This syllabus contains the policies and expectations I have established for Management and Organizational Behavior (Management 3140). Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Required Text:

The following textbook and associated material is required for the course. You may purchase a new, used, or electronic copy of the text from the Campus bookstore or from Gray’s Bookstore. You may also decide to purchase the text from several online sources including Ebay, Amazon.com, and CourseSmart (e-book only). Finally, you have the option to purchase an e-book version of the textbook when you purchase “Connect”.


**Required Supplement:** McGraw-Hill *Connect* (This is an on-line study system).

To register for Connect, go to the URL below and click “Register”. Note: To complete the registration process, you will need to purchase “Connect.” If you are purchasing Connect separately from the textbook, go to the URL, click Register, and follow the instructions. If you purchased the access code with the textbook you will need that code to register for Connect.


If you have trouble with the registration process, go to the link below to get help

Course Description and Objectives:

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. *(Fall, Spring, Summer) (Evenings)*

Objectives of the course are to develop a basic understanding of the theories and concepts of management, demonstrate the ability to apply management theory and concepts to organizational problems, develop the basic interpersonal, analytical, critical thinking, teamwork, and decision-making skills required of managers, and develop an awareness of current issues and trends in management.

The specific learning outcomes identified for the course are that:

1. Students will demonstrate a basic understanding of the teamwork skills required of team members.
2. Students will demonstrate a basic understanding of the skills required for team leadership.
3. Students will demonstrate a basic understanding of leadership theories and models.
4. Students should be able to apply leadership theories and models.

Academic Integrity:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at: [http://www.legal.uncc.edu/policies/ps-105.html](http://www.legal.uncc.edu/policies/ps-105.html)

Examinations, Homework, Quizzes, Attendance, and Grading:

**Exams:** There will be 3 term exams and a comprehensive final exam. Term exams will consist of 50 multiple choice questions. The exams will emphasize lecture material and the associated textbook content. The comprehensive final exam will consist of 100 multiple choice questions. All material included in the text (whether discussed in class or not) and discussed in the lectures is subject to examination. **There is no curve for any exam.**

All Grades will be distributed using the Moodle system as soon as exams are processed and the results are verified.
Make up exams will be given only if you miss an exam as a result of an approved excused absence (see University Policy below). It is your responsibility to contact the instructor concerning make-up exams.

**Excused absences may be granted for the following reasons:** personal illness, religious holidays, or participating as an authorized university representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

Absences (excused or unexcused) do no relieve you of responsibility for the material covered in the class missed.

**Homework and Study Assignments:** In addition to the exams, homework and study assignments will be made throughout the course. Homework and study assignments will be made using an online system called “Connect” that is tied in with your textbook. **Accessing the “Connect” system requires the purchase of an access code.** Additional information concerning this system will be provided in class on the first day.

The following general guidelines apply to all assignments made using the Connect system:

1. All assignments must be completed by the due date and time specified in the assignment.
2. After an assignment has been closed, it will not be reopened for any reason.
3. It is your responsibility to keep track of the due date for all assignments.
4. You should check the course “Connect” site regularly (several times a week) for new assignments.
5. Late submissions will not be accepted.

Several types of assignments may be made. Examples include:
- Chapter study assignments (LearnSmart Modules)
- Decision cases
- Quizzes (May be given in class or on line)
- Self-assessments
- Worksheets
- All assignments are graded.
- Do not wait until the last minute to complete homework or study assignments.
- **Technical problems and issues must be addressed using the Connect help system.**

All Connect assignments will be due at 8:00 am on the dates shown in Connect for the assignment. Assignment deadlines will not be extended for any reason.

All LearnSmart Study assignments will close at 8:00 am on the date of the exam covering that chapter.
**Attendance:** Your attendance is expected and encouraged. Preparing for and attending lectures is an important component of the learning process.

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

<table>
<thead>
<tr>
<th>Weight</th>
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| Exam #1 | 100 points  
| Exam #2 | 100 points  
| Exam #3 | 100 points  
| Connect Homework Assignments | 100 points  
| LearnSmart Study Assignments | 50 points  
| Comprehensive Final Exam | 200 points  
| TOTAL POSSIBLE | 650 points  

Grading Scale:

- A = 585 points or more
- B = 520 – 584.99 points
- C = 455 – 519.99 points
- D = 390 – 454.99 points
- F = Less than 390 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.

Connect grades will be calculated as follows: \( \frac{\text{Points Earned}}{\text{Points Available}} \times 100 \)

LearnSmart grades will be calculated as follows: \( \frac{\text{Points Earned}}{\text{Points Available}} \times 50 \)

**THERE IS NO CURVE IN THIS CLASS**

**THERE IS NO EXTRA CREDIT IN THIS CLASS**
Additional Course Policies

1. The standards and requirements set forth in this syllabus may be modified at any
time by the course instructor. Notice of such changes will be by announcement in
class, or by written or email notice, or by changes to this syllabus posted on the
Moodle website for the course (http://moodle.uncc.edu).

2. Students in this course seeking accommodations for disabilities must first consult
with the Office of Disability Services and follow the instructions of that office for
obtaining accommodations.

3. The use of cell phones, beepers, or other communication devices is disruptive and
is therefore prohibited during class. Except in emergencies, those using such
devices must leave the classroom for the remainder of the class period.

4. Students are permitted to use computers during this class for note-taking. Those
using computers during this class for work not related to this class must leave the
classroom for the remainder of the class period.
<table>
<thead>
<tr>
<th>Date</th>
<th>Focus Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Jan. 08</td>
<td>Overview and Introduction to the Course</td>
<td>None</td>
</tr>
<tr>
<td>T Jan. 13</td>
<td>Management and Managing</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>R Jan. 15</td>
<td>Management and Managing</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>T Jan. 20</td>
<td>The Evolution of Management</td>
<td>Chapter 1 Appendix A</td>
</tr>
<tr>
<td>R Jan. 22</td>
<td>The External and Internal Environments</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>T Jan. 27</td>
<td>The External and Internal Environments</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>R Jan. 29</td>
<td>Managerial Decision Making</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>T Feb. 03</td>
<td>Managerial Decision Making</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>R Feb. 05</td>
<td>Planning and Strategic Management</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>T Feb. 10</td>
<td>Planning and Strategic Management</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>R Feb 12</td>
<td>Ethics, Corporate Responsibility, and Sustainability</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>T Feb. 17</td>
<td><strong>Test #1 Chapters 1 – 5 and Appendix A to Chapter 1</strong></td>
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</tr>
<tr>
<td>R Feb. 19</td>
<td>International Management</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>T Feb. 24</td>
<td>Organizational Structure</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>R Feb. 26</td>
<td>Organizational Agility</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>T Mar. 03</td>
<td><strong>Spring Recess: No Classes</strong></td>
<td></td>
</tr>
<tr>
<td>R Mar. 05</td>
<td><strong>Spring Recess: No Classes</strong></td>
<td></td>
</tr>
<tr>
<td>T Mar. 10</td>
<td>Human Resources Management</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>R Mar. 12</td>
<td>Human Resource Management</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>T Mar. 17</td>
<td>Managing the Diverse Workforce</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>R Mar. 19</td>
<td><strong>Test #2 Chapters 6, 8 – 11</strong></td>
<td></td>
</tr>
<tr>
<td>T Mar. 24</td>
<td>Leadership</td>
<td>Chapter 12</td>
</tr>
</tbody>
</table>
R Mar. 26   Leadership   Chapter 12
T Mar. 31   Leadership   Chapter 12
R Apr. 02   Motivation   Chapter 13
T Apr. 07   Motivation   Chapter 13
R Apr. 09   Motivation   Chapter 13
T Apr. 14   Teamwork   Chapter 14
R Apr. 16   Teamwork   Chapter 14
T Apr. 21   Creating and Leading Change   Chapter 18

R Apr. 23   Test #3 Chapters 12 – 14 and 18

T Apr. 28   Course Wrap-up and Final Exam Review

T May 05   Comprehensive Final Examination 11:00 am – 1:30 pm

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.