Instructor: Professor Michele Medina
Office: 379J Business Leadership Building
Phone: 940-565-3140 Office
Email: Michele.Medina@unt.edu
We will not be using messaging on Blackboard. You must email me directly at my UNT account. I will contact you via your Eagle Connect/myUNT address.
Office Hours: Available by email and appointment. Schedule with me at the above email.

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 and external environments. Students will be introduced to several important topics such as ethical issues, information management, global management, change management, innovation, special projects, processes, teams, and a brief introduction to manufacturing management.

Offering this course through Blackboard creates new opportunities and challenges. Blackboard offers you the convenience of an Internet-based class meeting the standards set forth by the College of Business Administration, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please DO NOT infer that the internet translates to an “easy A.” The key is to stay current and communicate.

COURSE OBJECTIVES
To develop the students’ understanding of the following:
1) The value of taking a general manager’s view of the firm
2) Management concepts by focusing on the key management functions
3) The relationship that exists between various organizational functions
4) Current management issues confronting today’s managers
5) Provide a foundation for more advanced work in the field of Management

REQUIRED TEXTBOOK
Williams, C., (2013). Management (7th Ed.). Mason, OH: Cengage South-Western College Publishing. ISBN: 9781111969813. Additional readings may be assigned by the instructor. Additional videos, readings, cases, and exercises will be distributed through Blackboard.

METHOD OF INSTRUCTION
Modules in the course will be conducted using the textbook, research, exercises, articles, videos, and cases. Videos, articles, and cases will deal with issues related to managerial problems. Recognize that each article/case is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions, and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.
For this method of instruction to work effectively, you must have read, viewed, and thought about all assigned material prior to logging on. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it.

PERFORMANCE EVALUATION AND GRADING
Your grade in this course will be determined by your performance on one distance learning questionnaire, one syllabus quiz, thirteen chapter quizzes, three exams, and the level and quality of your participation. Your grade in this class will be calculated by adding the total points earned (not percentage) during the term. The point distribution is as follows:

<table>
<thead>
<tr>
<th>Components</th>
<th>Value</th>
<th>Total Points</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>5</td>
<td>540 to 600</td>
<td>A</td>
</tr>
<tr>
<td>Distance Learning Questionnaire (DLQ)</td>
<td>5</td>
<td>480 to 539</td>
<td>B</td>
</tr>
<tr>
<td>Chapter Quizzes (14 @ 10 points each)</td>
<td>140</td>
<td>420 to 479</td>
<td>C</td>
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<tr>
<td>Discussion (3 @ 50 points each)</td>
<td>150</td>
<td>360 to 419</td>
<td>D</td>
</tr>
<tr>
<td>Exams (3 @ 100 points each)</td>
<td>300</td>
<td>359 or below</td>
<td>F</td>
</tr>
<tr>
<td>Total possible points</td>
<td>600</td>
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</table>

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

PROFESSIONALISM AND PERSONAL RESPONSIBILITY
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. As the instructor, I reserve the right to curve exam grades if needed if it is deemed appropriate after analyzing the exam responses. Extra credit opportunities, if any, are given at my discretion. DO NOT come to me at the end of the semester and ask what you can do for extra credit. Put that effort into the regularly assigned items and you won’t need extra credit, and remember, no late assignments will be accepted!

SPASH BANNER AND ANNOUNCEMENTS
I will share quick news and course updates with the class using the splash banner and announcements functions. The splash banner is located on the class homepage just below the textbook art. Announcements can be accessed via the left hand navigation menu. It is your responsibility to check the splash banner and announcements daily!

DISTANCE LEARNING QUESTIONNAIRE
Each student will complete a distance learning questionnaire (DLQ) by the designated due date. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire.

VIDEOS
Management Workplace videos are embedded into the lesson modules. The content is testable.
SYLLABUS QUIZ
Each student will complete an online syllabus quiz by the designated due date. This will familiarize you with how to take an online exam in Blackboard. You may use the syllabus for this quiz, as its intention is to familiarize you with taking quizzes/exams in Blackboard.

CHAPTER QUIZZES
It is the student's responsibility to be aware, complete, and submit quizzes as required. Late quizzes will not be accepted. You will have one shot at the quiz, regardless of what you see in Blackboard. All quizzes count toward your final grade. Each quiz has 10 multiple choice questions that you must answer in 15 minutes. To best prepare for these quizzes, complete and study the concept checks (listed on Blackboard) and key terms for the chapter. You may use your notes for these quizzes, but must take the quiz by yourself and complete it within the time frame.

EXAMS
The three (3) exams are “knowledge-acquisition-application” oriented. That is, they are designed to “quickly” test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class. You will have one shot at the exam regardless of what you see in Blackboard. Each exam will have 50 multiple choice questions and you will have 60 minutes to complete each exam. Exams must be completed in one sitting.

The exams are closed-book/closed-note. Using textbooks, notes, or any other study materials (including other people) on exams and NOT permitted. Points will be deducted for late submissions for exams. Make sure to give yourself enough time to take the exam within the time allotment.

Direct broadband (not wireless) connections are REQUIRED for the quizzes and exams. If you get knocked off an exam, contact the help desk at 940-565-2324, then me ASAP at Michele.Medina@unt.edu. Modify pop-up blocker software and clear cache for the exams. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, student unplugged the phone line, etc.). I will make the decision to allow you to continue or not based on that advice, University policy, applicable law, and my past practice.

Paper & Pencil Exams: Any student may request a paper and pencil exam in lieu of the online exam. The exam will be administered in my office during normal business hours on the same day as the scheduled exam. Written requests must be submitted to me via email (Michele.Medina@unt.edu) at least 1 week prior to the scheduled exam.

DISCUSSIONS BOARD
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 chance to gain different perspectives from your peers. In order to obtain full credit, you must read the topic to be discussed, and post at least 1 new thread describing your insights and 2 thoughtful, insightful comments on a classmates’ posts before the deadline. You will be graded on how quickly you participate, the depth and insightfulness of your comments, length of your initial and follow-up posts, and grammar and spelling. Note that comments such as “Yes, I agree” are not thoughtful nor insightful. Do not expect full credit with simplistic answers. Late discussion posts will not be graded.
DROPPING THE COURSE
If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the Summer 2015 Schedule of Classes-University of North Texas.

MAKE-UP POLICY
Given that quizzes and discussion board questions are offered over an extended period, no make-ups are allowed for either. If a student misses an exam or quiz for a justifiable reason (e.g., hospitalization, contagious disease, religious holiday, death in the family), the student must provide the instructor with evidence of the unforeseen circumstance. An individual’s “unavailability” to take an exam at the appointed time is not a valid excuse for requesting a make-up exam. Make-up exams are offered per the instructor’s discretion.

SUNDOWN RULE
Due to the compressed nature of the 5 week course, you have three (3) weekdays from the grade posting date to inquire about your grade on an exam, quiz, or assignment. The exception to this is Exam 3 and your Final Letter Grade when inquiries need to be taken care of as soon as possible before grades are submitted. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades daily!

BLACKBOARD GRADES
Grades posted in Blackboard are unofficial. The instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Blackboard system and destruction of grade reports. Official grades and Blackboard grades should be equivalent (match). Please contact me to discuss discrepancies. Check your grades daily!

EAGLE CONNECT ACCOUNTS
All students should actively and regularly check their Eagle Connect (EUID@unt.edu or EUID@my.unt.edu) account. This is used for official communication from the University to students and this will be the account I contact you since we are NOT using messages on Blackboard. For information about Eagle Connect, including how to activate an account, and how to have Eagle Connect forwarded to another email address, visit: https://eagleconnect.unt.edu.

It is your responsibility to check your default email account at least every other weekday during each week of this 5 week course. Remember, I do not have administrative changes access to change your default email account. Only you can make changes. I will only communicate with you regarding grades or other issues through your Eagle Connect account. I strongly recommend that you forward your email to your regular email account so that you do not miss any announcements. If you have specific questions regarding grades, quizzes, or exams (including missing a quiz or exam and any documentation, if needed), you must contact me via your Eagle Connect account as this is a secure email address to which only you have access.

USE OF PERSONAL COMPUTERS & 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 is REQUIRED for the quizzes and exams. ISP issues will be dealt with on an individual basis and will require documentation. Blackboard utilizes pop-up windows to display content. Please modify pop-up blocker software.

In addition, your enrollment in this class signifies that you possess basic personal computer skills (BCIS 2610) and have a rudimentary knowledge of Blackboard Learn®. This includes, but is not limited to, logging onto the class home page, navigating through class content, uploading
assignments, and sending e-mail messages to the instructional team. **The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Blackboard Learning System®.** The Center for Distance Learning has created a Blackboard Learning System tutorial available at: https://ecampussupport.unt.edu/index.cfm?M=Student_Resources&MNU=16&PF=Training/Guides/Guides.

**STUDENTS WITH DIFFERENT ABILITIES**
The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact me as soon as possible. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their instructor(s) within the **first week of class** that an accommodation will be needed.

**OFFICE OF DISABILITY ACCOMMODATION**
The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation (ODA). Printed exams can be administered by the ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met.

**IMPORTANT MESSAGE 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 online 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 online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferences, or computer conferencing. If the F-1 student’s course of study is in a language study program, no online or distance education classes may be considered to count toward a student’s full course of study requirement [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

**UNIVERSITY OF NORTH TEXAS COMPLIANCE**
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:
1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he...
should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**SPECIAL NOTE ABOUT BLACKBOARD LEARN®**
Blackboard is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Blackboard Learn® complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and using assistive technologies, such as screen readers, to fully use the software. Blackboard has worked with the Adaptive Technology Resource Centre (ATRC) at the University of Toronto on compliance requirements. Blackboard Learn® enables faculty or course designers with disabilities to use assistive technologies with Blackboard Learn® in their course creation and delivery.

**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, Ham Radio, signal fires, Blackboard Learn® or myUNT email platforms. No Carrier Pigeons will be used or harmed in this process.

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

**ATTENDANCE AND ASSIGNMENTS POLICY**
Students are required to log into the on-line class to check UNT email and class announcements, check grades, and upload assignments daily. We will take online exams on specific days and times outlined in the course schedule. All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Michele.Medina@unt.edu.

**STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)**
The original SETE committee was charged with providing to the Provost of the University of North Texas (UNT) a recommendation for an assessment tool to facilitate student evaluations of their instructors, allowing university-wide comparison in key areas. The SETE’s purpose is to provide a measure of teaching effectiveness as perceived by students. The SETE scores for a particular instructor can be used for self-evaluation and improvement and for measuring improvement over time. The scale scores can also be aggregated into group scores for use by administrators. In addition to providing needed information for UNT, the SETE also satisfies the requirements of House Bill 2504 that calls for transparence in reporting and posting to the web. Access: Students may access the SETE at https://my.unt.edu and selecting the SETE banner.
SCHOLASTIC DISHONESTY POLICY
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined “Academic Integrity Process” as referenced at http://www.vpaa.unt.edu/academic-integrity.htm. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

UNT COLLEGE OF BUSINESS STUDENT ETHICS STATEMENT**
As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation
of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

** I did not write this policy which displays terrible use of passive voice, sentence structure issues and other crimes against good writing. All COB courses are required to display this policy.

Student Standards of Academic Integrity
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline

Computer Use Policy:  http://policy.unt.edu/policy/3-10

SUCCEED AT UNT
UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to www.succeed.unt.edu.

NOTES
The instructor reserves the right to amend the syllabus as necessary due to unforeseen circumstances. In the event the syllabus is amended, students will be appropriately notified.

Continued enrollment in this course constitutes student’s acceptance of the policies in this syllabus.
## MGMT 3820 Course Schedule

**Summer 5W2 – July/August 2015**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
<tr>
<td>JULY 12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td><strong>First day of class</strong>&lt;br&gt;(DB1, Syllabus Quiz, &amp; DLQ open)</td>
<td>Ch. 1 Quiz*</td>
<td>Ch. 2 Quiz</td>
<td>Ch. 3 Quiz</td>
<td>Ch. 4 Quiz&lt;br&gt;Syllabus Quiz&lt;br&gt;DLQ†</td>
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<td>19</td>
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<td>21</td>
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<tr>
<td>Ch. 5 Quiz</td>
<td>DB1+</td>
<td></td>
<td>EXAM 1&lt;br&gt;(Chs. 1-5)*</td>
<td>Ch. 6 Quiz&lt;br&gt;(DB2 opens)</td>
<td>Ch. 7 Quiz</td>
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<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
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<td>31</td>
<td>AUG 1</td>
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<tr>
<td>Ch. 8 Quiz</td>
<td>Ch. 9 Quiz</td>
<td>Ch. 12 Quiz</td>
<td>DB2+</td>
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<td>4</td>
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<tr>
<td>Ch. 14 Quiz&lt;br&gt;(DB3 opens)</td>
<td>Ch. 16 Quiz</td>
<td>Ch. 17 Quiz</td>
<td>Ch. 18 Quiz</td>
<td></td>
<td>DB3+</td>
<td></td>
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<td>9</td>
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<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
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<tr>
<td>Study Day</td>
<td>EXAM 3&lt;br&gt;(Chs. 14, 16-18)</td>
<td>Preliminary grades reported</td>
<td>Make-up day</td>
<td></td>
<td>Last day of class&lt;br&gt;Final grades reported</td>
<td></td>
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</tbody>
</table>

* All quizzes open at 12:01 am and close at 11:00 pm on the respective date indicated
† All discussion boards (DB) close at 11:00 pm on the respective date indicated
†† Distance Learning Questionnaire – required by all students enrolled in an online course
* Exams are open on date indicated at 12:01 am to 11:00 pm; 60 minutes is allotted with one attempt; closed-book/closed-note multiple choice format