MGMT 3140-004 Management and Organizational Behavior **Fall 2018** **Kane** *8.20.2018 (60))*

Section	Day	Start time	Location
004	MWF	11:15 a.m. *sharp* to 12:05 p.m.	Friday 142

Cheryl L. Kane, M.B.A
Phone: 704-687-7656

Office: 250-D Friday Building
Email: clkane@uncc.edu

Please, call or email me whenever you need assistance.

Professor Kane's Office Hours

Monday & Wednesday & Friday 12:15 - 2:00 p.m.
Monday & Wednesday 4:00-4:45 p.m.

And by appointment

To respect your time and to accommodate your schedule I will return your voice mail and email messages during the semester generally within 24 hours, 7-days a week including weekends while the term is in session.

Please, call on me when you have questions or need assistance.
I am available to help you; please contact me.

Note: Email is effective for short, concrete messages, and closed-ended questions. However, live conversations by phone or in person are the most effective and generally preferred for questions that are more effectively answered with interaction, feedback and clarification of the question. Your calls are always welcome.

Management (MGMT)

A program of study in the Department of Management leads to a Bachelor of Science in Business Administration (B.S.B.A.) degree with a major in Management. This major is designed to teach students to plan, organize, lead, and control business activities to achieve organizational goals through people in both the public and private sectors. Students develop skills in decision making, leadership, communication, motivation, problem solving, teamwork, and ethics.

Students pursuing the management major must select one of two concentrations: Talent Management or Organizational Management. The former concentration is designed for students interested in "the management of human resources or talent," and the latter concentration is designed for students interested in "general or strategic management."

Course Description *UNC Charlotte 2018-2019 Undergraduate Catalog*

A study of the role of a 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.

Prerequisite(s): ACCT 2121 , ACCT 2122 ; ECON 2101 , ECON 2102 , INFO 2130; Junior standing or Senior standing.

Required Text Book – Book only, "Connect" is not required by Mrs. Kane

(You will struggle to pass this class without reading this textbook.)

Management: Leading & Collaborating in a Competitive World, 13th Edition

Thomas S Bateman, Scott A Snell **SBN:** 978-1-259-92764-5 ©2019, Hardcover

This book is available in hardcopy and electronic versions including renting it from: http://aux.uncc.edu/bookstore

COURSE OBJECTIVES

The objectives of the course are to:

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

Be prepared to be able to demonstrate these objectives in class, on teams and recall these in a quiz or on a test

Grade Components	Keep track of your points	Points	% of Grade
Exam I		125	25%
Exam II		125	25%
Exam III (comprehensive)		125	25%
Company reports (one) *		50	10%
Quizzes (4-5, 8-12 questions each)**		50	10%
Professional Contributions & Image*; ***		25	5%
		500	**100%**

* Team evaluation of your participation quality will be included as assessment of this grade component.

Quiz Score

** Only 50 points may be earned for this category; extra points do not carry over to other categories. (To calculate your score in this category, you will take your percent (%) of the total quiz points available and multiply that by 50. Canvas does not always accurately calculate this category correctly for you.)

NOTE: Being able to speak well in public settings is an important skill for a manager. There will be one extra credit opportunity for 10 points toward your quiz scores for attending a Toastmasters meeting; further details will be discussed in class.

*** Simply preparing well for class, participating in class activities, and following the syllabus requirements generally retains the points in this category. Students generally lose points here for not completing assignments on time, chronic tardiness or absences, failing to complete CATME assignments on time, or not following classroom policy as outlined in this syllabus and as expected by the University.

Points (at least)	%	Grade
450	90%	A
400	80%	B
350	70%	C
325	65%	D

Week	**Monday**	**Wednesday**	**Friday**	*8.15.2018*
1 August		22	24	*Read Chapter 1* ***before*** *class on the 24th.*
		Course overview & introductions *Not to be missed!*	Ch 1: Managing & Performing	
2	27	29	31	*Complete CATME by midnight Sept. 4th. Do Keirsey by 7th.*
		Ch 2: External / Internal Environments	Quiz # 1 (Ch 1 & 2)	
3 September	*Labor Day*	5	7	*Team Project explained in class this week; dates for presentations are assigned.*
	No class	www.Keirsey.com Four Sorter Temperament	Ch 14: Teamwork *Teams are revealed today.*	
4	10	12	14	*Everyone must sign the rules.*
			Ch 12: Leadership *Team Rules due*	
5	17	19	21	*Toastmasters extra credit toward quizzes explained this week.*
			Ch 10: Human Resources Management	
6	24	26	28	*Exam starts at beginning of class. Follow syllabus rules for Exams/Quizzes.*
	4 Teams present		**Exam I:** Ch 1, 2, 10, 12, 14 *See syllabus for rules.*	
7 October	1	3	5	
	Ch 4: Planning & Strategic Management			
8	*Fall Break*	10	12	
	No class	Ch 8: Organization Structure	Quiz # 2 (4, 8)	
9	15	17	19	
		Ch 9: Organizational Agility	4 Teams present	
10	22	24	26	
		Ch 5: Ethics, Corporate Responsibility, Sustainability		
11	29	31	2	
	Exam II	Ch 3: Managerial Decision Making		

12	**November**	5	7	9	*Toastmasters due the 9th.*
			Ch 6: International Management	Quiz #3 (3, 6)	
13		12	14	16	
			Ch 16: Managerial Control	4 Teams present	
14		19	*Thanksgiving break*	*Thanksgiving break*	
			No class	*No class*	
15		26	28	30	*Final Exam is cumulative-topics will be announced in class this week.*
		Ch 13: Motivating for Performance		Quiz #4 (13, 16)	
16	**December**	3	5	**7**	
		Review for Final Exam	**Last Class Day** 4 Teams present (Thursday, Dec. 6th is Reading Day)	MGMT 3140-002 8:00 -10:30 a.m. MGMT 3140-004 11:00-a.m.-1:30 p.m.	
17		**10**	**12**		
		MGMT 3260 2:00-4:30	MGMT 3140-003 8:00-10:30 a.m.		

Academic and Academic Calendar Information, in brief *(8.15.2018)*

- MANAGEMENT, TALENT MANAGEMENT CONCENTRATION, B.S.B.A. (Human Resource Management)
  https://catalog.uncc.edu/preview_program.php?catoid=22&poid=5077&returnto=1743
- MANAGEMENT, ORGANIZATIONAL MANAGEMENT CONCENTRATION, B.S.B.A.
  https://catalog.uncc.edu/preview_program.php?catoid=22&poid=5078&returnto=1743

August 27, 2018 Last day to register, add, drop with no grade via the web*

October 8, 2018 Unsatisfactory Grade emails sent to students

October 22, 2018 Last day to withdraw from course (s); grade subject to Withdrawal Policy*

December 1, 2018 Optional Reschedule Date for Possible Class Interruptions

December 5, 2018 Last day of classes

December 6, 2018 Reading Day

How we manage our class: Class policies, practices, and other helpful information

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

This syllabus as a guide is subject to change. Changes will be announced in class. You are responsible for material covered in class.

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 course website in Canvas.

Note to my students: INSTRUCTOR PHILOSOPHY

This course material is a beneficial support to your academic endeavors and may be a prerequisite for other courses-perhaps in your major. In it we will build a body of knowledge that is needed to support those courses, and your general understanding of how businesses works, how organizations function-historically and currently. My hope is the way this course is put together, along with your engaged interaction in class, the topics will come alive, stimulate your thinking, and deepen your knowledge.

My goal is to help you achieve life-long learning in this course. I am here to be a resource to you. I will come to each session prepared to offer you relevant material that will help you to be a clear and effective problem solver. With your help and positive participation, we will create a professional learning environment in the classroom where everyone is respected and ideas lead to meaningful discussions that will offer you valuable insight to the issues that face today's managers.

FAIR ACCESSIBLE CLASSROOM COMMUNICATION PROCESS

Faculty are responsible for the management of the classroom. My efforts are intended to allow our classroom to thoughtfully stimulate your thinking and inclusively energize everyone's participation in discussions including respectful differences of opinions. This means keeping the environment free of rudeness, incivility, and disruption. Our conversations should be relevant to the course and University experiences, respectful of class time limits, offer high quality ideas and expressions, and equitable opportunities for everyone,-all done in an orderly fashion.

Whew! That is a lot to balance in a large class. Which is why I ask students to make and use name cards, and generally expect students to raise their hands to be called upon during discussions. And it is why I'll sometimes ask students who frequently participate to wait to respond until we've tried to get a variety of students to participate, too. It is a way to encourage both introverts and extroverts in participative learning.

READ YOUR TEXT BOOKS!

You would not buy a full tank of gas for your automobile and then drive away only having put 50% of it in your automobile. Don't leave valuable education you purchased in the form of tuition paid, frivoled away. Read (not skim) your assignment well in advance of the class so you can follow, be meaningfully engaged, participate and learn for a lifetime. If you only attend lectures without reading, skim the reading material or wait until after the lecture you are leaving value you paid for unused -value you paid for in tuition and interest, too, if you are using student loans to pay for your education. A prudent student knows employers aren't going to let you look everything up on-line for each decision you face and projects they assign you on the job; they will expect you to bring knowledge, wisdom and effective skills to the workplace. If you leave that knowledge untapped while you are in college you have paid dearly for something you did not access and will not be able to use-and the student sitting beside you who did, will be more competitive than you in the workplace.

NETWORK WITH YOUR PEERS

In this classroom there will be people with amazing experiences in life, knowledge about countries and nations and topics you presently know nothing about, and skills and abilities you can learn from. And all of this is just sitting in a

chair next to you; but you will never be able to access this added-value to your course topic if you don't get to know your classmates. I will promote activities in class that will help 'break the ice' but it is really up to each of you to make the time in my class a fully enriching experience. Make each class day count: talk to your neighbor and move around the class during the semester. Introduce yourself to other students, get to know them, and let them get to know you. In the global workplace you will soon become a part of you will be glad you learned networking skills and the added understanding it offers you.

READ ASSIGNMENTS BEFORE CLASS

If you do not understand concepts in the readings, please ask questions in class or contact the instructor. Reading material prior to class will allow you to absorb much more meaning from your time in class, and more value from the course overall as you prepare for your career.

Read the syllabus all the way through, and before you leave each class in preparation for the next week; it will help you identify questions you may have that will assist you in understanding how to plan well.

STUDENT WORK LOAD FOR THIS COURSE

This three (3) credit course requires three (3) hours of classroom or direct faculty instruction and six to nine (6 to 9) hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: required reading, library research, written assignments, group projects, and studying for quizzes and exams.

YOUR POSITIVE PARTICIPATION

Your positive participation in class is welcome, anticipated and expected. Attending class is expected, and completing the assignments can create a base of knowledge for you to draw from for years. A significant amount of learning will occur from class discussions and information disseminated in class. Missing class will mean you miss vital information. This is a course where you can build skills to help you to be successful in your college career and in your professional pursuits.

ORDERLY AND PRODUCTIVE 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.

DISABILITY

If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services in the beginning of the semester. (Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.) For more information regarding accommodations, please contact the Office of Disability Services at 704-687-4355 or stop by their office in 230 Fretwell.

DIVERSITY AND INCLUSION

This is a learning environment in which differing opinions are often based on differing experiences, upbringing and beliefs. We can learn from each other as you prepare to be part of a global workforce; take advantage now in the classroom on in your campus experience to see all sides of an issue, meet all types of people, even if it means you must move out of your comfort zone to do so. Sometimes the best way to do this is to listen rather than speak, open your mind, observe, and consider all that you can absorb.

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.

NON-DISCRIMINATION IN THE CLASSROOM

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

SEXUAL HARASSMENT IS PROHIBITED IN ALL COMMUNICATIONS

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (https://legal.uncc.edu/policies/up-502) and the policy on Responsible Use of University Computing and Electronic Communication Resources (https://legal.uncc.edu/policies/up-307). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards. *(1.3.2018)*

TITLE IX REPORTING OBLIGATIONS

Re: incidents of sexual harassment, sexual assault, dating violence, domestic violence, or stalking:

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, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware that many 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.

PREFERRED GENDER PRONOUN

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

HATS

No hats please, except for religious or medical purposes. Professional business etiquette applies to our classroom.

TOBACCO POLICY

No tobacco or tools, or electronic cigarettes are to be used in class. Electronic cigarettes are to be placed in bags separate from your person for safety, NOT in your pants or on the desk.

NO LAPTOP, NOTEBOOK COMUTER CORDS

To create a safe environment for everyone, laptop computers must be run on batteries or plugged directly into an outlet at the student's immediate seat location without crossing any walking path. Plan to rely on a battery for your laptops. No electrical cords may be placed in any walkway or walking path at any time in our classroom.

TAKE NOTES BY HAND FOR BETTER COMPREHENSION

Take Notes by Hand for Better Long-Term Comprehension: Studies show this is true:
Source: http://www.psychologicalscience.org/index.php/news/releases/take-notes-by-hand-for-better-long-term-comprehension.html#

Abstract: "Taking notes on laptops rather than in longhand is increasingly common. Many researchers have suggested that laptop note taking is less effective than longhand note taking for learning. Prior studies have primarily focused on students' capacity for multitasking and distraction when using laptops. The present research suggests that even when laptops are used solely to take notes, they may still be impairing learning because their use results in shallower processing. In three studies, we found that students who took notes on laptops performed worse on conceptual questions than students who took notes longhand. We show that whereas taking more notes can be beneficial, laptop note takers' tendency to transcribe lectures verbatim rather than processing information and reframing it in their own words is detrimental to learning."
Abstract: http://pss.sagepub.com/content/early/2014/04/22/0956797614524581.abstract

I prefer you take notes by hand given research and my experience with students' performance levels. Students using a computer and the professor must be able to interact visually unencumbered by the computer screen. Should the professor feel the student is not using the computer for note taking, is disrupting others by their computer use, or if the student is not effectively participating in class processes, the student will be asked to cease their use of the computer up to and including complete elimination of the computer for the remainder of the semester (this will also result in a reduced Professional Image grade). In our class, appropriate computer use is allowed but is subject to being disallowed.

COMPUTER USE

Students are permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period.

CELL PHONE, AND ALL PERSONAL ELECTRONIC COMMUNICATION DEVICE ALERT

The use of cell phones, smart phones, or other mobile 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.

Turn off and remove cell phones and other personal electronic devices (PED) from view during class. Just as it is your responsibility to safely and legally park your automobile for safekeeping during the time you are in class, the same is expected of the care you extend toward your cell phones and PEDs. If your cell phone or PED makes an audible noise during class it is considered by this instructor to be an avoidable, disrespectful disruption. NEVER answer your cell phone in this class. If you feel extenuating circumstances create a special exception for you, see the instructor before class time. Rare (advance) exceptions may be made. Minimum punishment for ringing cell phones: Reduced professionalism grade and/or dismissal for the rest of the class period. Maximum: Phone confiscation.

FORMAT EMAILS AND LABEL ELECTRONIC FILES CORRECTLY

Format Your Email messages, please: Help me reply to you quickly, by understanding the purpose of your communication. Use a clear subject line, proper grammar and punctuation in your messages so I may best help you, fast. (Text messaging codes are not acceptable.) Also remember, being courteous helps you be understood. Here are examples:

Email Subject Line Course/section number, topic (Example: MGMT3260 Case 1)

Formal Grammar Professional, formal grammar, spelling and punctuation is expected in all email messages to reflect the professionalism you will be expected to demonstrate in your career.

Signature Block Your email signature block should be helpful to others trying to contact you.

It is suggested you consider including information such as: Name, Email Address, Phone number.

Attached Files

File name: Electronic *files* must be named in the following format in order to receive credit:

Assignment name YourLastname YourFirstname (or team members' last names)

Example: **Case 1 Kane Cheryl**

Electronic Copy (ec) versions will only be accepted in Microsoft WORD®, Excel® or PowerPoint®.

NOTE: Good communication habits formed while at the Belk College of Business will help you distinguish yourself among your peers in the business world.

EXPECT ME TO REPLY IN 24 HOURS

Expect a reply from the instructor within 24 hours to voice mails and emails. If you don't, it may mean it was not received or was accidently missed. Please, re-contact me and bring this to my attention.

LATE WORK

Assignments are due at the start of class. Late homework is not graded (exception: a documented excused absence). Late major assignments will be accepted with the following consequences: A deduction of 25% per day from the final grade (items turned in after the start of class on the due date is counted as late).

MAKE UP EXAMS OR QUIZZES

There are generally no makeup exams or quizzes (unless you have a documented excused absence from the Dean of Students).

EXAM AND QUIZ DAY

Late arrivals will not be admitted once the exam period has started. Come prepared to sit for the entire exam without leaving during the exam. All book bags and electronic devices are to be placed at the perimeter of the room, not at your seat. Be fully in place with book bags at the perimeter of the room and ready to start the exam at the start of Exam day class period.

ACADEMIC INTEGRITY http://unccdso.uncc.edu/org/officeofstudentconduct/Integrity

I will hold you to as high an academic standard as the University policies allow.

- Do not cheat in my class; the consequence/punishment will be severe.
- Do not allow others to cheat in my classes- they diminish the value of your degree. Report it.
- Do not submit others' material cited as your own (or not cited); the punishment will be as severe as allowed.
- Do not accept team members' work if you do not fully believe it to be their work; the punishment will be severe for the whole team.
- During an exam if you have a question, raise your hand for me to assist you. DO NOT DISCUSS ANYTHING WITH ANYONE EXCEPT ME DURING AN EXAM. IF YOU DO, THE CONSEQUENCES ON YOUR GRADE CAN BE SEVERE.

Students are responsible to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity. https://legal.uncc.edu/policies/up-407

This code forbids cheating, fabrication or falsification of information, multiple submissions 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 the course include a judgment that the student's work 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 UNC Charlotte. **The normal penalty for a first offense is zero credit on the work involved and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to F.** Copies of the code can be obtained from the Dean of Students Office. Standards of academic integrity will be enforced in this course.

The following are considered violations of the Code:

1. Use of any calculator except a 4-function calculator during quizzes or exams.
2. Use of a cell phone or any programmable device during quizzes or exams, or any time while quizzes or exams are in your possession.
3. Not having all notes put away, completely out of sight, during all quizzes and exams. (If notes are not put away, it will be **assumed** that the student intentionally kept the notes out with the intent of using them on the quiz or exam.)
4. Copying your or another student's answers from any current semester course assignment.
5. Copying your or another student's answers from any previous course assignment for this course.
6. Collaborating on any take-home assignments, cases or quizzes with anyone other than the instructor and the Writing Resource Center staff or other UNC Charlotte learning center staff.
7. Having or allowing another student to complete any on-line assignment.
8. Using a secondary on-line source for answers to assignments, cases, quizzes or exams.
9. Each group for the semester group project should work independently of all other groups.
10. Collaboration with other groups is not permitted.
11. Allowing another student to copy your work/quiz answers/exam answers - this is called "complicity" and makes you an accomplice.
12. Removing an exam from the classroom or attempting to copy the exam questions.
13. Not reporting another student that you know is cheating – another type of complicity.
14. Any other act of dishonesty.

Students are expected to report cases of academic dishonesty to the instructor.

WARNING: KNOW WHAT PLAGIARISM IS, AND AVOID IT

Each semester it seems students incur the penalty of an "F" on a major assignment grade and become subject to a grade of "F" in my courses as a result of simple sloppy and/or careless note taking and report writing. Slothfulness during research in absolutely no way resolves you from the factual outcome of plagiarism: submitting someone else's work as your own. Insufficient citation, egregious paraphrasing, and cutting and pasting of electronic information cited but submitted without quotation marks all make you subject to severe penalties on both your work in my class and on your academic records. Don't waste your time being sloppy, careless, or attempting to be clever in slacker-like paraphrasing; it will cost you too dearly in points, course grade, and your damaged reputation.

Anything you produce had better be your own material, or be properly cited. This includes anything you turn in: PowerPoint presentations, oral presentations, homework and written reports.

When conducting research for assignments use care to document your sources accurately. Particularly during electronic searches if you "cut and paste" information that later is turned in as your own work you have committed a violation of the UNCC Honor Code. Use care and take steps to ensure that the work you turn in is your own, not that of others. Cite your sources using APA format. **Violators will be charged according to the UNCC Honor Code.**

Other sources for clarification and instruction: http://copyright.uncc.edu
http://copyright.uncc.edu/students/copyright_or_plagiarism.php

PREVENT ACADEMIC INTEGRITY VIOLATIONS, INCLUDING PLAGIARISM

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: https://legal.uncc.edu/policies/up-407 (1.3.2018)

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

NOTE: See below for suggested syllabus policies addressing the use of plagiarism detection services.

UNIVERSITY POLICY ON COURSE WITHDRAWLS

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. https://provost.uncc.edu/withdrawals (1.3.2018)

FINAL GRADES

Final grades will be posted on the UNC Charlotte web site (www.uncc.edu). Final exam scores are often not available until the next semester starts, due to time constraints in getting final grades posted at the end of the semester.

RELIGIOUS ACCOMMODATION

UNC Charlotte's Religious Accommodation Policy will be respected and adhered to**: "**UNC Charlotte must authorize a minimum of two excused absences each academic year for religious observances required by the faith of a student. UNC Charlotte must provide students the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. A "Request for Religious Observances" form that must be filled out by a requesting student and submitted to the instructor for approval prior to the census date for that semester. Please refer to: http://legal.uncc.edu/policies/ps-134.html."

GRADING, SCORING CRITERIA

Grading criteria for oral and written assignments, class participation and professional contribution and image are multifaceted. Always proofread and edit your assignments before turning them in. Prevent the unnecessary loss of points by reading your work aloud; it may help you catch errors which will save you valuable points. Your work will be graded on multiple criteria including but not limited to:

- following instructions
- content and completeness
- organization (direct/indirect style)
- grammar and spelling accuracy
- format requirements
- thoughtful application of knowledge
- creative originality fit to the assignment
- subject/verb agreement, appropriate tone, correct punctuation, conciseness, clarity of the message
- sentence/paragraph length, coherence, word choice, active/passive voice, parallelism, transitions
- not using awkward phrases, euphemisms, dangling expressions; avoiding ambiguity

IDENTIFICATION

Always bring your UNC Charlotte student ID to exams. It may be required to be allowed to take exams or receive credit.

FINAL EXAM SCHEDULE

UNC Charlotte's Policy is at: http://www.registrar.uncc.edu/calendars/exam.htm. We follow it. Alternative arrangements should not be expected to be made for personal reasons-the final exam period has been established on the 5-Year Academic Calendar.

EARLY ALERT, MID TERM GRADES

The UNC Charlotte Provost requires faculty to post mid-term grades that are unsatisfactory at the midterm point in the semester. Our Exam I will likely be the only score available at this date; if it is lower than a 'C' grade I will be required to post it, which will generate a letter to you regarding your grade. I will follow university policy regarding this issue.

QUIZZES

These may or may not be announced in advance. The material covered in them will be the reading material assigned for the class period in which the quiz is given and material covered since the last quiz. The format of questions will include true/false, multiple choice and/or short answer. No makeup quizzes will be given without an excused absence from the Dean of Students' office.

OVERVIEW: QUIZ & EXAM RULES

- Students are not allowed to leave the room during the testing period. If you must your exam will be collected and not returned for completion.
- Be fully prepared to take the exam at the start of class: writing tools, tissues, or other things you need during the exam must be out and visible prior to the start of testing. If you access your book bag or pockets during the exam you may become subject to being charged with attempting to (cheat).
- Keep your eyes on your exam – if the instructor believes you are viewing or attempting to view others' exams you are subject to charges of cheating.
- You are responsible for your exam-keep it protected from the view of others at all times.
- If you have a questions during the testing period raise your hand-do not get out of your seat.

HOMEWORK ASSIGNMENTS

The assignments to be handed in **must be typed** in order to receive credit and will be due at the beginning of the class period. There will be a few alternative assignments to homework announced in class; they will involve attending events on campus or in the community; these will not work for everyone, they are only an option that may or may not work for you.

TEAM PROJECT (when part of the course)

Teams are generally selected of your own accord. Research using professional journals and current credible business literature will be required. The final product will include a high quality short paper (content) and a team presentation with a handout and visual aids for the class. Further instructions will be given in class.

TAPE RECORDING IS NOT ALLOWED

Tape recording is not allowed in this class to respect the privacy of all in attendance and to encourage engaged interaction. (Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.)

EXAM AND QUIZ RULES (not all inclusive): Be on time to avoid forfeiting the opportunity to take the exam.

- If you have a question during the exam raise your hand and the instructor will come to you. DO NOT LEAVE YOUR DESK. If you leave your desk your exam is likely to be taken up and not returned to you for completion.
- You should plan NOT to have to leave to use the restroom until the examination is complete.
- Hats must be removed accept for religious accommodation.
- No electronic devices are allowed during an exam: No multiple function watches, cell phones, etc. are allowed during the exam; leave these in your personal belongings under the desk.

- If a calculator is needed during the exam it should be of the simplest kind: no/limited memory, NO internet capacity, and prior approval is needed by the professor 24 hours in advance of the exam. NO approvals will be granted less than 20 minutes before the exam.
- It is your responsibility to make every effort to protect your answers from the view of others.

WEATHER

Weather: POLICY STATEMENT #13: CAMPUS OPERATION IN ADVERSE WEATHER ORDURING OTHER UNUSUAL CONDITIONS: The University will operate on its normal schedules unless the Chancellor (or the Vice Chancellor delegate as described herein) publicly announces otherwise. Students, faculty members, and other employees will observe normal schedules unless the University is closed or classes are cancelled by such announcement. When no formal announcement has been made that the University will be closed or classes cancelled, but an individual student, faculty member, or other employee determines that observing the normal schedule would require hazardous travel, and acts on that determination, the following policies shall apply: a. Students may be allowed to make up the absences, at the discretion of the instructor;
The University Police and Public Safety will be notified to activate a recorded message for inquiries regarding the status of campus weather conditions. Telephone number **704/687-2877**; local media sources for closing information is posted on the website cited earlier in this section*. (The entire weather policy and related media sources for information is available at:* **http://www.legal.uncc.edu/policies/ps-13.html***)*

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.

STUDENT ABSENTEEISM OR TARDINESS

Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Class Absence(s): The authority to excuse a student's class absence(s) and to grant a student an academic accommodation (turn in a late assignment(s), provide extra time on an assignment, reschedule an exam(s) etc.) sits with the individual instructor. Students are encouraged to work directly with me regarding their absence(s). Note: The Dean of Students Office can assist faculty members in the verification a student's class absence(s) for documented situation related to medical, psychological, personal crisis, or military absences.

COPYRIGHT OWNERSHIP OF COURSE MATERIALS

"My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. The textbook authors and publishers own the copyrights to their materials. I encourage you to take notes and make copies of course materials for your own educational use.

However, <u>you may not</u>, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly in any way (email, web site, and photocopy as examples) without the owner's express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission."

Resources available to you,
free of further cost *(your tuition & fees paid for these services; use them often to gain value from them.)*

University Center for Academic Excellence: At, https://ucae.uncc.edu/ ,or Colvard 2300, you will find, "The UCAE consists of six units working in conjunction to attain a singular objective - to provide services, programs, materials, and academic support for students in order to satisfy, retain, and graduate them. Our units are: Tutorial Services, Supplemental Instruction, Building Educational Strengths & Talents (B.E.S.T.), Structured Study Groups, The Learning Lab, and Students Obtaining Success (S.O.S.)."

UNC Charlotte Writing Resource Center: At, https://writing.uncc.edu/writing-resources-center and you will find, "**Mission:** Based on the view that knowledge is fundamentally social, the WRC fosters an environment of active, collaborative learning outside the classroom. The WRC provides one-to-one writing instruction to students, faculty, and staff from first-year to graduate in any discipline. Our goal is not to fix papers, but to develop better writers.**"**

Counseling Center at UNC Charlotte: At, https://caps.uncc.edu/ *now located in the Christine F. Price Center for Counseling and Psychological Services next to the Student Health Center,* the Counseling Center, "supports the academic, personal, and interpersonal development of UNC Charlotte students by providing short-term individual and group counseling, psychological assessment, consultation for faculty, staff, parents, and students, and educational programs to the campus community." And they "assist students with concerns of a personal nature by helping them develop better coping strategies, resolve conflicts and handle crisis situations. Typical concerns are depression, anxiety and stress, relationship issues, identity development, substance use problems, eating and body image issues."

J. Murrey Atkins Library. *Business Librarian:* **Mrs. Nicole Spoor** E-mail: dspoor1@uncc.edu
Phone: 704-687-1163 Office: Atkins 138 E

Office of Disability Services. The Office of Disability Services (DS) is responsible for ensuring access to academic programs and campus facilities for individuals with disabilities. Registration with DS is required for students who wish to receive accommodations. Registration is simple. Learn more about utilizing the support of the Office of Disability Services at: The Office of Disability Services is part of Academic Services. Academic Services at UNC Charlotte enriches the academic community by offering a broad range of initiatives promoting student success, ensuring access, and enhancing the educational experience of all students.
Students or visitors to campus who need accommodations for a public campus event should contact the Office of Disability Services.
http://ds.uncc.edu/ .

Veteran Student Services Office. The mission of the Veteran Student Services Office is the successful transition and retention of veteran students through outreach and advocacy. The Veteran Student Services Office strives to be a one-stop-shop for students utilizing Veterans Affairs benefits and any student with prior US Military service. The combining of the tactical responsibilities of the VA certification process with the strategic initiatives related to academic and individual support, advances UNC Charlotte's historical, and present-day, commitment to our military veterans. UNC Charlotte veterans are served by the Veterans Student Services Office (VSSO) in Barnard 103. The VSSO is part of the Dean of Students Office and joins the Veterans Affairs certification process and the outreach and advocacy functions conducted by the Dean of Students Office. Across the hall from Veteran Student Services is the Veterans Lounge in Barnard 108.
http://unccdso.orgsync.com/org/veteranstudentservices

What is NinerCare? https://ninercare.uncc.edu/

NinerCare is a network designed to bring together information in order to identify students who have demonstrated behavior of concern to members of the UNC Charlotte community. This network also allows UNC Charlotte staff and faculty to investigate and then determine if an identified student poses a potential threat to self, others, or the UNC Charlotte community. *NinerCare* helps to develop an objective, coordinated action plan to collect information, assist the student and protect the University community.

How Do I Tell Someone?

- If a student exhibits behavior that indicates an IMMEDIATE DANGER to self or others, call 911 or UNC Charlotte Police and Public Safety at 704-687-2200.
- If a student exhibits disturbing behavior or is disruptive, contact the Dean of Students Office at incidentreport.uncc.edu or 704-687-0345.
- If a student is exhibiting behavior that suggests psychological problems and you seek guidance on how to understand or respond to the behavior, contact the Counseling Center at 704-687-0311.

Professional Contributions and Image (personal conduct) Grade:

CATEGORY/ Points:	**5 Examples**	**3 Examples**	**1 Examples**	**0 Examples**
Respect for Others *Ability to work well with others* *Social skills*	All statements, responses, actions and/or behaviors were respectful and were in appropriate language. Professionalism at its best.	Statements, responses, actions and/or behaviors were respectful and used appropriate language, but professionalism could be polished.	Most statements, responses, actions and/or behaviors were respectful and in appropriate language, but professionalism needs some work.	Statements, responses, actions and/or behaviors displayed disrespect, sarcasm or belittled classmates and/or professor.
Preparedness *Motivation, drive* *Contribution beyond expected responsibilities*	It was clearly evident to the professor that the student was prepared via assigned reading material, thoughtful discussion and/or level of questioning. If an excused absence was necessary the student accepted responsibility to catch up with work.	The professor suspects the student has prepared for class, though the student has not made it evident. The student can answer questions and/or make reference to material read, if called on. Work was not exemplary and/or student did not take responsibility for material and work missed during his/her absence.	The student may be prepared but professor cannot tell due to low participation. Work was late or low in quality. Low attendance created impression student was not prepared.	The student is often clearly unprepared, or is simply absent. Student was missing in action with no communication with the professor
Listening Skills	Student listens when others talk, both in groups and in class. Student incorporates or builds off of the ideas of others	Student listens when others talk, both in groups and/or in class lecture. (Hiding behind a computer screen may impact this score)	Student does not listen when others talk, in groups and/or in class lecture. (Hiding behind a computer screen may impact this score)	Student does not listen when others talk, in groups and/or in class. Student often interrupts when others speak. (Hiding behind a computer screen may impact this score)
Quality of Work *Perseverance* *Initiative* *Creativity* *Ethical sensitivity*	Provides work of the highest quality that reflects this student's best effort; student takes pride in the outcome.	Provides high quality work that often reflects this student's best effort. Usually takes pride in the outcome.	Provides work that occasionally needs to be checked or redone. Work reflects some effort.	Provides work that usually needs to be checked or redone. Work reflects very little effort
Promptness *Time management*	Student is always prompt in arriving to class, and in completing assignments.	Student is late to class once every two weeks and/or is tardy in completing assignments.	Student is late to class more than once every two weeks and/or is chronically tardy in completing assignments.	Student is chronically late for class and/or in completing assignments.

NOTE: * The evaluations from your team members regarding your efforts on the Team Project will play your professional image score, too.