UNIVERSITY OF NORTH TEXAS
COLLEGE OF BUSINESS

MGMT 3820 – MANAGEMENT CONCEPTS
INET Section 002 – Fall 2015 Course Syllabus

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.

NOTE: Email is checked on a regular basis Mon – Fri. I will do my best to respond within 12 hours. On Saturday & Sunday, it may take me longer to respond. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Tuesday 2 – 3 pm
Additional times available by appointment. Email me to schedule an appointment.

Please check the course Blackboard page for announcements, new postings, assignments, etc. on a regular basis throughout the semester. It is highly recommended that you visit our course page at least twice a week!

INTRODUCTION
Management Concepts (MGMT 3820 INET) is a JUNIOR level course that will introduce the student to management theory, the different functions of management, and how managers interact with internal 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. Additionally, we will meet by scheduled appointment in the office.

Prerequisites: Open to all highly motivated and self-disciplined students.

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

METHOD OF INSTRUCTION
There are approximately 50 students enrolled in this on-line section of MGMT 3820. My goal is to provide a high level of customer service so that you are not alone in cyber space. If you need assistance with anything related to this course, you should e-mail me at Michele.Medina@unt.edu.

Lessons in the course will be conducted using the textbook, lecture notes (modules on Blackboard), exercises, articles, and videos (MyLab). Videos and articles will deal with issues related to managerial problems. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviours. Instead, these articles/cases contain the facts,
opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

For this method of instruction to work effectively, you must have read, viewed, and thought about all assigned material 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.

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.

REQUIRED TEXTBOOK
We will use Robbins and Coulter’s Management, 13th edition, published by Pearson along with Pearson’s My Management Lab. The most cost effective option is to purchase the Student Value Edition which provides you an unbound/loose-leaf copy of the book (you can’t sell back but it’s cheaper!), access to an e-book, and the access code for MyLab (available through the UNT Bookstore). To purchase a hard copy of the book with access to MyLab is more expensive.

Please note that you MUST purchase the required text (not old versions) as this is where the quiz and exam questions will be pulled, and you MUST purchase access to MyLab as there will be assignments from Pearson’s My Management Lab. You might check out Pearson’s store online, the UNT Bookstore, and other sources to determine the best option for you (www.mypearsonstore.com). If you purchase from Pearson, you can purchase My Management Lab with digital choices or print choices (loose leaf, hard back).

Additional videos, readings, cases, and exercises will be distributed through Blackboard.

<table>
<thead>
<tr>
<th>ROBBINS &amp; COULTER'S “MANAGEMENT” 13TH EDITION</th>
<th>INCLUDES PEARSON E-TEXT</th>
<th>BOOKSTORE ISBN(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyLab + Student Value Edition</td>
<td>With e-Text</td>
<td>9780133972948 (UNT)</td>
</tr>
<tr>
<td>MyLab + Print Text (Hard Copy)</td>
<td>With e-Text</td>
<td>9780133973006</td>
</tr>
<tr>
<td>Textbook (Purchase MyLab online)</td>
<td>NO</td>
<td>9780133910292</td>
</tr>
</tbody>
</table>

MY MANAGEMENT LAB – PEARSON
Students will gain hands-on practice applying management concepts with Pearson’s My Management Lab. You will have access to tools that will help you absorb course material and put concepts into perspective. The tool is integrated directly with Blackboard so you have a single sign-on experience, and you will find handouts on Blackboard that will help you with registration for My Management Lab. Please see the “Pearson MyLab” tab on the left hand side of the course page.

Course Name on MyManagement Lab: MGMT 3820 - Fall 2015 - MyManagementLab - MM
Course ID: medina88503
To enroll, you need: 1) Course ID, 2) Email address, and 3) Student Access Code from Bookstore (or a valid credit card to purchase the access code directly from Pearson)

Assignments in My Management Lab include Simulations and Chapter Video Quizzes. Points WILL be assigned for the successful completion of the Simulations and Video Quizzes. Study tools include Dynamic Study Modules. There are NO available points for the Dynamic Study Modules, but it’s been proven that the students who use the additional resources have higher exam scores.

EVENT TIMING
All times stated in this syllabus will conform to US Central Standard Time (CST) and Texas daylight savings time.
ACCESS TO BLACKBOARD
You can access the course through Blackboard Learn (https://learn.unt.edu). Login using your EUID and password. Click "MGMT 3820" from the list of courses.

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 (BLB) computer labs for taking exams on campus as the Willis Library has become problematic. Be sure to check your browser before starting the exam (Internet Explorer, Mozilla, or Chrome usually work the best). We have experienced exam question distortion in Opera and Safari. Be sure to use a hard wired broadband connection or a very dependable wireless connection.

Please report all Blackboard problems to the CITC helpdesk at 940-565-2324. Be sure to ask for a ticket number and then email me the ticket number along with a detailed explanation of the technical problems you’ve encountered.

EUID ACCESS AND PASSWORDS
Enterprise User Identification Numbers (EUIDs) 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.

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 two times weekly. 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.

BROADCAST E-MAIL MESSAGES
Students may not send broadcast email messages (CC: All Students) to the class without my permission. Sending messages without permission is a violation of the UNT Student Handbook 2014-2015 and the Code of Conduct. Violations will be reported to the Provost and the Office of Student’s Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

COURSE-RELATED EMAIL MESSAGES*
Please consider the following example:

To: Michele.Medina@unt.edu
From: Good.Student@my.unt.edu
Subject: MGMT 3820 Question about Chapter 5 Quiz

Dear Professor Medina,
Did you receive my Chapter 5 Quiz on Friday night?
Thanks, G.S.

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

ANNOUNCEMENTS
I will share quick news and course updates with the class using the splash banner and announcements functions. The splash banner is located on the class homepage just below the textbook art. Announcements can be accessed via the left hand navigation menu. It is your responsibility to check the splash banner and announcements at least twice a week!
PERFORMANCE EVALUATION AND GRADING

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>585 to 650</td>
<td>A</td>
</tr>
<tr>
<td>Student Information Survey</td>
<td>5</td>
<td>520 to 584</td>
<td>B</td>
</tr>
<tr>
<td>Chapter Quizzes (14 @ 5 pts each)</td>
<td>70</td>
<td>455 to 519</td>
<td>C</td>
</tr>
<tr>
<td>Video Quizzes (14 @ 5 pts each)</td>
<td>70</td>
<td>390 to 454</td>
<td>D</td>
</tr>
<tr>
<td>Simulations (4 @ 5 pts each)</td>
<td>20</td>
<td>389 or below</td>
<td>F</td>
</tr>
<tr>
<td>Individual Written Assignment/Short Paper</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion Board (2 @ 25 pts each)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams (4 @ 100 points each)</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total possible points</strong></td>
<td><strong>650</strong></td>
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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.

PROFESSIONALISM AND PERSONAL RESPONSIBILITY

Act professional, and you will be treated as one. Do not come to me at the end of the semester and ask what you may do for extra credit! Extra credit opportunities, if any, are given at my discretion. Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. Grades will not be rounded at the end of the semester. It is unethical for me to give you points that have not been earned. Put effort into the assigned items and you won’t need extra credit. Remember, no late assignments will be accepted!

SYLLABUS QUIZ (available in Blackboard)

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 20 multiple choice and true/false questions, and you have 30 minutes to complete the quiz.

STUDENT INFORMATION SURVEY (available in Blackboard)

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 safeguard your personal information shared in the questionnaire.

CHAPTER QUIZZES (available in Blackboard)

You will have 14 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. You only have 1 shot for each quiz.

Each quiz is worth 5 points total (1 point per question). Five points may not seem like a lot but the points go a long ways towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule.

All quizzes are open book/open note. 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.

CHAPTER VIDEO QUIZZES (available in My Management Lab)

You will have 14 My Management Lab Chapter Video Quizzes over the course term. No Video Quiz Grades will be dropped. Each video quiz has multiple choice questions that you must answer after watching the video (not timed). Each quiz is worth 5 points total. Please note – grades from My Management Lab video quizzes and simulations will be entered manually (I do not sync them with the Blackboard Grade book) so please allow a couple days after the assignment due date for the grade to be entered in Blackboard.
**SIMULATIONS (available in My Management Lab)**

You will have 4 My Management Lab Simulations over the semester. Each simulation is worth 5 points total. Please note – grades from My Management Lab video quizzes and simulations will be entered manually (I do not sync them with the Blackboard Grade book) so please allow a couple days after the assignment due date for the grade to be entered in Blackboard. The simulations are not timed but do take some time to work through so don’t wait until right before the deadline to start the assignment.

**INDIVIDUAL WRITTEN ASSIGNMENT/SHORT PAPER (available in Blackboard)**

One Individual Written Assignment/Short Paper will be administered. The assignment will serve to evaluate the students’ accumulation of knowledge and skills. The due date for the assignment is listed in the Course Schedule. The instruction for the assignment can be found in the Individual Written Assignment folder on the Course Home Page in Blackboard.

The link to upload the assignment will be in the Individual Written Assignment Folder. The assignment will come with grading information. The individual assignment is worth a maximum of 30 points.

**Procedures to identify the assignment:**

1) On the file extension (i.e., the electronic name of the document), save as:

   `LastName_FirstName_Individual Assignment.docx` (or PDF or .doc)

2) At the top of the assignment itself (i.e., the header of the first page of the Word document):

   `LastName, FirstName
   Student ID Number
   MGMT 3820 – Fall 2015
   Individual Assignment`

**DISCUSSION BOARD (available in Blackboard)**

Two discussion questions will be posted on Blackboard throughout the semester with each worth 25 points. 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 **1 new thread** describing your insights and at least **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.** See the Course Schedule for due dates.

**EXAMS (available in Blackboard)**

Using textbooks, notes, or any other study materials (including other people) on exams is **NOT** permitted as there is **NOT** time to look up answers. Make sure to give yourself enough time to take the exam within the time allotment.

The four (4) exams are “knowledge-acquisition-application” oriented. That is, they are designed to “quickly” test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class.

It is my intent at this time to offer all exams online (timed) in multiple choice format. In addition, the exams will be available from **Monday at 4:00am (CST) until Tuesday at 11:00pm – refer to the Course Schedule for the exact dates.** 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 55 minutes to complete each exam. Exams must be completed in one sitting. Any material that is covered in the course is testable.

Direct broadband (**not wireless**) connections are **REQUIRED** for the exams. **If you get knocked off an exam or have any technical issues, 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 and quizzes.
Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, student unplugged the phone line, etc.). I will make a determination to allow you to continue or not based on that advice, University policy, applicable law, and my past practice.

EXAM MAKE-UP REQUEST 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 Michele.Medina@unt.edu BEFORE the scheduled exam and include your name, student ID number, and detailed reason for the request. No make-ups will be granted for missed or late quizzes, paper, assignments, or exams.

SUNDOWN RULE
You have one (1) week from the due date to inquire about your grade on an exam, quiz, paper, or 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 (I'll post more information about this the week before finals). The purpose is to resolve any issue during the term and not wait until the last week of the term. If you do not inquire about your grade within this time frame, then I assume that you are satisfied with the grade you earned. Check your grades weekly!

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 Monday, November 2nd at 4:30pm is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF).

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 3820.002), 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 & 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 REQUIRED for exams and strongly encouraged for quizzes. 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®.

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).

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 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.

**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, semaphore, Blackboard Learn® or myUNT email platforms. No Carrier Pigeons will be used or harmed in this process. If you miss an assignment or exam, please refer to the class attendance policy.

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

**ATTENDANCE AND ASSIGNMENTS POLICY**
Students are required to log into the online class to check UNT email and class announcements, check grades, and complete assignments at least twice a week. 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.

**COURSE EVALUATIONS**
This semester, the Department of Management will encourage you to complete 2 course evaluations: 1) The College of Business online evaluation and 2) the University’s evaluation (formerly known as SETE). Both of these will be available online and I will provide you the link for the College of Business evaluation. You should receive a separate email from the University regarding their evaluation.

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 your taking the time to complete the evaluations which will be administered towards the end of the semester!
SCHOLASTIC DISHONESTY POLICY
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

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

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

NOTE: I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

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

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

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

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

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.

NOTE
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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
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</table>
| 1    | Aug 24 | - Introduction & Overview  
- Register & Practice with MML*  
- Practice with BB**  
- CH 1: Managers in the Workplace | **READ/REVIEW:**  
- Syllabus from BB  
- Chapter 1  
- General Info & Module 1 in BB  
- Getting Started Assignment in MML  
- Ch. 1 Dynamic Study Module in MML  
**ASSIGNMENTS DUE BY 11PM, SUN SEPT 6:**  
1) Syllabus Quiz in BB  
2) Student Info Survey in BB  
3) Ch. 1 Quiz in BB  
4) Ch. 1 Video Quiz – Zanes Cycles in MML |
| 2    | Aug 31 | - CH. 2: Making Decisions                                                  | **READ/REVIEW:**  
- Chapter 2  
- Module 2 in BB  
- Ch. 2 Dynamic Study Module in MML  
**ASSIGNMENTS DUE BY 11PM, SUN SEPT 6:**  
1) Week 1 Assignments (Syllabus Quiz, Student Info Survey, Ch. 1 BB Quiz, & Ch. 1 Video Quiz)  
2) Ch. 2 Quiz in BB  
3) Ch. 2 Video Quiz – Rudi’s Bakery in MML |
| 3    | Sept 7 | - CH 3: Managing the External Environment and the Organization’s Culture  
- CH 4: Managing in a Global Environment  
**University closed on Mon, Sept 7th for Labor Day** | **READ/REVIEW:**  
- Chapter 3  
- Module 3 in BB  
- Ch. 3 Dynamic Study Module in MML  
- Chapter 4  
- Module 4 in BB  
- Ch. 4 Dynamic Study Module in MML  
**ASSIGNMENTS DUE BY 11PM, SUN SEPT 13:**  
1) Ch. 3 Quiz in BB  
2) Ch. 3 Video Quiz – Rudi’s Bakery in MML  
3) Ch. 4 Quiz in BB  
4) Ch. 4 Video Quiz – Rudi’s Bakery in MML  
5) Ch. 4 Simulation – Managing in a Global Environment  
6) DISCUSSION BOARD 1 in BB  
*Prepare for Exam 1 (Chapters 1-4)* |
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<th>Date</th>
<th>Chapter</th>
<th>Read/Review</th>
<th>Assignments Due By 11pm, Sun</th>
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| 4 Sept | EXAM 1 (Chapters 1 – 4)  
**All material is testable (text, modules, MML, videos)**  
- CH 5: Managing Diversity | EXAM 1: Available from 8am, Mon Sept 14, until 11pm, Tues Sept 15. Once you access Exam 1, you have 55 minutes to complete 50 multiple choice questions.  
**READ/REVIEW:**  
- Chapter 5  
- Module 5 in BB  
- Ch. 5 Dynamic Study Module in MML | **ASSIGNMENTS DUE BY 11PM, SUN SEPT 20:**  
1) Ch. 5 Quiz on BB  
2) Ch. 5 Video Quiz – Rudi’s Bakery in MML |  
| 5 Sept | - CH 6: Managing Social Responsibility and Ethics | **READ/REVIEW:**  
- Chapter 6  
- Module 6 in BB  
- Ch. 6 Dynamic Study Module in MML | **ASSIGNMENTS DUE BY 11PM, SUN SEPT 27:**  
1) Ch. 6 Quiz in BB  
2) Ch. 6 Video Quiz – Honest Tea in MML  
3) Ch. 6 Simulation – Management and Ethics |  
| 6 Sept | - CH 7: Managing Change and Innovation | **READ/REVIEW:**  
- Chapter 7  
- Module 7 in BB  
- Ch. 7 Dynamic Study Module in MML | **ASSIGNMENTS DUE BY 11PM, SUN OCT 4:**  
1) Ch. 7 Quiz in BB  
2) Ch. 7 Video Quiz – CH2MHill in MML  
3) DISCUSSION BOARD 2 in BB |  
| 7 Oct  | - CH 8: Planning Work Activities | **READ/REVIEW:**  
- Chapter 8  
- Module 8 in BB  
- Ch. 8 Dynamic Study Module in MML | **ASSIGNMENTS DUE BY 11PM, SUN OCT 11:**  
1) Ch. 8 Quiz in BB  
2) Ch. 8 Video Quiz – CH2MHill in MML  
*Prepare for Exam 2 (Chapters 5-8)* |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Topic</th>
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<th>Assignments Due by 11pm, Sun Oct 18:</th>
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<tr>
<td>Oct 12</td>
<td>8</td>
<td><strong>EXAM 2 (Chapters 5 – 8)</strong></td>
<td><strong>All material is testable (text, modules, MML, videos)</strong></td>
<td>1) Ch. 9 Quiz in BB</td>
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<td>- CH 9: Managing Strategy</td>
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<td>2) Ch. 9 Video Quiz – CH2MHill in MML</td>
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<td><strong>EXAM 2: Available from 8am, Mon Oct 12 until 11pm, Tues Oct 13.</strong></td>
<td>Once you access Exam 2, you have 55 minutes to complete 50 multiple choice questions.</td>
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<td>- CH 9: Managing Strategy</td>
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<td>2) Ch. 9 Video Quiz – CH2MHill in MML</td>
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<td>Oct 19</td>
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<td>- CH 10: Designing Organizational Structure – Basic Designs</td>
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<td>- Ch. 10 Dynamic Study Module in MML</td>
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<td>1) Ch. 10 Quiz in BB</td>
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<td>2) Ch. 10 Video Quiz – Elm City Market in MML</td>
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<td>Oct 26</td>
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<td>- CH 13: Creating and Managing Teams</td>
<td><strong>READ/REVIEW:</strong></td>
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<td>1) Ch. 13 Quiz in BB</td>
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<td>3) Ch. 13 Simulation – Teams</td>
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<td>Nov 2</td>
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<td>- CH 14: Managing Communication</td>
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<td>1) Ch. 14 Quiz in BB</td>
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<td>2) Ch. 14 Video Quiz – Rudi’s Bakery in MML</td>
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<td><em>Prepare for Exam 3 (Chapters 9, 10, 13, 14)</em></td>
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<td>Nov 9</td>
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<td><strong>EXAM 3 (Chapters 9, 10, 13, &amp; 14)</strong></td>
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<td>- Individual Written Assignment</td>
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<td><strong>EXAM 3: Available from 8am, Mon Nov 9 until 11pm, Tues Nov 10.</strong></td>
<td>Once you access Exam 3, you have 55 minutes to complete 50 multiple choice questions.</td>
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<td>- CH 14: Managing Communication</td>
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<td><em>Prepare for Exam 3 (Chapters 9, 10, 13, 14)</em></td>
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<td><strong>SUBMIT THE INDIVIDUAL WRITTEN ASSIGNMENT VIA BLACKBOARD BY 11PM,</strong></td>
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| 13 Nov 16 | - CH 17: Being an Effective Leader  
**Skip Chapters 15 & 16** |
|       | **READ/REVIEW:**  
- Chapter 17  
- Module 17 in BB  
- Ch. 17 Dynamic Study Module in MML |
|       | **ASSIGNMENTS DUE 11PM, SUN NOV 22:**  
1) Ch. 17 Quiz in BB  
2) Ch. 17 Video Quiz – CH2MHill in MML  
3) Ch. 17 Simulation – Leadership in MML |
| 14 Nov 23 | - CH 18: Monitoring and Controlling  
**University closed Thurs, Nov 26 through Sun, Nov 29 for Thanksgiving** |
|       | **READ/REVIEW:**  
- Chapter 18  
- Module 18 in BB  
- Ch. 18 Dynamic Study Module in MML |
|       | **ASSIGNMENTS DUE 11PM, THURS DEC 3:**  
1) Ch. 18 Quiz in BB  
2) Ch. 18 Video Quiz – Zane’s Cycles in MML  
**Note: Due to the Thanksgiving Holiday, these assignments aren’t due until the following Thursday, which is the LAST class day for Fall 2015** |
| 15 Nov 30 | - Planning and Control Techniques Module 18-A  
- Managing Operations Module 18-B  
**These 2 modules follow Ch. 18 in the book. You will not have a quiz on them (BB or MML), but you will see the material on Exam 4!** |
|       | **READ/REVIEW:**  
- Planning and Control Techniques Module 18-A  
- Managing Operations Module 18-B  
- Modules in BB over these two Appendices |
|       | **ASSIGNMENTS DUE 11PM, THURS DEC 3:**  
1) Ch. 18 Quiz in BB  
2) Ch. 18 Video Quiz – Zane’s Cycles in MML  
*Prepare for Exam 4 (Chapters 17, 18, 18-A, & 18-B) |
| 16 Dec 7 | EXAM 4 (Chapters 17, 18, & Planning and Control Techniques Module and Managing Operations Module)  
**All material is testable (text, modules, MML, videos)** |
|       | **EXAM 4:** Available from 8am, Mon Dec 7, until 11pm, Tues Dec 8. Once you access Exam 4, you have 55 minutes to complete 50 multiple choice questions. |
|       | Exam 4 Grades and Final Letter Grades posted on Blackboard by Friday, Dec. 11th, if not before |

*MML = My Management Lab  
**BB = Blackboard  
NOTE: BB is unavailable every Saturday night from 11pm until 2am CDT Sunday morning for system maintenance. Do NOT try to take quizzes during this time.  
***ALL TIMES ARE CENTRAL STANDARD TIME (CST)***