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

Course Description:

**MGMT 3140: Management and Organizational Behavior:** Prerequisites: ACCT 2121 & 2122; ECON 2101 & 2102, INFO 2130; junior 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.

Course Learning 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.

Required Text:


Examinations and Quizzes:

Exams: There will be two exams and a comprehensive final exam. Term exams will consist of 50 multiple choice and/or True/False questions. The comprehensive final exam will consist of 100 multiple choice and True/False questions. All materials included in the text (whether discussed in class or not), plus content from class discussions and otherwise assigned are subject to examination.

Pop Quizzes: There will be three pop quizzes, worth 10 points each. These will be administered in class at the instructor's discretion. Question format will require short-answer, multiple choice or essay answers. Missed quizzes cannot be made up.

Early Alert, Mid-Term Grades: I am required to post mid-term grades that are lower than a “C” grade at the midterm point in the semester. Exam I will likely be the only score available on this date. If your grade is unsatisfactory, I will post it and this will generate a letter to you regarding your grade. I will follow university policy regarding this process.
Final grades will be posted on the UNC Charlotte web site (www.uncc.edu). Final exam grades are often not available until the next semester starts, due to time constraints in getting final grades posted at the end of the semester.

Make up exams will be given only if you miss an exam as a result of an approved excused absence and only by exception. It is your responsibility to contact me concerning the possibility of a makeup exam. Whenever possible, students are expected to seek the permission of the instructor prior to absence. There are no make-ups for pop-quizzes.

Absences (excused or unexcused) do not relieve you of responsibility for the material covered in the class missed.

**Grading:**

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

- Exam #1 100 points
- Exam #2 100 points
- Pop Quizzes (3 x 10 points each) 30 points
- Comprehensive Final Exam 200 points
- Total Possible: 430 points

- A = 90 - 100%
- B = 80 - 89.9%
- C = 70 - 79.9%
- D = 60 - 79.9%
- F = Less than 60%

It is your responsibility to keep track of your grades. There is no curve in this class – and no “rounding at the margin.”

**Belk College 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 socioeconomic status.

**Belk College Statement on Disability Accommodations:**

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.

**Belk College Statement on 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.
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>Tues</td>
<td>21-Aug</td>
<td>Overview and Introduction to the Course</td>
<td>Review Syllabus</td>
</tr>
<tr>
<td>Thur</td>
<td>23-Aug</td>
<td>Managing and Performing</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Tues</td>
<td>28-Aug</td>
<td>External and Internal Environments</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Thur</td>
<td>30-Aug</td>
<td>Managerial Decision-Making</td>
<td>Chapter 3</td>
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<td>Tues</td>
<td>4-Sep</td>
<td>Section Review, Content Make-Up</td>
<td>Chapters 1-3</td>
</tr>
<tr>
<td>Thur</td>
<td>6-Sep</td>
<td>Planning and Strategic Management</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Tues</td>
<td>11-Sep</td>
<td>Ethics, Corporate Responsibility, and Sustainability</td>
<td>Chapter 5</td>
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<tr>
<td>Thur</td>
<td>13-Sep</td>
<td>International Management</td>
<td>Chapter 6</td>
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<tr>
<td>Tues</td>
<td>18-Sep</td>
<td>Entrepreneurship</td>
<td>Chapter 7</td>
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<tr>
<td>Thur</td>
<td>20-Sep</td>
<td>Section Review, Content Make-Up</td>
<td>Chapters 4-7</td>
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<tr>
<td>Tues</td>
<td>27-Sep</td>
<td>EXAM #1</td>
<td>Chapters 1-7</td>
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<tr>
<td>Thur</td>
<td>29-Sep</td>
<td>Organizational Structure</td>
<td>Chapter 8</td>
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<td>Tues</td>
<td>2-Oct</td>
<td>Organizational Agility</td>
<td>Chapter 9</td>
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<tr>
<td>Thur</td>
<td>4-Oct</td>
<td>Human Resource Management</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Tues</td>
<td>9-Oct</td>
<td>Student Recess – No Classes</td>
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<tr>
<td>Thu</td>
<td>11-Oct</td>
<td>Managing in a Diverse Workforce</td>
<td>Chapter 11</td>
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<tr>
<td>Tues</td>
<td>16-Oct</td>
<td>Section Review, Content Make-Up</td>
<td>Chapters 8-11</td>
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<tr>
<td>Thur</td>
<td>18-Oct</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<tr>
<td>Tues</td>
<td>23-Oct</td>
<td>Motivation for Performance</td>
<td>Chapter 13</td>
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<td>Thur</td>
<td>25-Oct</td>
<td>Teamwork</td>
<td>Chapter 14</td>
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<tr>
<td>Tues</td>
<td>30-Oct</td>
<td>Communicating</td>
<td>Chapter 15</td>
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<tr>
<td>Thur</td>
<td>1-Nov</td>
<td>Section Review, Content Make-Up</td>
<td>Chapters 12-15</td>
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<tr>
<td>Tues</td>
<td>6-Nov</td>
<td>EXAM #2</td>
<td>Chapters 8-15</td>
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<tr>
<td>Thur</td>
<td>8-Nov</td>
<td>Managerial Control</td>
<td>Chapter 16</td>
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<tr>
<td>Tues</td>
<td>13-Nov</td>
<td>Managing Technology and Innovation</td>
<td>Chapter 17</td>
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<tr>
<td>Thur</td>
<td>15-Nov</td>
<td>Creating and Leading Change</td>
<td>Chapter 18</td>
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<tr>
<td>Tues</td>
<td>20-Nov</td>
<td>Section Review, Content Make-Up</td>
<td>Chapters 16-18</td>
</tr>
<tr>
<td>Thur</td>
<td>22-Nov</td>
<td>Thanksgiving Holiday - No Class</td>
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<tr>
<td>Tues</td>
<td>27-Nov</td>
<td>Content TBD, depending on class pacing</td>
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</tr>
<tr>
<td>Thur</td>
<td>29-Nov</td>
<td>Content TBD, depending on class pacing</td>
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<tr>
<td>Tues</td>
<td>4-Dec</td>
<td>Final Exam Review</td>
<td>Chapters 1-18</td>
</tr>
<tr>
<td>Thur</td>
<td>11-Dec</td>
<td>Comprehensive FINAL EXAM 11:00am – 1:30pm</td>
<td>Chapters 1-18</td>
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</tbody>
</table>

This schedule is subject to change based on the needs of the class. At times, we may need to spend more time on a chapter or concept, pushing remaining content later into the semester. Please check Canvas for changes regularly.
Attendance, Participation and Professional Conduct:

Read assignments before class. If you do not understand assigned 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.

Your participation in class is welcomed, anticipated and expected. Attending class is expected, and reading the assignments can create a base of knowledge from which you can draw 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.

You are expected to:

1) Come to every class meeting
2) Be prepared to answer questions about the assigned material
3) Conduct yourself in a professional, courteous manner

Reading the paper, text messaging, emailing, surfing various social media sites or anything unrelated to class activity will be considered unprofessional conduct. If you miss a class, it will be your responsibility to get the materials you miss from your classmates. I do not make my lecture presentations or notes available outside of class. There will be no makeups for pop-quizzes and the grade for that activity will be 0 points.

Always proofread and edit your assignments before turning them in. Your work will be graded on multiple criteria including:

- Following instructions
- Clarity (and legibility) of writing
- Organization or thoughts and concepts
- Grammar, punctuation and spelling
- Correctness and completeness

Identification: Always bring your UNC Charlotte student ID to exams. It may be required prior to taking exams.

Communication with Instructor:

If you need assistance, please contact me via email or by calling me. If you are unable to reach me by phone, please use the below format to leave a voicemail.

Format Your Email messages: Please help me reply to you quickly, by making the purpose of your communication clear. Use a clear subject line, proper grammar and punctuation in your messages so I may best help you, quickly and effectively.

- Email Subject Line: Course/section number, topic. (Example: MGMT 3140-7, HW Essay for 9/8/18)
- Professional Tone: Please use a professional tone and grammar (no shorthand, emojis, etc.in all email messages to me.
- Bottom Line Up Front (BLUF): Within the first sentence, or at a minimum within the first paragraph of your email (or voicemail), clearly state what you’d like to communicate or accomplish with your email (or voicemail).
- Signature Block: Your email signature block should be helpful to others trying to contact you.

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

Academic Integrity:

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

Students are responsible to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity.
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.

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.

The following are considered violations of the Code:

- Use of any calculator except a 4-function calculator during quizzes or exams.
- Use of a cell phone or any programmable device during quizzes or exams.
- Not having all notes put away, out of sight, during all quizzes and exams.
- Copying another student’s answers for use in your assignment, quiz or exam, or allowing yours to be.
- Having or allowing another student to complete your on-line assignment.
- Using a secondary on-line source for answers to assignments, cases, quizzes or exams.
- Removing an exam from the classroom or attempting to copy the exam questions.
- Not reporting another student that you know is cheating – this is a type of complicity.
- Any other act of dishonesty.

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

Instructor’s Absence or Tardiness:

We will begin class on time. If I am late in arriving to class, you must wait a full 15 minutes after the class scheduled start time before you may leave without being counted as absent, unless I provide alternate instructions about an anticipated tardiness or absence, via email or Canvas.

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 may negatively impact 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 all the work assigned, quizzes, homework and exams. Content covered in discussions during class sessions may be included in quiz and exam questions.

Exam 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 everything that you need to take the exam (pencil, paper, tissues, eye-glasses, etc.) at your desk and with book bags at the perimeter of the room, ready to start the exam at the start of exam-day class period.

Class absence: The authority to excuse a student’s class absence and to grant a student academic accommodation (i.e. to turn in a late assignment, provide extra time on an assignment, reschedule an exam, etc.) sits with each individual instructor. Students should work directly with me regarding their absence(s) and provide me with as much notice as possible. The Dean of Students Office may be asked to assist in the verification of a student’s absence, such as for medical, psychological, military service reasons.

Electronic Devices in Class:

Notetaking: This is an interactive class. Even though this is a large section, we will have plenty of discussion during class. Students and the instructor must be able to interact visually unencumbered by the computer screen. All notetaking and reading will need to be on paper. No recording of lecture content or classroom discussion is allowed.

Cell Phone and Other Personal Electronic Devices (i.e. tablet, iWatch, iPad, etc.): Students must turn off and remove cell phones and other personal electronic devices from view during class. At a minimum, place your cell phone on vibrate or Do Not Disturb. 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.

**Copyright Ownership of Course Materials:**

My lectures and course materials, including presentations, quizzes, exams, outlines and other materials are protected by copyright. I am the exclusive owner of the materials that I create. Your textbook’s authors and publishers own the copyright to their materials. Feel free to take notes and copy materials as needed for successful completion of this course, but you may not reproduce or distribute such notes and materials publicly in any way (via email, website, social media, etc.) without the owner’s express written consent. This includes, but is not limited to, providing materials to commercial course material suppliers such as CourseHero or similar providers. Students that publicly distribute or display course materials without written consent (or assist others in doing so) may be in violation of University Policy 406, the Code of Student Responsibility.

**Quizzes, Exams and Assignments:**

**Pop Quizzes** may or may not be announced in advance. The material covered in each quiz can encompass any material covered or assigned since the last quiz or exam. 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.

**Final Exam Schedule:** I adhere to UNCC's final exam policy and calendar posted here: [Fall 2018 Exam Schedule](#). Final exam dates are pre-set and published in this syllabus. Alternative arrangements should not be expected to be made for personal reasons.

Be fully prepared to take the exam at the start of class, with no breaks.

Students are not allowed to leave the room during the testing period. If you must leave during your exam period, your exam will be collected and not returned for completion.

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.

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 capability.

**Homework Assignments:** Any assignments to be handed in **must be typed** in order to receive credit and will be due at the beginning of the class period.

**Late Work:** Assignments are due at the start of class. Late homework is not accepted.

**Recording** (of lectures or discussions) is not allowed in this class to respect the privacy of all in attendance and to encourage engaged interaction.
Weather Policy:

The University will operate on its normal schedules unless the Chancellor (or delegate) 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, 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: 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. In case of inclement weather, please call 704-687-1900 to determine if classes are cancelled due to weather. University Policy 701 can be found at http://legal.uncc.edu/policies/up-701

Sexual Harassment Policy:

The University is committed to ensuring an environment for all employees and students that is fair, humane, and respectful. Behaviors that inappropriately assert sexuality as relevant to employee or student performance will not be tolerated, as they are violations of both law and University policy. This policy provides the definition of sexual harassment and sets forth employee and student responsibilities for creating and maintaining an environment free of sexual harassment. The University has established an Advisory Committee on the Prevention of Sexual Harassment and the Sexual Harassment Education and Awareness Program. This policy also includes detailed grievance procedures for filing complaints of sexual harassment. Complete details on this policy are found at https://legal.uncc.edu/policies/up-502

Other Resources Available:

Counseling Center at UNC Charlotte: “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.” Atkins Building, 158. (704-687-0311) http://www.counselingcenter.uncc.edu/

Murrey Atkins Library. 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. Learn more about utilizing the support of the Office of Disability Services at: 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 for any student with prior US Military service. UNC Charlotte veterans are served by the Veterans Student Services Office (VSSO) in Barnard 103. Across the hall from Veteran Student Services is the Veterans Lounge in Barnard 108. http://unccdso.orgsync.com/org/veteranstudentservices

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. https://ninercare.uncc.edu/