Catalog Description:

MGMT 5140 is a graduate-level course designed to provide you with an overview of the management field. MGMT 5140 is a core topic required of all students pursuing an MBA degree at UNT. The course title, Organizational Behavior, is defined as the study of individual behavior and group dynamics in organizational settings. In the collective judgment of COB faculty, the research, theory, and practices described in our Organizational Behavior literature represent the very best explanation for the behavior of managers in for profit firms/organizations. UNT’s Graduate Catalog states: Mgmt 5140. Organizational Behavior. 3 hours. Research emphasis in organizational behavior stressing organization-people linkages and inter-relationships, including selection, orientation and training; job design and reward systems; supervision; formal participation schemes; appraisal and development; organizational structure and design; communications; control; and conflict resolution. Examination of behavioral science methodologies and strategies. Applications to tangential areas of organization theory, development, planning and implications for management and employee relations.

Please note, also, Mgmt 5140 is serving four different enrollment section numbers, i.e. .001, .026, .080, and .086. When you ask a question about your work, it will help if you identify what section you are enrolled in for the course.

Course Objectives:

The general/broad learning objectives of this course are as follows;

1. To develop an understanding of the systems approach as applied to human and organizational behavior.
2. To understand the foundations of individual behavior.
3. To understand the importance of embracing and managing diversity in organizations.
4. To identify the role of personality and perception in affecting behavior in organizations.
5. To study methods of influence used by managers in organizations.
6. To examine a number of traditional and contemporary approaches to work motivation.
7. To examine the important variables in individual and group decision making and problem solving.
8. To develop an awareness of the potent role of groups and teams in organizations, and how they impact performance.
9. To learn how to be a contributing member of a productive team.
10. To understand the importance of managing conflict and negotiation in organizations.
11. To appreciate the role of influence tactics, empowerment, and politics in organizations.
12. To review the current state of knowledge with respect to leadership and leader behavior.
13. To learn about work design and technology in organizations.
14. To develop an understanding of organizational culture with stories, events, and corporate heroes.
15. To understand how to manage change in organizations.
16. To apply course concepts to practical organizational problems.

Instructor Information:

The instructor for this course is Dr. J. Lynn Johnson. Office: BLB 329B. Phone: (940.565.3147; FAX (940.565.4394); When communicating about course problems/issues, please use E-MAIL: Lynn.Johnson@unt.edu or my Cell number. Our course’s Class Announcements will contain my Cell Number, which is the very best number to use to reach me.

Conference Hours: Because this course is 100% Blackboard/online delivered, my online conference arrangements are the most important for you. I read and reply to all e-mails each day, Monday—Sunday during the academic term. I also answer my cell number every day during our course time.

If you would like a traditional Office Visit, please drop me an e-mail or give me a call so that we can arrange a day/time. My Office Visits/appointments are usually limited to Monday—Wednesday between 1:00 and 4:00pm. The Monday—Wednesday afternoon time period is also the time I answer or return messages placed on my office number. Please give me a call for specific day/time for office appointments.

Textbook (required):


Components for Evaluation of Performance and Grading System (Assessment):

<table>
<thead>
<tr>
<th>Components</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions for Discussion &amp; Participation--15 discussions @ 5 pts. each (each Lesson’s QFD requires 2 posts from you—you must respond to my Questions plus one(1) reply to a class-mate)</td>
<td>75</td>
</tr>
<tr>
<td>Chapter/Lesson quizzes—15 Ch. quizzes @ 5 pts. each</td>
<td>75</td>
</tr>
</tbody>
</table>
Exam 1 (over Module 1 containing text Chapters 1, 2, 3, 4--skip 5—and 6) &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&n
REMEMBER THAT IT TAKES at least 2 POSTED RESPONSES WITHIN A LESSON’S QFD TO RECEIVE CREDIT (e.g. you must post a response to all of my questions plus you must respond to one of your class-mates posts. Public Discussion replies from me are unusual. A Discussion reply post from me will be rare simply because of the volume involved. I will let you know PRIVATELY if you are not on the right track.

Although discussion posts are locked up at specific day & times, grades will NOT be posted until each are read, evaluated & scores posted. Thus, release of QFD grades will be 24 to 48 hours following the close of a Lesson’s QFD.

Practice Questions, Chapter Quizzes, and Exams:

Our course contains three different types of assessments---i.e., Practice Questions (PQ), Chapter Quizzes (CQ), and Exams. The primary role for our PQ and CQ are to assist you with self-testing, personal assessment, and determining the extent of reading/study time. The primary role of our exams is assessment of content. These ‘roles’ are the basis for the feedback and information you will find described below. It is my hope that each assessment component will help you make progress toward your target course goal.

**Practice Questions**---are available to provide you multiple opportunities to ‘test yourself’ at no risk. They are written and have the same relationship of question/answer to chapter content that you will find in CQ and exams. PQ release and lock with the Module it supports. PQ are for you to use in your study, review, and practice if you wish to access them---PQ scores ARE NOT counted as part of your course grade. You can access and complete each PQ multiple times—up to 3 attempts---during the open period.

**Practice Questions Scores and Feedback.** Your score, review of the questions, and the answer you submitted are available after you submit the PQ. The PQ will Lock/close a few minutes prior to the Module exam’s first release day/time.

**Chapter Quizzes**---You will have 15 Blackboard Learn Chapter Quizzes over the course term. No Chapter Quiz grades will be dropped. All quizzes are assessed by clicking on the word, Quizzes, found in the list of course tools and will be available on and will expire on the dates specified on the Course Activity Schedule chart. In other words, you may take the Chapter Quiz anytime ‘between the Release day/time and the Lock day/time’ shown on the Course Activity Schedule chart of our syllabus. All Quizzes are open book, open notes. Complete the quizzes without the help of anyone else. Complete the quizzes as you work through each corresponding lesson. You will receive a zero if you do not complete a quiz prior to its Lock day/time.

Each quiz contains 5 multiple choice questions and has a time limit of 10 minutes (ODA certified students will receive additional minutes). You can take a Chapter Quiz only once. **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. The five multiple choice questions in our CQ are written and have the same relationship of question/answer to chapter content that you will find in the major exams. Because CQ are open for different number of days (e.g., our Lessons also are open for different number of days), your Chapter Quiz feedback information occurs in two steps.

Chapter Quiz Score and Feedback. **Step 1.** Your CQ score is returned immediately after you submit the Quiz. Thus, you will submit your Quiz and you click on My Grade tool to view your score. **Step 2.** You may view and download your CQ questions and submitted answers after the Lock day/time for the Lesson your CQ covers. In other words, you get your score in Step 1; but, you must wait until your Lesson locks to be able to access the questions and answers submitted. If you want to print out the CQ questions and your submitted answers for later review and study (e.g., I recommend that you use CQ for review, etc.), this is the time to do so. Questions and submitted answers will lock (e.g., no longer available) at the start of the Module exam’s first release day/time.

Exams (See also Exams Appendix at the end of this Syllabus): Three (3) timed, open book/open notes exams will be administered using Blackboard Learn course system on the dates, at the times, and having the coverage and format indicated in the Course Activity Schedule chart. Complete the Exams without the help of anyone else. Each exam will consist of 50 multiple choice questions. "Exam Information" Appendix “A” at the end of this Syllabus contains more information about online exams. If something prevents you from starting/opening an exam during the scheduled availability period, a score of zero is entered for the Exam. Because you have ‘made NO Attempt at the exam, the course Missed Exam Policy applies to your situation—review that policy and follow its requirements to remove the zero.

To take an exam, you must start your exam during the "availability window" (i.e. the time between Release and Lock on the date assigned) by clicking on the word, Exam, in the course tool list followed by clicking on the word, Begin. After clicking to Begin your exam, you will have the budgeted time to complete. I recommend, strongly, that you start your exam early during the Open/Access Window. By starting early, you will also have access to Blackboard Student Help Desk at 940.565.2324 and to your Professor (e.g. See Professor Contact Information in our Class Announcements). **If you have started your exam and have problems during your exam, call or e-mail your Professor immediately---do not leave your test-taking area until you receive a reply from your professor.**

Exam Score and Feedback. You will not be able to view your exam score until I have completed a post-exam analysis. You should expect an Announcement that our scores are released 6 to 12 hours after the close of the 'last exam access/open window.’ You will view your exam score in your My Grades tool. If you would like to review the exam
questions and your submitted answers, please contact your professor to arrange an office visit for you to review your exam questions.

**Missed Exams Policy**

For your success in this course, I recommend that you take each exam on the regularly scheduled day and time. Student grade records in prior sections of this course prove that student grades are maximized if exams are taken on the regular exam schedule. If you must miss an exam, you must take two (2) steps: 1. write the Professor an e-mail explanation prior to the exam day/time or immediately after the emergency event that prevented you from taking the exam and 2. Complete the missed Exam on the Day and Time noted in this syllabus Course Activity Schedule chart. **Remember, our course allows only one (1) attempt for each exam.** This “Missed Exams” policy does not allow re-takes or second attempts to improve one’s score.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date/Availability Period *</th>
<th># Questions, Format, Time to Complete *</th>
<th>Chapters (Lessons) Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friday, 2/2 4:00pm to 10:00pm OR Saturday, 2/3 6:00am to 9:00am</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 1,2,3,4,&amp;6 (Lessons 1--6--skip 5)</td>
</tr>
<tr>
<td>2</td>
<td>Monday, 2/19 4:00pm to 10:00pm OR Tuesday, 2/20 6:00am to 9:00am</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 7,8,9,10&amp;11 (Lessons 7-11)</td>
</tr>
<tr>
<td>3</td>
<td>Friday, 3/9, 11:00pm to 10:00pm</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 12,13,14,15,&amp;16 (Lessons 12-16)</td>
</tr>
<tr>
<td>Make-up: Exam 1 Exam 2</td>
<td>Thursday, 3/8 11:00am -10:00pm</td>
<td><strong>Chapters—see Exams above</strong></td>
<td></td>
</tr>
</tbody>
</table>

Research involving thousands of students in this course over the past 5 years indicates that 50 minutes is more than enough time to answer 50 examination 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.

**SPECIAL NOTICE:** This is not a self-paced course. Exam 1 and 2 provides two Open Windows. You must enter one of the Open Windows, read the Exam instructions, click on the work Begin—thus, starting your exam and time clock (a
quick note: you will not be able to enter the second window if you have started your exam during the first open window). Exam 1 open windows start on 2/2; Exam 2 open windows start on 2/19. Exam 3 has only one (1) open window, on 3/9. Friday, 3/9/18 is the final day of 8W1. From the time you “Begin your exam,” you will have 50 minutes to complete it.

Course Lessons:

There are 15 Lessons in this course. Each Lesson contains a chapter from our textbook, course overview & learning objectives, chapter outline, power point slides summarizing the chapter’s examples, chapter practice questions, chapter Questions For Discussion and chapter Quiz. You should consider the following as Required Assignments: 1. Read the chapter, 2. Complete the Questions for Discussion, and 3. Answer the Chapter Quiz. The remaining components, course overview & learning objectives, chapter outline, power point slides, and chapter practice questions, are materials that I have provided that will “help you understand our course content, however, these are not grade components. Your Course Schedule details your progression through each Lesson with the calendar dates that you must observe/meet. Lessons are selectively released. REMEMBER, THIS IS NOT A SELF-PACED COURSE; you must work within the course and University’s Academic calendar.

CA (Course Announcements):

The course Announcements (CA) tool is accessible from any course Page. CA provides official bulletins and announcements by the instructor. The Announcement tool also serves to provide information about course procedures and course issues. Since CA is an "official site" within Blackboard Learn and part of the course, you are responsible for knowing what is in CA. If you would like to reply to one or more of the Announcements, please reply by sending the instructor a private e-mail. You should use Lynn.Johnson@unt.edu to comment on the CA or discuss individual/private matters.

Course Schedule:

MGMT 5140.001; .026; .080; & .086, Spring (8W1) Semester, 2018
Assignment Due Dates, Release Dates, & Availability Summary (Subject to Revision by Instructor)
See Syllabus for more detail.
"NLT" means No Later Than, "L" means Lesson, "C" means text Chapter, "QFD" means Questions for Discussion, "CQ" means Chapter Quiz.

Color Codes:

Questions for Discussion (QFDs)  
Chapter Quizzes CQ
**Exams**

NOTE: Lesson numbers correlate with text Chapter numbers in all Lessons. Lesson 11 covers Chapter 11, L12=C12, and L15=C15. Remember, we skip Chapter 5; thus, you will not find a Lesson 5 in our course activity.

<table>
<thead>
<tr>
<th>Date</th>
<th>(NLT) No Later Than Time</th>
<th>Complete Activity/Assignment No Later Than This Date and Time OR Availability</th>
</tr>
</thead>
</table>
| 1/16 (Tuesday)        | 7:00am                   | Lessons 1-6 (skip 5) Released (become available)  
Student Information Survey Released                  |
| 1/19 (Friday)         | 4:00pm  
4:00pm           | Lesson 1 QFD Locked  
Lesson 1 Ch Quiz Locked                  |
| 1/21 (Sunday)         | 4:00pm                   | Lesson 2 QFD Locked  
Lesson 2 Ch Quiz Locked                  |
| 1/25 (Thursday)       | 4:00pm  
4:00pm  
4:00pm           | Lesson 3 QFD Locked  
Lesson 3 Ch Quiz Locked  
Student Information Survey Locked                  |
| 1/28 (Sunday)         | 4:00pm  
4:00pm           | Lesson 4 QFD Locked  
Lesson 4 Ch Quiz Locked                  |
| 2/1 (Thursday)        | 4:00pm  
4:00pm  
4:00pm  
11:00pm           | Lesson 6 QFD Locked  
Lesson 6 Ch Quiz Locked  
Lessons 7,8,9,10, &11 Released (become available)                  |
| 2/2 (Friday) OR 2/3 (Saturday) | 4:00 to 10:00pm OR Sat. 6:00am to 9:00am | Take Exam 1 over Chapters 1,2,3,4, & 6  
Take Exam 1                  |
| 2/4 (Sunday)          | 4:00pm  
4:00pm           | Lesson 7 QFD Locked  
Lesson 7 Ch Quiz Locked                  |
| 2/8 (Thursday)        | 4:00pm  
4:00pm           | Lesson 8 QFD Locked  
Lesson 8 Ch Quiz Locked                  |
| 2/11 (Sunday)         | 4:00pm  
4:00pm           | Lesson 9 QFD Locked  
Lesson 9 Ch Quiz Locked                  |
| 2/15 (Thursday)       | 4:00pm  
4:00pm           | Lesson 10 QFD Locked  
Lesson 10 Ch Quiz Locked                  |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/18 (Sunday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 11 QFD Locked</td>
</tr>
<tr>
<td></td>
<td>11:00pm</td>
<td>Lesson 11 Ch Quiz Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lessons 12,13,14,15, &amp;16 Released</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(become available)</td>
</tr>
<tr>
<td>2/19 (Monday)</td>
<td>4:00pm to 10:00pm</td>
<td>Take Exam 2 over Chapters 7,8,9,10&amp;11</td>
</tr>
<tr>
<td>2/20 (Tuesday)</td>
<td>6:00am to 9:00am</td>
<td>Take Exam 2</td>
</tr>
<tr>
<td>2/22 (Thursday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 12 QFD Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lesson 12 Ch Quiz Locked</td>
</tr>
<tr>
<td>2/25 (Sunday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 13 Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lesson 13 Ch Quiz Locked</td>
</tr>
<tr>
<td>3/1 (Thursday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 14 QFD Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lesson 14 Ch Quiz Locked</td>
</tr>
<tr>
<td>3/4 (Sunday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 15 QFD Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lesson 15 Ch Quiz Locked</td>
</tr>
<tr>
<td>3/8 (Thursday)</td>
<td>4:00pm 4:00pm</td>
<td>Lesson 16 QFD Locked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lesson 16 Ch Quiz Locked</td>
</tr>
<tr>
<td>3/9 (Friday)</td>
<td>11:00am to 10:00pm Fri.</td>
<td>Take Exam 3 over Chapters 12,13,14,15, &amp;16</td>
</tr>
<tr>
<td></td>
<td>8:00am to 10:00pm</td>
<td>Chapters—see Exams above</td>
</tr>
<tr>
<td>3/8 (Thursday) Make-up: Exam 1 Exam 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POLICY ON MISSING QUIZZES, DISCUSSIONS, EXAMS & OTHER ASSIGNMENTS**

As you have read, our syllabus contains a Missed Exam Policy that applies to E1 and E2. Thus, if family, work, or other factors cause you to miss one of our major
exams you have the opportunity to take a Make-up Exam. Please review the Missed Exam Policy if you must miss one of our exams.

For QFDs, Chapter Quizzes, or other Grade components of this class, I do not allow make-up opportunities. Thus, if you wish to avoid conflicts between class assignments and family/work activities, it is important for you to work ‘ahead’ of the Lock day/times. The period between our Release and Lock day/times is designed to allow you to manage your QFDs and Chapter Quizzes within your personal calendar, etc. If this policy does not match your work or family situation, please make other enrollment arrangements.

UNT POLICY ON ACADEMIC DISHONESTY:

(Source: Code of Conduct and Discipline at the University of North Texas section of the Student Guidebook.)

The University of North Texas Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating. The term cheating includes, but is not limited to the following:

- plagiarism of any kind, including intra- or inter-term copying of the Discussion Posts of others;
- the use of any unauthorized assistance in taking exams;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and
- the acquisition, without permission, of exams or other academic material belonging to a faculty member or staff of the university (i.e., removing exams from the classroom or teaching assistant's office and accepting exams from fellow students).

If an individual engages in any form of academic dishonesty related to this course, he/she will receive a letter grade of "F" in the course in addition to a letter grade of "F" on the course activity to which the academic dishonesty pertains. The student's case will be immediately referred to the Dean of Students Office for appropriate disciplinary action. This policy is intended to protect honest students from unfair competition with unscrupulous individuals who might attempt to gain an unfair advantage through academic dishonesty.

The expectation is that the instructor and all students will adhere to all guidelines of UNT's Code of Student Conduct and all information at the Center for Student Rights and Responsibilities website site [www.unt.edu/csrr](http://www.unt.edu/csrr).

Students with Disabilities:

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, are registered with the UNT Office of Disability Accommodation (ODA), and would like to
request accommodation, please contact the instructor of this course as soon as possible to arrange accommodation, preferably by email. Instructor office hours, locations, phone numbers, etc., are listed in this Course Syllabus. University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.

Important Notice for F-1 Students:

THERE IS NO REQUIRED on-campus experiential component for this course. To comply with immigration regulations, however, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for 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, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu).

Others:

If you drop during the W/WF period, I will determine whether you are passing (equal to or greater than 60% of points to date) at the time of the drop. If so, you will receive a W. If you have less than 60% of points to date, you will receive a WF.

APPENDIX - EXAM INFORMATION

Exam Information, Tips, Reminders, and Answers to Frequently Asked Questions (Applies to all Exams)

Availability. Exams 1, 2, and 3 will be available during the time outlined in the Course Syllabus. Failure to take an Exam during the scheduled availability period(s) will result in your receiving a zero on the Exam in My Grades. You must read and follow the Missed Exam Policy provided in this syllabus if you expect to replace the grade of zero.

You can start your exam anytime in the "access window" (4:00pm-10:00pm or 6:00am to 9:00am on the date assigned) and still have the budgeted time to complete. I strongly suggest that you start at the earliest available time to assure you can get into the exam during the access window.

Coverage/Format. Exams will cover the applicable text Chapters outlined in the Course Syllabus, our media stories, and will consist of 50 multiple-choice questions.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date/Availability Period *</th>
<th># Questions, Format, Time to Complete *</th>
<th>Chapters (Lessons) Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friday, 2/2 4:00 to 10pm OR 6:00 to 9am on 2/3, Saturday</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 1,2,3,4,6 (Lessons 1-6; we skip Ch. 5)</td>
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<tr>
<td>2</td>
<td>Monday, 2/19 4:00 to 10pm OR 6:00 to</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 7,8,9,10 &amp;11 (Lessons 7-11)</td>
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<tr>
<td>Date</td>
<td>Time</td>
<td>Format</td>
<td>Chapters</td>
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<tr>
<td>2/20, Tuesday</td>
<td>9am</td>
<td>50 Multiple Choice/TF 50 minutes</td>
<td>Chapters 12,13,14,15&amp;16 (Lessons 12-16)</td>
</tr>
<tr>
<td>Make-up: Exam 1</td>
<td>Friday, 3/9 11:00am to 10pm</td>
<td>Chapters—see Exams above</td>
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<tr>
<td>Exam 2</td>
<td>Thursday, 3/8 11:00am-10:00pm</td>
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**Duration, Beginning, Finishing.** The maximum time allowed for an Exam is 50 minutes. No answer will be allowed after this time allocation has expired. Only one (1) exam attempt is allowed. Your completion time is measured from when you click "Begin Quiz" to when you click "Finish". Again, your 50 minutes begins when you click BEGIN QUIZ. Once time has expired, you will not be able to save any more answers.

**New Browser Window/Loading.** The quiz screen will appear in a new browser window. Please allow the quiz to load completely before attempting to do anything else.

**Exam Instructions.** Read all exam instructions carefully! Among other directions, the Exam Instructions will read: "Please read each question carefully. You can return to any question to change the answer. To do so, you will need to select the radio button associated with the question # on the right side of your screen to view the question and change the answer. You can change your answers before you submit your exam, but not after. You can revisit each question by clicking on the buttons on the right side of your exam."

**Question Delivery.** The questions will be delivered one question at a time. Any question can be revisited during the time limit. The questions may be answered in any order. If you wish, you may revisit questions after you have answered them.

**Open Book Exam.** All Exams are "open book, open notes." You are on your honor to NOT USE any other individual or source for your answers. FYI, students sitting side-by-side at different computers will receive questions in a different sequence.

**Questions Not in Chapter Sequence.** Questions are randomly drawn from the exam question inventory. As such and except pure chance, the questions will NOT be presented in Chapter sequence.

**Similarity to Chapter Quizzes.** Exams are similar in content, format and procedure to the Practice Question sets and Chapter Quizzes. One of your better preparations for an Exam is to complete, understand and know the information covered in the Chapter Quizzes.

**Blackboard Learn Student Help Desk.** Please familiarize yourself with all pertinent information regarding Blackboard Learn Exams/Quizzes under the Blackboard Learn on your course’s Login Page and your course’s Homepage. Blackboard Learn Student Help Desk telephone number is: (940) 565-2324.

**Exam Scores Not Immediately Released.** Unlike the Chapter Quizzes, your score will NOT be released until (1) the availability period has ended, (2) all questions have been graded, and (3) the instructor has reviewed all frequently missed questions and
provided any "adjustment" in final score for the class as a whole. I will post a Class Announcement when I release exam scores.

**Questions/Answers Not Returned.** Unlike the Chapter Quizzes, Exam questions, answers, missed questions, correct answers, etc. will NOT be returned in Blackboard. If you want to see or go over your exam, you will need to MAKE AN APPOINTMENT with the instructor. Please contact the instructor who will arrange a conference time for you to review your exam.

**What do you see when you are in the quiz?** Quiz summary information (the title of the quiz, your name, your start time, the time allowed, the number of questions), the quiz questions and a place for you to answer, your progress (the time remaining for you to complete the quiz, the questions you have not answered [yellow dot], the questions you have answered and saved [blue check mark], and the answered questions you have edited but not saved [red exclamation mark]).

**Answering questions.** To save your answer to a question, click Save answer. This will ensure that any work you have done is not lost in the event of any technical problems (see Troubleshooting below). This also allows you to revisit questions and make changes.

**Submitting the quiz for grading.** To submit the quiz for grading, click Finish. A confirmation message appears. Click OK. The Quizzes and Surveys screen appears. You must click OK for your quiz to be submitted for grading.

**Troubleshooting.** Enable JavaScript and **TURN POPUP BLOCKERS OFF BEFORE YOU BEGIN THE EXAM.** Since questions open in a new window (popup) YOU WILL NOT BE ABLE TO SEE THE EXAM OR QUESTIONS IF POPUP BLOCKERS ARE ENABLED. **It is YOUR RESPONSIBILITY TO HAVE ADEQUATE AND ADEQUATELY CONFIGURED COMPUTER EQUIPMENT AND SOFTWARE TO TAKE THIS WEBCT COURSE.** Set your browser to check for newer versions of pages every time.

**Study Tips.** You must be prepared for Exams to do well on the exams. Try to answer as many questions as possible WITHOUT referring to the book or your notes. I **DOUBT THAT YOU WILL HAVE TIME TO EFFECTIVELY "LOOK UP" THE ANSWER TO MORE THAN 1-2 QUESTIONS -- you simply will not have time to do so.** Said another way, you must know the material well enough to answer the question the first time around without going to the book if you are going to complete the exam within the time limit. It goes without saying that you should have complete peace and quiet as you take your exam.

**Good Luck!!**