

Management 3140 - 091
CRN: 16954
Management & Organizational Behavior
Fall 2018

Instructor: Jeremiah Nelson, MSHR, SPHR
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Office Hours: Tuesday/Thursday from 4:30-5:30 PM and by appointment

Tuesday/Thursday 5:30-6:45 PM
Classroom: Friday 132

Required Text:

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

Authors: Bateman, Snell, & Konopaske
ISBN: 9781260194241
Copyright: 2019
Publisher: McGraw Hill

Supplemental Reading:

Distributed in class or Canvas throughout the semester.

Course Description: MGMT 3140. Management and Organizational Behavior (3).

Prerequisites: ACCT 2121, ACCT 2122, ECON 2101, ECON 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 Objectives:

Upon completion of this course you should:

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

Methodology:

A combination of lecture, class discussion, guest speakers, case analysis, in-class activities, self-assessments and video examples will be employed throughout the semester.

Participation and Attendance:

Active participation is critical to your success in this course. The best learning is that which you make personal, so you are encouraged to take ownership of your experience in this course.

Attendance is required for this course. There will be material covered in class that is not in the text, so the expectation is that you will arrive promptly and remain for the duration of each class session. Absences may be excused when appropriate documentation is provided from the Dean of Students Office. Whenever possible, you should notify the instructor in advance of your absence. All assignments must be submitted on or before the scheduled due date. Should you miss a class, this is not an excuse for late work.

Examinations and Grading:

Exams: There will be 3 exams, which are generally a combination of multiple choice and true-false questions. The focus of these exams will be on application of course material, so memorization will not be sufficient to score successfully. The intent of the exams is to assess your ability to articulate what you have learned and show that you can apply it to a variety of situations.

Quizzes: Quizzes will be short check-in points given throughout the semester. Your best 5 quiz grades will count. There are no make ups for missed quizzes.

Grading values:

Exam 1	100 points*
Exam 2	100 points*
Exam 3	100 points*
Comprehensive Final	200 points
Company Reports	100 points
Quizzes	100 points*
Guest Speaker Reflections	<u>100 points</u>
Total	700 points

Grading scale:

A = 630 points or more
B = 560 – 629.99 points
C = 490 – 559.99 points
D = 420 – 489.99 points
F = 419.99 points or less

*The lowest of these will be dropped from your final grade calculation.

Diversity and Inclusion:

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.

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 of 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.

UNC Charlotte's Religious Accommodation Policy: <https://legal.uncc.edu/policies/up-409>

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.

Additional Campus Resources:**University Center for Academic Excellence:** <http://ucaee.uncc.edu>, Colvard 2300

The UCAEE provides free academic support including Tutorial Services, Supplemental Instruction, Learning Strategies and Instruction, and Students Obtaining Success (S.O.S.) Peer Mentoring with the goal of increasing learning effectiveness, enhancing student success, and promoting academic excellence.

UNC Charlotte Writing Resource Center: <http://wrc.uncc.edu>

Cameron 125, Cone 268 and Atkins G31

The goal of the Writing Center is to help teach you to identify and understand the strengths and weaknesses of your writing, help you find answers, and help you learn how to research, write, revise, and proofread on your own. We want you to become a better writer by learning how to improve the quality of your writing overall, not just to improve the quality of one specific paper. Face-to-face, WebEx, and E-tutoring appointments are available.

Center for Counseling and Psychological Services: <http://www.counselingcenter.uncc.edu>

9502 Poplar Terrace Drive (behind the Student Health 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."

University Career Center: <http://career.uncc.edu>, Atkins 150

The University Career Center is committed to providing comprehensive, innovative services and resources for diverse populations of students, alumni, and employers that prepare UNC Charlotte graduates for the competitive global market. Through a focus on early, continuous career and professional preparation, we bridge academic knowledge and professional development.

Niblock Student Center: Friday 305

<https://belkcollege.uncc.edu/academic-programs/undergraduate-programs/current-undergraduate-business-students>

The Niblock Student Center offers provides centralized Academic and Career Coaching for all undergraduate business students. Each Department and School in the Belk College has an Academic and Career Coach appointed as their primary liaison and the primary advisor to students with declared majors in their area. Pre-Business students are assigned an Academic and Career Coach based on their last name. A currently enrolled, Belk College of Business student may meet with his or her Academic and Career Coach through either an Advising Appointment, Walk-In Session or Peer Advisor session.

Class Policies:

- 1. Read the syllabus before class, 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 proceed.
- 2. Read assignments before class.** If you do not understand concepts in the readings, please ask questions in class or contact the instructor.
- 3. 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.
- 4. The best way to reach me is by email.** I strive to respond to email within 24 hours. To ensure I give your email priority, please put MGMT 3140 in the subject line. Please email both my WFU and UNCC email addresses.
- 5. Late Work:** Assignments are due at the start of class. Late major assignments will be accepted with the following consequences: A deduction of 10% per day from the final grade. Items turned in after the start of class on the due date are counted as late.
- 6. There are no makeup exams** (unless you have a documented excused absence from the Dean of Students).
- 7. Academic Integrity:** Students have the responsibility 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. **If you are caught cheating in this class you will fail the class.**
- 8. Proofreading:** All written assignments should be carefully proofread. Deductions will be made if you haven't followed directions, have spelling or grammar errors, and if your writing is poor. Please use the writing center if you recognize that this is an area of weakness for you.
- 9. Cell Phone Usage:** Put your cell phones away while in class.
- 10. Laptop Usage:** No laptops may be used in class. Active engagement in the classroom conversation requires limited distractions. Unfortunately, laptops have proven to be more distracting than beneficial, so notetaking must be done on paper.

Tentative Course Schedule

Date	Topic	Assignment
T – 8/21	Course Overview Introduction to Managing and Performing	
R – 8/23	Managing and Performing	Chapter 1
T – 8/28	The External and Internal Environments	Chapter 2
R – 8/30	The External and Internal Environments	
T – 9/4	Managerial Decision Making Company Reports #1	Chapter 3
R – 9/6	Exam 1 (chapter 1-3)	
T – 9/11	Planning and Strategic Management	Chapter 4
R – 9/13	Ethics, Corporate Responsibility, and Sustainability	Chapter 5
T – 9/18	Ethics, Corporate Responsibility, and Sustainability	
R – 9/20	International Management	Chapter 6
T – 9/25	International Management	
R – 9/27	Exam 2 (chapter 4-6)	
T – 10/2	Entrepreneurship	
R – 10/4	Entrepreneurship Company Reports #2	Chapter 7
T – 10/9	Fall Break	
R – 10/11	Organizational Structure Organizational Agility	Chapter 8 Chapter 9
T – 10/16	Human Resource Management	Chapter 10
R – 10/18	Human Resource Management - Panel of Leaders	

T – 10/23	Managing the Diverse Workforce	Chapter 11
R – 10/25	Managing the Diverse Workforce Company Reports #3	
T – 10/30	Exam 3 (chapters 8-11)	
R – 11/1	Leadership Panel	Chapter 12
T – 11/6	Leadership Motivating for Performance	Chapter 12 Chapter 13
R – 11/8	Teamwork	Chapter 14
T – 11/13	Teamwork	
R – 11/15	Communicating	Chapter 15
T – 11/20	Managerial Control	Chapter 16
R – 11/22	Thanksgiving Break	
T – 11/27	Managing Technology and Innovation	Chapter 17
R – 11/29	Creating and Leading Change	Chapter 18
T – 12/4	<i>Final Exam Review</i> Company Reports #4	
R – 12/6	Reading Day	
T – 12/11	Final Exam (5 PM - 7:30 PM)	