

MGMT 3140-007
Management and Organizational Behavior
Spring Semester 2020

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This syllabus contains the policies and expectations established for Management and Organizational Behavior 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.

Class Meets: Tuesday and Thursday 4:00 PM – 5:15 PM
Class Location: Colvard Room 3120. It's Building 32; see the campus map at:
https://facilities.uncc.edu/sites/facilities.uncc.edu/files/media/Maps/Uncc_Campus_Map.pdf

Office: 290 B, Friday Building
Office hours: Tuesday 1:00 PM – 3:00 PM (Starting Tuesday, January 14th). Individual 30-minute appointments are available on a first-come, first-serve basis. Please email me at least one day in advance to request a time, unless otherwise agreed. In your email include a brief description about your questions or concerns.

Textbook (Required):

MANAGEMENT: LEADING & COLABORATING IN A COMPETITIVE WORLD (13th Edition) Bateman, Thomas S., Snell, Scott A. and Konopaske, R. (2019). McGraw-Hill Education.

Course Description and Objectives:

MGMT 3140. Management and Organizational Behavior: 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.

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:

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.

Use of Electronic Devices in the Classroom: Other than for class purposes, the use of Laptops, Notebooks, Tablet Computers, and/or Mobile Phones, and similar devices is prohibited. The consequences for not complying with this policy are as follows:

The first violation results in a warning, the second violation results in being asked to leave for the remainder of the class period. The third violation results in not being able to use your device for the remainder of the semester. Please step outside the classroom for emergency phone calls or texts.

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: <https://legal.uncc.edu/policies/up-407>

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

Disability Services: UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a 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. You can find out more at: <https://ds.uncc.edu>

Adverse Weather: The University's Adverse Weather Policy (University Policy 701; <http://legal.uncc.edu/policies/up-701>) states that, without exceptions, the University will operate on a normal schedule unless the Chancellor (or Chancellor's delegate) announces a change in Condition. Faculty are required to follow the procedures outlined in the policy. Notification of a change in the status of University operations will be available through the University website and designated media outlets, in addition to direct notification via email or other electronic communication methods when possible.

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 made by a Canvas, an announcement in class.

Canvas: UNC Charlotte utilizes "Canvas" as its Learning Management System (LMS). An LMS is a way to simplify teaching and learning by connecting all the digital tools professors use in one easy place. At least daily, check announcements from me. Canvas is also the central hub for posting assignments and handouts. For more information on Canvas, please visit <http://canvas.uncc.edu>. For telephone assistance you can contact Canvas at (877) 257-9780. You can also contact UNC Charlotte Information and Technology Services at 704-687-5500 or <http://itservices.uncc.edu>.

Attendance: Your attendance is expected. Preparing for and attending lectures is an important component of the learning process. Due to the number of Exams and Unannounced quizzes it is crucial you attend each class. Consistent class attendance is a strong predictor of academic success. If you earn an F or U grade, your last date of attendance will be reported. This may require you to pay back any financial aid money received for this course.

Absence: 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. The instructor may ask for documentation regarding the absence. Absences do not relieve you of responsibility for the material covered in the classes missed.

Exams/Unannounced Quizzes: There will be 3 Exams and 2 Unannounced Quizzes. The Exams and Unannounced Quizzes will emphasize lecture material and the associated textbook content. Make-up Exams and Unannounced Quizzes will be given only if missed as a result of an approved excused absence). It is your responsibility to contact the instructor concerning make-up exams.

Grading Curves or Extra Credit: There is no grading curve or extra credit points available in this class.

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

| | <u>Weight</u> | <u>Calculation</u> |
|----------------------------------|-------------------|------------------------------------|
| 1 st Exam | 150 points | 50 multiple choice, 3 points each |
| 2 nd Exam | 150 points | 50 multiple choice, 3 points each |
| 3 rd and Final Exam | 150 points | 50 multiple choice, 3 points each |
| 1 st Unannounced Quiz | 100 points | 10 multiple choice, 10 points each |
| 2 nd Unannounced Quiz | <u>100 points</u> | 10 multiple choice, 10 points each |
| TOTAL POSSIBLE | 650 points | |

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| Final Grade Scale: | A = | > 585 |
| | B = | 520 – 584 |
| | C = | 455 – 519 |
| | D = | 390 – 454 |
| | F = | < 390 points |

Course Schedule (Tues = Tuesday, Thur = Thursday)

| Date | Class Content | Chapter |
|---------------|--|----------------|
| Thur Jan 9 | Syllabus, Chapter 1 Managing and Performing (start) | Chapter 1 |
| Tues Jan 14 | Managing and Performing (continued) | Chapter 1 |
| Thur Jan 16 | Managing and Performing (finish) | Chapter 1 |
| Tues Jan 21 | The External and Internal Environments | Chapter 2 |
| Thur Jan 23 | The External and Internal Environments (finish) | Chapter 2 |
| Tues Jan 28 | Managerial Decision-Making | Chapter 3 |
| Thur Jan 30 | Planning and Strategic Management | Chapter 4 |
| Tues Feb 4 | Planning and Strategic Management (finish) | Chapter 4 |
| Thur Feb 6 | Ethics, Corporate Responsibility and Sustainability | Chapter 5 |
| Tues Feb 11 | Ethics, Corporate Responsibility and Sustainability (finish) | Chapter 5 |
| Thur Feb 13 | International Management | Chapter 6 |
| Tues Feb 18 | 1st Exam Chapters 1 – 5 | |
| Thur Feb 20 | Organizational Structure | Chapter 8 |
| Tues Feb 25 | Organizational Structure (finish) | Chapter 8 |
| Thur Feb 27 | Organizational Agility | Chapter 9 |
| Tues Mar 3 | No Class – Spring Recess – No Office Hours | |
| Thur Mar 5 | No Class – Spring Recess | |
| Tues Mar 10 | Organizational Agility (finish) | Chapter 9 |
| Thur Mar 12 | Human Resources Management | Chapter 10 |
| Monday Mar 16 | Deadline for withdrawal | |
| Tues Mar 17 | Human Resources Management (finish) | Chapter 10 |
| Thur Mar 19 | Managing the Diverse Workforce | Chapter 11 |

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| Tues Mar 24 | 2nd Exam Chapters 6, 8, 9,10 | |
| Thur Mar 26 | Managing the Diverse Workforce (finish) | Chapter 11 |
| Tues Mar 31 | Leadership | Chapter 12 |
| Thur Apr 2 | Leadership (finish) | Chapter 12 |
| Tues Apr 7 | Motivating for Performance | Chapter 13 |
| Thur Apr 9 | Motivating for Performance (finish) | Chapter 13 |
| Tues Apr 14 | Teamwork | Chapter 14 |
| Thur Apr 16 | Teamwork (finish) | Chapter 14 |
| Tues Apr 21 | Communicating | Chapter 15 |
| Thur Apr 23 | Communicating (finish) | Chapter 15 |
| Tues Apr 28 | Creating and Leading Change Last Class | Chapter 18 |
| Thur Apr 30 | No Class | |
| Tues May 5 | No Class | |
| Thur May 7 | 3rd and Final Exam Chapters 11, 12, 13, 14, 15, 18 2:00 PM – 4:30 PM | |