Instructor: Peter Popovich
Class Sessions: Mondays from 6:30-9:15 PM
Class Location: Room 141, Friday Building
Office: N/A
Office Hours: By appointment only
Phone: 704-942-8226 (not best way to reach me)
Email: PPopovic@uncc.edu (best way to connect)

Our goal is to create a learning experience that will be meaningful and memorable. These are the policies and expectations for Management and Organizational Behavior (Management 3140). Please read the entire syllabus carefully and be prepared to add value to your learning experience. These policies and expectations are intended to create a productive learning atmosphere for all participants.

Course Description

MGMT 3140. Management and Organizational Behavior (3) Prerequisites: ACCT 2121, 2122; ECON 2101, 2102, INFO 2130; junior standing. A study of the role of manager with an emphasis on understanding the behavioral and administrative theories and concepts needed to succeed in contemporary organizations. Topics covered in the course include motivation, leadership, managing teams, and teamwork.

Required Text and Materials


One composition notebook or blank sheets of paper (for 'Pop' Quizzes) and 600 3"x 5" index cards (optional)

Course Objectives

The objectives for this course are:
1- To develop a basic understanding of the theories and concepts of management,
2- To demonstrate the ability to apply management theory and concepts to organizational challenges,
3- To develop the basic interpersonal, analytical, critical thinking, teamwork, and decision-making skills required of managers, and
4- To develop an awareness of the current issues and trends in management.

University Procedures and Policies

Inclement Weather Policy: The University is rarely closed because of bad weather. When such a closing occurs, it will be announced over local television and radio
stations, on the University home page (www.uncc.edu) and on the University inclement weather hotline: 704-687-2877. There may be times when the University remains open officially, but bad weather in the region makes it unsafe or unwise for faculty or students to travel, particularly in the evening. If I am unable to make it to a class, I will email you. If you cannot travel to class because of bad weather, please let me know before the start of class (email or text message). There will be no penalty for missing class due to bad weather conditions. As always, if class is conducted, it is the student’s responsibility to obtain information from missed classes from fellow students. Knowing your classmates is one of the learning objectives for this class.

**Policy on Grade of Incomplete:** "The grade of “I” is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all of the work in the course." (http://graduateschool.uncc.edu/images/stories/catalogs/GraduateCatalog1011.pdf ). A contract must be written and signed by the student and instructor before a grade of “I” can be posted.

**Withdrawals:** Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

**Academic Integrity:** Students have the responsibility to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity (see page 2 from this website: http://www.dso.uncc.edu/judicial/images.08.21.07/academicintegrityguidelines.pdf ). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor, and are binding on the students. Academic evaluations in this course include a judgment that the student’s word is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be expelled from UNCC. The normal penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases the course grade is reduced to U. Copies of the code can be obtained from the Dean of Students Office. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty to the course instructor.

**Accommodations:** It is University policy to provide individualized accommodations to students who have disabilities that may impact on their ability to participate or demonstrate competencies in their course. Students seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. I am eager to provide you with support. Please let me know if you are seeking accommodations.
Religious Observances: UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student’s religious practice or belief. Such reasonable accommodations must be requested in accordance with documented procedures in this policy, and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at http://legal.uncc.edu/policies/ps-134.html.

Statement on Diversity: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Course Policies

Classroom Conduct: I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further. In addition, inappropriate conduct (including on-going conversations during class time) will negatively impact your participation grade for the semester.

Attendance and Assignments: You are expected to attend class. Be prepared for class by reading the assigned material, completing any homework, planning to participate in class activities, and being prepared for the pop quizzes and four exams. Points may be deducted from your final grade if you miss more than two class sessions. I recommend that you exchange contact information with at least one other classmate (i.e., email and/or phone). If you are absent, you are responsible for getting information and assignments presented during that day. An absence does not relieve you of the responsibility to turn in an assignment on time. If you are going to be absent, send any assignments due for that class period to me via email (PPopovic@uncc.edu) by the beginning of class on the due date or the time assigned on Moodle, which ever is sooner. If you miss a quiz but have an excused absence, you will take an alternate quiz at the next class session.

If you miss an exam, in-class assignment, or quiz, you will receive a “zero” unless you have a documented, excused absence verified by the Dean of Students. In the case of an excused absence for an exam, it is up to you to schedule the exam with me and make up the work. Absences may be excused for personal illness (doctor’s note required) or participating as a University representative in an athletic or out-of-town event.
**Instructor’s absence or tardiness:** If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**Revisions to Syllabus:** I may modify the standards and requirements set forth in this syllabus at any time. Notice of such changes will be by announcement in class and/or on our class Moodle site.

**Electronic Devices:** All cell phones must be off and put away during class unless you have an emergency situation, in which case you will need to receive prior permission from the instructor.

Laptop computers and tablets may be used for note taking during classes. However, web surfing, email, chatting, social networking, and other internet-based uses (i.e. listening to music or watching video clips) are prohibited. If you chose to use a laptop or tablet during class, you must send me your notes via email (PPopovic@uncc.edu) before leaving class.

Those using computers during class for work not related to the class will result in losing points on your participation grade for the semester.

**Course Requirements and Grading**

**Readings:** Read assignments before class. If you do not understand certain concepts in the readings, ask questions in class, email your question/concern or set up an appointment with me.

**Homework:** There will be multiple ‘homework’ assignments for each chapter including but not limited to T/F, write ups, assessments and/or vocabulary. All homework will be due before the start of class!

**“Pop” Quizzes:** In-class quizzes are common for this course. We will begin many classes with a quiz on that day’s reading. The quizzes are on the key terms and concepts on the reading assigned for that day. The quizzes may take different formats, but will generally be T/F and/or multiple choice.

If you are late or have an unexcused absence and miss the quiz, you **DO NOT** have the opportunity to make it up. Your grade will be a zero for that quiz.

**Exams:** There are four exams: Three during the semester and one comprehensive final exam.

The exams are designed to test your grasp of knowledge from the readings and information presented in class. Any information-discussed in-class is something that can be included on the exam. The exams will consist of multiple-choice and/or true-false questions.
You are not permitted to talk to another student while taking the exam, share answers, nor share notes with other students. Any of these activities are considered cheating (see Academic Integrity section above) and will earn you a zero for the exam and potential disciplinary action based on the University’s code of conduct.

**Extra Credit:** There will be no extra credit assignments.

**Course Grade:** Your grade for this course will be determined based on the following:

<table>
<thead>
<tr>
<th>Weight</th>
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<tbody>
<tr>
<td>Exam #1 (50 questions)</td>
<td>100 points</td>
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<tr>
<td>Exam #2 (50 questions)</td>
<td>100 points</td>
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<tr>
<td>Exam #3 (50 questions)</td>
<td>100 points</td>
</tr>
<tr>
<td>Comprehensive Final Exam (50 to 100 questions)</td>
<td>200 points</td>
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<tr>
<td>Attendance and participation (explained on 1st day)</td>
<td>100 points</td>
</tr>
<tr>
<td>Homework Assignments (T/F, write-ups, Moodle)</td>
<td>100 points</td>
</tr>
<tr>
<td>“Pop” Quizzes (multiple unannounced)</td>
<td>100 points</td>
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**TOTAL POSSIBLE** 800 points

**Grading Scale:**
- **A** = 720 points or more
- **B** = 640 – 719.99 points
- **C** = 560 – 639.99 points
- **D** = 480 – 559.99 points
- **F** = Less than 480 points

Your final course grade will be based on the total number of points you earn. It is your responsibility to keep track of your grades.

**Class Schedule (Monday evenings)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Focus Topic</th>
<th>Assignments (see Moodle)</th>
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<tbody>
<tr>
<td>Jan. 11</td>
<td>Introduction Management and Performing</td>
<td>Syllabus</td>
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<tr>
<td><strong>Jan. 18</strong></td>
<td>No class – Martin Luther King, Jr. Day</td>
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<tr>
<td>Jan. 25</td>
<td>Management and Performing</td>
<td>Chapter 1, Appendix A</td>
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<td>Feb. 1</td>
<td>The External and Internal Environments</td>
<td>Chapter 2</td>
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<td>Feb. 8</td>
<td>Managerial Decision Making</td>
<td>Chapter 3</td>
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<tr>
<td><strong>Feb. 15</strong></td>
<td>Exam #1 Chapters 1, 2, and 3</td>
<td></td>
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<tr>
<td>Feb. 22</td>
<td>Planning and Strategic Management</td>
<td>Chapter 4</td>
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</tbody>
</table>
Feb. 29 Ethics, Corporate Responsibility and Sustainability  
International Management  
Chapter 5  
Chapter 6

Mar. 7 Spring Recess – No classes

Mar. 14 Organizational Structure  
Organizational Agility  
Chapter 8  
Chapter 9

Mar. 21 Exam #2 Chapters 4, 5, 6, 8 & 9

Mar. 28 Human Resource Management  
Chapter 10

April 4 Leadership  
Chapter 12

April 11 Motivating for Performance  
Communication  
Chapter 13  
Chapter 15

April 18 Teamwork  
Chapter 14

April 25 Creating and Leading Change  
Chapter 14

April 25 Creating and Leading Change  
Chapter 18

May 3 Exam #3 – Chapters 10, 12, 13, 14, 15 & 18  
Course Review and Wrap-Up

May 10 Final Comprehensive Exam

Note: This schedule is tentative and may be changed based upon the needs of the class.

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.