       | - Exam #2: Available via Blackboard from 3:00pm,  
|       | Sunday, March 6th until 11:59pm, Monday, March 7th. 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, March 11th if not before. |
| 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." |
| Mar 14 | - Have a safe and relaxing Spring Break!!! |
| Mar 21 | - CH 7: Manufacturing and Service Technologies |
|       | - Read Text: CH 7  
|       | - Review Module 7 in BB  
|       | - The following assignments are DUE by 11:59pm,  
|       | Sunday, March 27th:  
|       | 1) CH 7 Quiz  
|       | 2) CH 7 Discussion  
|       | Prepare for Exam #3 (opens Sunday – see below!) |
| Mar 28 | - CH 8: Technology for Control, Social Business, and Big Data |
|       | - Read Text: CH 8  
|       | - Review Module 8 in BB  
|       | - The following assignments are DUE by 11:59pm,  
|       | Sunday, April 3rd:  
|       | 1) CH 8 Quiz  
|       | 2) CH 8 Discussion |
| Apr 4  | - CH 9: Organization Size, Life Cycle, and Decline |
|       | - Read Text: CH 9  
|       | - Review Module 9 in BB  
|       | - The following assignments are DUE by 11:59pm,  
|       | Sunday, April 10th:  
|       | 1) CH 9 Quiz  
|       | 2) CH 9 Discussion  
|       | Prepare for Exam #3 (opens Sunday – see below!)  

***The Instructor reserves the right to make changes to this syllabus, if needed.***
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<th>Event Description</th>
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| Apr 11 | **Exam #3 (Material from Chapters 7-9, Blackboard Modules 7-9)**  
**All material is testable**  
Exam #3: Available via Blackboard from 3:00pm, Sunday, April 10th until 11:59pm, Monday, April 11th. Once you access Exam #3, you will have 55 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 3 feedback by Friday, April 15th if not before. |
| Apr 18 | CH 10: Organizational Culture and Ethical Values  
CH 11: Innovation and Change  
- Read Text: CH 10  
- Review Module 10 in BB  
- Read Text: CH 11  
- Review Module 11 in BB  
- The following assignments are DUE by 11:59pm, Sunday, April 24th:  
  1) CH 10 Quiz  
  2) CH 10 Discussion  
  3) CH 11 Quiz  
  4) CH 11 Discussion |
| Apr 25 | CH 12: Decision-Making Processes  
- Read Text: CH 12  
- Review Module 12 in BB  
- The following assignments are available but not DUE until 11:59pm, Sunday, May 1st:  
  1) CH 12 Quiz  
  2) CH 12 Discussion |
| May 2  | CH 13: Conflict, Power, and Politics  
- Read Text: CH 13  
- Review Module 13 in BB  
- The following assignments are available but not DUE until 11:59pm, Sunday, May 8th:  
  1) CH 13 Quiz  
  2) CH 13 Discussion  
- Prepare for Exam #4 (opens Sunday – see below!) |
| May 9  | **Exam #4 (Material from CH 10-13, Blackboard Modules 10-13)**  
**All material is testable**  
Exam #4: Available from 3:00pm, Sunday, May 8th until 11:59pm, Monday, May 9th. Once you access Exam #4, you will have 55 mins to complete 50 multiple choice and true/false questions. This is our final exam but it is the SAME format as all prior exams.  
- Finals Week – Good Luck on all your exams!! 😊 |

*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](http://registrar.unt.edu/exams/final-exam-schedule/spring)
  - MGMT 4860.001/026 Final Exam (Exam 4) will be available starting 3:00pm, Sunday, May 8th through 11:59pm, Monday, May 9th. It is the SAME format as all prior exams.