



MGMT 3140
 Management and Organizational Behavior
 Spring 2020

Instructor: V. Natasha W. Randle, Ph.D., SPHR, SHRM-SCP
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Office Hours: 2:00 pm – 5:00 pm Thursdays (247 Friday)
 Immediately before and after class and other times by appointment

Class Meetings:

Section	Time	Days	Location
002	8:30 am – 9:45 am	Tuesdays/Thursdays	Rowe 161
004	10:00 am – 11:15 am	Tuesdays/Thursdays	Rowe 161

Required Text: Management: Leading & Collaborating in a Competitive World, 13th Edition
 Bateman and Snell. ISBN: 9781259927645

Other Materials: Instructor Articles – access on Canvas
 Wall Street Journal or other Business News Sources

Check Canvas for regular updates of course materials.

This syllabus contains the policies and expectations I have established for MGMT 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.

Course Description

A study of the role of the 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. Prerequisites: ACCT 2121 & 2122; ECON 2101 & 2102, INFO 2130; junior standing.

Course Overview

This course will expose students to management and human behavior concepts to develop effective management skills. Management challenges and opportunities will be explored via varied instructional approaches. Concepts discussed in this course have applicability in all facets of life. Students should

approach this course with an open mind and a willingness to participate in class activities and discussions. Be prepared to R-W-S. **Read. Write. Share.**

Course Objectives

1. Students will develop a basic understanding of the theories and concepts of management.
2. Students will demonstrate a basic ability to apply management theory and concepts to organizational problems.
3. Students will develop the interpersonal, analytical, critical thinking, and decision-making skills required of managers.
4. Students will develop an awareness of current issues and trends in management.

Participation

Quality class participation is imperative to student success. Quality participation is an informed contribution that fits into the flow of activity or conversation while enlightening others about issues and ideas. Your learning experience and accomplishments will be commensurate with your efforts. Being present and prepared each meeting is a significant aspect of participation, both in the classroom and at work. RESPECT is extremely important in this course, as there will be differences of opinion and challenging discussions. Please avoid side conversations and distractions.

Both flipped and interactive lecture approaches will be used in this course. Some content areas will require out-of-class video lectures, quizzes, and assessments that will prepare you for related in-class activities that reinforce learning. Other content areas will include a more traditional in-class interactive lecture.

Poll Everywhere is a polling application that will be used in this course to assess student learning and (during some class periods) to evaluate participation. You must have a Wi-Fi enabled device to be able to use Poll Everywhere. This can be a laptop computer, tablet, or smartphone. If you do not have such a device, you have several options to secure one. The simplest option may be to buy an inexpensive tablet. Another option includes checking out a laptop or tablet from the library on a daily basis.

Visit: <https://www.polleverywhere.com/> to log in with your uncc.edu email address. You may also download the app on your smartphone (<https://www.polleverywhere.com/mobile>). We will log in as a class during the August 20th class meeting. NOTE: Be sure to use the university's Wi-Fi service which is [EduRoam](#) when accessing Poll Everywhere in class.

You must be physically present during class and bring a Wi-Fi enabled device (i.e. smartphone, tablet, laptop) to answer and earn participation points (if given). The questions will focus on the materials covered in the course, and the difficulty level will vary. Students should not convey answers to polling questions to their classmates who are absent from class. Violation of this policy will result in the **loss of all polling points for the semester for any and all offending students**. This behavior represents collusion among students, thus a violation of [UNC Charlotte's Code of Student Academic Integrity](#).

Attendance

Class attendance is a must, as group participation and exercises are an important aspect of the instructional approach. Some tested material will only be disseminated in class. If you must miss class, **consult with a trusted classmate regarding the material missed**. A 5-point final course grade penalty for 4 recorded absences and a letter grade penalty for 5 or more recorded absences during the semester may be applied.

Arrive to class on time. Late arrivals and early departures disrupt to the flow of class. If you must leave early, notify me before the start of class.

No recording of lecture content or classroom discussion is allowed.

Assignments

You may be required to submit written assignments. Professional quality work is expected, and grades will be assigned accordingly. Appropriate citations must be used where appropriate (APA style). All written assignments must be typed using 12-point Times New Roman font with a cover page (unless specified otherwise).

All assignments are due on the dates and times indicated in the assignment instructions and must be turned in on time (at the beginning of the class period) to receive credit for the assignment, even if you are absent during that class meeting. NO late assignments will be accepted.

Note: Special circumstances such as hospitalization or other unusual situations should be discussed with Dr. Randle prior to the missed assignment.

Team Topic Presentation

This course will include a team project and presentation. Students will self-select teams. Three presentation dates are noted in the schedule of classes below. Each student must complete a peer evaluation, which will be used in the calculation of final project/presentation grades. More details about this project and presentation will be discussed in class and posted on Canvas.

Examinations/Quizzes

Quizzes will be administered in class and via Canvas. No makeup quizzes. However, one quiz/participation grade will be dropped. Late arrivals will not be permitted to take class quizzes. Some quizzes will be previously announced, while others will be pop quizzes.

Four exams (including the final exam) will be administered for this course. Dates are noted in the schedule of classes. Exams will include questions related to the chapters being tested as well as questions related to assigned readings, class discussions, assignments, and activities. You are expected to take exams when scheduled. Exams not taken as scheduled will result in a grade of zero unless previous arrangements have been made and approved. You will not be allowed to take an exam if arriving after the exam begins. Please be in place and prepared to take the exam at the beginning of the class period. You are not allowed to leave the room during the testing period. All book bags, personal items, and electronic devices (phones, laptops, tablets, smartwatches, etc.) must be stored along the perimeter of the classroom or under your desk/chair during exams. Extenuating circumstances should be discussed with Dr. Randle. Always bring your UNC Charlotte student ID to exams. It may be required for you to take exams or receive credit.

Course Grade Components	
Exams (4)	70%
Project and Presentation	15%
Participation/Quizzes/Assignments	15%
Total	100%

Grading Scale

A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59 and below

Final course grades are rounded to the nearest whole percentage. For example, 89.5 equals a grade of A, 79.4 equals a grade of C, etc.

Formatting Guidelines for Email Messages

Contact me by email, phone, or in person with questions and requests for assistance. I am here to help! In contacting me, please use the guidelines below.

- **Email Subject Line:** Include name, course/section number, topic. (Example: Jane Parker, MGMT 3140-002, Final Exam Question). For voicemails, state this same information.
- **Be concise:** Clearly indicate your question or the information you need to share with me.
- **Professionalism:** Use professionalism in your emails and voicemails.

I will reply within 24 business hours. Feel free to send a follow-up email if I've not responded in 24 hours. I may have inadvertently overlooked your email.

Code of Student 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. Student violations include:

- A. Cheating. Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- B. Fabrication and Falsification. Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.
- C. Multiple Submission. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.
- D. Plagiarism. Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
- E. Abuse of Academic Materials. Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.
- F. Complicity in Academic Dishonesty. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Examples are presented in the Code. The Code is available from the Dean of Students office or online.

Technology

Only respectful and non-disruptive use of technology is allowed in this class. Students are permitted to use computers during class for note-taking and other class-related work **ONLY**. Those using computers during class for work and activity not related to that class must leave the classroom for the remainder of the class period and will be considered absent for the entire class meeting. The use of cell phones, smartphones, or other mobile communication devices is disruptive and is therefore prohibited during class unless being used for class related activities. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period and will be considered absent for the entire class meeting. I reserve the right to terminate student use of technology in class at any time during the semester if warranted by inappropriate use.

NO earphones or earbuds are to be used during class.

Cell phones, smart phones, smart watches, and other mobile communication devices **MUST** be stored away during exams and quizzes. Any failure to do this will be interpreted as a violation of the UNC Charlotte Code of Student Academic Integrity and will result in disciplinary action.

Accommodations

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please send me your accommodation letter as early as possible. You are encouraged to meet with me to discuss the accommodations outlined in your letter. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 (Fretwell 230).

Reasonable accommodations for students' religious obligations will be made in accordance with University Policy 409, Religious Accommodation for Students. UNC Charlotte authorizes a minimum of two excused absences each academic year for religious observances as required by the faith of a student and provides students the opportunity to make up any missed work.

CAPS

The Center for Counseling at Psychological Services (CAPS) is a department within the Division of Student Affairs with psychologists and social workers available to offer counseling and consultation. For questions or appointments call 704-687-0311 or email caps@uncc.edu. Visit caps.uncc.edu for more information.

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.

Title IX Reporting Obligations

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents UNC Charlotte has staff members trained to support you.

UNC Charlotte employees, including all faculty members, are considered Responsible Employees who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX

Coordinator. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); (2) Student Health Center (studenthealth.uncc.edu, 7-7400); or (3) Center for Wellness Promotion (wellness.uncc.edu, 7-7407). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

Dr. Randle’s Top Ten Tips for Success

1. READ...and then read again. I am here to guide you through management and organizational behavior and answer questions you may have. However, I strongly encourage you to read the syllabus, Canvas, the textbook, and other class materials for understanding first.
2. Check Canvas regularly.
3. Be present always. This means you should physically show up to class and mentally remain engaged.
4. Be prepared. Remember “luck is where preparation meets opportunity.” –*Randy Pausch*
5. R-E-S-P-E-C-T yourself, your classmates, and your instructor.
6. Have and demonstrate integrity.
7. Do NOT cheat!
8. Approach this (and your other classes) as necessary career preparation, not just a grade. Time spent can never be recovered. Make it count.
9. Do not operate beneath your potential.
10. In the words of Ms. Frizzle from the Magic School Bus, “Take chances. Make mistakes. Get Messy.” As we explore and unpack the intricates of interpersonal interactions in the workplace, you may need to think outside of the proverbial box. Creativity and innovation in your approaches will be required of you. Use the unique format of this class to be creative and innovative in your learning. Speak up. Share your thoughts and experiences.

Schedule of Classes (Subject to Change)

Date	Theme/Chapter(s)	Notes
Jan. 9	Introductions Class Overview Syllabus	Write: Complete introductory discussion board post on Canvas no later than Jan. 13 at 11:59 pm.
Jan. 14	Chapter 1: Managing and Performing	Read: Article - What Great Managers Do Read: Article - What Great Managers Do Daily <i>Access articles via Canvas</i>
Jan. 16	Chapter 1: Managing and Performing	
Jan. 21	Chapter 2: The External and Internal Environments	
Jan. 23	Chapter 3: Managerial Decision Making	
Jan. 28	Chapter 3: Managerial Decision Making	Approaching Team Formation
Jan. 29	BCOB CEO Speaker Series at 10:10 am in the Student Union Students are strongly encouraged to register and attend this event	
Jan. 30	Chapter 14: Teamwork	
Feb. 4	Chapter 14: Teamwork	
Feb. 6	Teams and Personality	Complete personality assessments
Feb. 11	Teams and Conflict	Complete conflict instrument
Feb. 13	Exam 1 (Chapters 1, 2, 3, 14, and personality)	
Feb. 18	Chapter 4: Planning and Strategic Management	
Feb. 20	Chapter 4: Planning and Strategic Management	
Feb. 25	Chapter 5: Ethics, Corporate Responsibility, and Sustainability	
Feb. 27	Chapter 5: Ethics, Corporate Responsibility, and Sustainability	
Mar. 3	SPRING BREAK – NO CLASS	
Mar. 5	SPRING BREAK – NO CLASS	
Mar. 10	Chapter 8: Organization Structure	
Mar. 12	Topic Presentations	Teams 1-5
Mar. 16	<i>Last day to withdraw from course (s); grade subject to Withdrawal Policy @ 11:59 pm</i>	
Mar. 17	Chapter 10: Human Resources Management	
Mar. 19	Chapter 10: Human Resources Management	
Mar. 24	Exam 2 (Chapters 4, 5, 8, and 10)	
Mar. 26	Chapter 11: Managing the Diverse Workforce	
Mar. 31	Chapter 11: Managing the Diverse Workforce	
Apr. 2	Topic Presentations	Teams 6-10
Apr. 7	Chapter 12: Leadership	
Apr. 9	Chapter 12: Leadership	
Apr. 14	Chapter 13: Motivating for Performance	
Apr. 16	Chapter 13: Motivating for Performance	
Apr. 21	Topic Presentations	Teams 11-15
Apr. 23	Exam 3 (Chapters 11, 12, and 13)	

Apr. 28	Are You Ready to Manage Others? Last Day of Class	
Apr. 29	Reading Day	
Apr. 30	Day of Remembrance	
Final Exam (Comprehensive) Section 002: May 5, 2020 (8:00am-10:30 am) Section 004: May 7, 2020 (8:00am-10:30 am)		

*** Note: 1.) Additional assignments and readings will be shared in class and on Canvas. 2.) This course schedule may change based on unanticipated events and the pace of course progression and student learning.***