

MGMT 3140 - 005
Management & Organizational Behavior
Spring 2020

<i>Instructor</i>	<i>Email</i>	<i>Telephone</i>	<i>Office Location</i>	<i>Office Hours</i>
Dr. Daryl L. Kerr	dlkerr@uncc.edu	704-687-7654	FRI 344-B	<i>7:30–8:15 am, 4:00–4:30 pm; Others by appointment</i>

Classes	MGMT 3140-005	TR	8:30 – 9:45 am	Friday 132
	BUSN 1101-002	TR	10:00 – 11:15 am	Friday 128
	COMM 3160-H01	TR	1:00 – 2:15 pm	Friday 386
	COMM 3160-H02	TR	2:30 – 3:45 pm	Friday 386

Textbook *Management: Leading & Collaborating in a Competitive World* by Thomas S. Bateman, Scott S. Snell and Robert Konopaske, 13th edition, 2019, McGraw-Hill (ISBN13: 9781259927645) or the 12th edition, 2017, McGraw-Hill (ISBN13: 9781259546945)

Course Description **MGMT 3140. Management and Organizational Behavior.** (3) Prerequisites: ACCT 2121, 2122; ECON 2101, 2102; INFO 2130; junior or senior standing. 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.

- Objectives** Objectives of the course include...
- Develop a basic understanding of the theories and concepts of management
 - Demonstrate the ability to apply management theory and concepts to business problems
 - Develop the basic interpersonal, analytical, critical thinking, teamwork, and decision-making skills required of managers
 - Develop an awareness of current issues and trends in management

Exams and Assignments

Exam # 1	15%
Exam # 2	15%
Exam # 3	15%
Exam # 4	15%
Team Progress Exercises	10%
Team Project Report	20%
Attendance & Participation	10%
Grading Scale: A = 90 – 100; B = 80 – 89.99; C = 70 – 79.99; D = 60 – 69.99; F = 0 – 59.99	

Student Expectations:

1. Prior to Attending Class
 - a. Read the assigned chapters from the textbook prior to the date listed on this syllabus.
 - b. Take notes on the chapter readings prior to attending class. Studies indicate that students who do this will learn and retain the information more effectively. In addition, you will have an easier time recording additional notes in class and participating in the discussion. Taking notes is not writing down every written or spoken word, but maximizing your understanding of key concepts and examples.

We will not have time to cover all of the information in each chapter in class. However, you are responsible for all assigned material, whether or not it is discussed in class.

2. During Class

- a. Please be sure to silence and put away your phones before class begins. Computers are allowed in class but only for taking notes.
- b. Class time is used for (a) reinforcing important concepts from the textbook, (b) providing new information not found in the textbook, and (c) serving as a forum for you to seek further clarification from the professor.
 - i. Attendance: According to the "Classroom Policies and Attendance" section in the *UNC Charlotte Undergraduate Catalog*, "Each instructor determines the classroom policies (including attendance regulations) for his or her courses. In general, students are expected to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus, especially when attendance is part of the grading criteria for the class... Absences from class may be excused by the instructor for such reasons as personal illness 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 for religious holidays fall under University Policy 409, Religious Accommodation for Students; please visit <https://legal.uncc.edu/-policies/up-409> for more information."
 - ii. The classroom policies for attendance and participation in MGMT 3140 include...
 - a. You should attend every class to get the most benefit from your college education. You assume full responsibility for material covered and assignments given during a missed class. Please contact a fellow student in class to obtain notes or to find out details regarding assignments given on days you are absent.
 - b. Please do not arrive late or leave early from class. In addition, please do not leave and return to the classroom during class time. This is very distracting to the learning environment and it is unprofessional and disrespectful to the professor and to your fellow students. This behavior will lower your attendance and participation grade by five points for each instance.
 - c. In this course, attendance and participation is worth 10 % of your final grade. Aspects of attendance and participation include: (a) preparation for class (completed readings and notes on readings), (b) being on time to class, (c) attentiveness in class, (d) responding in a professional manner to questions and comments from the professor, and (e) remaining in class from the beginning until the end of the session.
 - d. The following points will be taken off your Attendance and Participation grade:
 - - 2 points for each day you are late
 - - 4 points for each day you are absent
 - - 5 points for every occurrence of inappropriate behavior (using your phone, using your computer for something other than taking notes, talking, sleeping, leaving the room during class time, re-entering the room after you have left the room, and other examples of not paying attention or distracting behavior during class time)
 - e. Note that excessive tardiness, inattentiveness, leaving and returning to the classroom, and other distracting behaviors during class may result in a doubling of these points.
 - iii. Professional Behavior - Throughout your college experience, you will meet many professors, staff members, administrators, guest speakers, and other students in class and on campus. Our expectation is that you will conduct yourself as aspiring business professionals who respectfully interact with these individuals. In class, you should respectfully listen to, and engage with professors, classmates, and guest speakers without having side conversations. Failure to use professional behavior in class will result in points deducted from your final course average, as well as potentially being asked to leave class.

3. Late Assignments

- a. Team Exercises and the final Team Project Report are due at the beginning of class. Late assignments will be accepted but with the following consequences.
 - After assignments are taken up at the beginning of class - 5 points
 - After class, but by 5:00 pm on the due date - 10 points
 - One day late, by 5:00 pm - 20 points
 - Each additional day late, by 5:00 pm - 20 points per day

4. Exams

- a. Please prepare for exams early. Ask questions and participate in class throughout the semester. Examine your understanding of the material by using the *Key Terms* and *Retaining What You Learned* found at the end of each chapter in the text. Still need help? Form a study group of your classmates and begin studying for the exam at least one week prior to the exam date.
- b. The format for the exams is true false and multiple choice. Please come prepared for the exams with two # 2 pencils. Late admittance to exams may not be permitted. If you are unable to attend a scheduled exam, please contact the professor before the exam and present documentation of a valid *medical emergency* in order to obtain permission to make up a missed exam. Note that it has to be a medical “emergency” to miss an exam. Make-up exams may be in multiple-choice and short-answer format.
- c. Please display proper conduct during exams, that is (1) switch all electronic devices to the “off” position, (2) maintain a clear workspace (no personal belongings near desktop), (3) keep your eyes on your exam booklet and answer form, and (4) cover your answers to prevent others from viewing your work. All hats must be removed or turned backwards. Once the exam begins, please do not leave the classroom and return. Be sure to take care of any personal needs before the exam begins. All exam materials are collected by the end of the class.

5. Office Hours

- a. If you are having difficulty with this course or need additional help, please meet with me during office hours. My office hours are listed on page one of this syllabus. If you are unable to meet during these days and times, please let me know and I will arrange another convenient time for both of us.

6. Communication with Dr. Kerr

- a. My preferred method of communication outside of class time and office hours is email. Proper email etiquette begins with a clear, direct subject heading to include your class name, with appropriate section number, and purpose of the email (e.g. MGMT 3140-005, Questions about Chapter 2). An appropriate salutation should be included in the body of the message, followed by a colon, i.e. Dr. Kerr: Email messages should be written with appropriate content, style, grammar, spelling, punctuation, and tone.

UNC Charlotte Email: You should check your UNC Charlotte email account on a daily basis. This is how the University, the Niblock Student Center, and professors communicate with you other than in class.

Canvas: UNC Charlotte utilizes “Canvas” as its Learning Management System (LMS). A LMS is a way to simplify teaching and learning by connecting all the digital tools professors use in one easy place. Be sure to read any weekly announcements and check Canvas for important information and updates about the course. Canvas is also the central hub for posting assignments and handouts. For more information on Canvas, please visit canvas.uncc.edu. If you have any technical questions or problems, contact UNC Charlotte Information and Technology Services at 704-687-5500 or itservices.uncc.edu.

Honor Code: Students are expected to know and abide by the UNC Charlotte “Code of Student Academic Integrity” as described at legal.uncc.edu/policies/up-407, and the “Noble Niner UNC Charlotte Honor Code” at [3](http://studentaffairs-</p></div><div data-bbox=)

.uncc.edu/-niner-code. Students found in violation of either code may be subject to failure of the assignment, exam, and/or the course.

Diversity Statement: 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.

Disability Services: UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide an email or letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

Syllabus Modification: The standards, requirements, dates and topics set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class and via email.

MGMT 3140-005: Management and Organizational Behavior

Note: Class information printed in regular font; **exams & team meetings in bold**, and *University information in italics*.

	TOPIC		TEXT READING
W	1/8	<i>First Day of Classes</i>	
R	1/9	Welcome and Review Course Syllabus Student Information Form & Introductions	
T	1/14	Managing and Performing	Chpt. 1
W	1/15	<i>Payment due date / 2nd Cancellation for Non-Payment</i> <i>Last Day to Add, Drop a Course with No Grade @ 11:59 pm</i> <i>Last Day to Submit Grade Replacement Request @ 11:59 pm</i>	
R	1/16	Managing and Performing (continued)	
M	1/20	<i>University Closed – Dr. Martin Luther King, Jr. Day</i>	
T	2/21	Evolution of Management	Apndx 1-A
R	1/23	The External and Internal Environments	Chpt. 2
T	1/28	Team Projects: Orientation, Team Selection Process, Topics	
R	1/30	Secondary and Primary Research for Team Projects Team Meetings (half of class time)	
T	2/4	Managerial Decision Making	Chpt. 3
R	2/6	Planning and Strategic Management	Chpt. 4
T	2/11	Ethics, Social Responsibility, and Sustainability	Chpt. 5
R	2/13	EXAM # 1: Chapters 1, 2, 3, 4; Notes from 1/9 to 2/6	
T	2/18	Guest Speaker	
R	2/20	Entrepreneurship	Chpt. 7
T	2/25	Organizational Structure	Chpt. 8
R	2/27	Human Resources Management	Chpt. 10
F	2/28	<i>Unsatisfactory Grades due by faculty on the web by noon</i>	
M	3/2	<i>Fall 2020 Schedule of Classes available on the Web</i> <i>Student Registration Appointment Times available on the web</i>	
M- F	3/2 - 3/6	<i>Student Recess – No Classes</i>	
M	3/9	<i>Unsatisfactory Grade Notices emailed to students (for grades of “D” and “F”)</i>	

T	3/10	Human Resources Management (continued)	
R	3/12	EXAM # 2: Chapters 5, 7, 8, 10; Notes from 2/11 to 3/10	
M	3/16	<i>Last Day to Withdraw from a Course(s)</i>	
T	3/17	Guest Speaker	
R	3/19	Team Meetings	
T	3/24	Managing the Diverse Workforce	Chpt. 11
R	3/26	Leadership	Chpt. 12
M	3/30	<i>Registration for Summer 2020 and Fall 2020 begins</i>	
T	3/31	Motivating for Performance	Chpt. 13
R	4/2	Teamwork	Chpt. 14
T	4/7	Guest Speaker	
R	4/9	EXAM # 3: Chapters 11, 12, 13, 14; Notes from 3/17 to 4/7	
F	4/10	<i>Spring Weekend – No Classes</i>	
T	4/14	Communicating	Chpt. 15
R	4/16	Team Projects due Managerial Control	Chpt. 16
T	4/21	Evaluation and Discussion of Team Projects	
R	4/23	Creating and Leading Change	Chpt. 18
T	4/28	<i>Last Day of Classes</i> Guest Speaker	
W	4/29	<i>Reading Day</i>	
R	4/30	<i>Day of Remembrance</i>	
F	5/1	<i>Final Exams begin</i>	
T	5/5	EXAM # 4 scheduled 8:00 – 10:30 am; Chapters 15, 16, 18; Notes from 3/17 to 4/28	
R	5/7	<i>Final Exams end</i>	
F	5/8	<i>1:00 p.m. – Undergraduate Commencement – Belk College of Business, College of Computing & Informatics, and Cato College of Education</i>	
Sat	5/9	<i>10:00 a.m. – Undergraduate Commencement: Arts & Architecture, Lee College of Engineering, and College of Health & Human Services</i> <i>3:00 p.m. – Commencement: College of Liberal Arts and Sciences</i>	
M	5/11	<i>Final Grades Due by Noon</i>	