

Section Day Start time Location001 MWF 10:10 *sharp* to 11:00 a.m. McEniry 117

Cheryl L. Kane, M.B.A

Phone: 704-687-7656

Office: 250-D Friday Building

Email: clkane@uncc.eduPlease, call or email me whenever .
you need assistance.**Professor Kane's Office Hours**Monday 1:00-4:00 p.m. Tuesday 3:00-5:00 p.m.
and by appointmentTo respect your time and to accommodate your schedule I will return your voice mail and email messages during the semester generally within 24 hours, 6-days a week (*not on Sundays*) when the term is in session.**Please**, contact 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 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 2019-2020 Undergraduate Catalog*

Develop an understanding of the use and influence of communication skills, processes and strategies in effective managerial decision making. A practical approach is employed to develop written, oral, nonverbal, listening, team, conflict, and negotiation skills in organizational situations.

Prerequisite(s): MGMT 3140 and COMM 3160 with grade of C or above .**Textbooks**

	REQUIRED	RECOMMENDED	REQUIRED
Title:	1. Managerial Communication	2. Successful Writing at Work	3. Guide to Business Etiquette
By	HYNES	Kolin	Cook
Edition:	7th	13 th or newer	2 nd
Publisher:	SAGE	Cengage	Pearson
ISBN:	9781506365121	9781111834791	9780137075041

These books are available in hardcopy and electronic versions including renting it from:

<http://aux.uncc.edu/bookstore>. (It may be possible to share the Kolin & Cook books with a trusted classmate.)**Required Resources**

- Stapler, a full and complete dictionary and writer's thesaurus. If your grammar is weak, a grammar guide will be essential if your needs are beyond the appendix in the Kolin book. Access to The Publication Manual of the American Psychological Association (APA) can be found electronically through the UNC Charlotte library.

COURSE OBJECTIVES

At the completion of this course you should be able, as a manager:

1. Increase your awareness of the importance and value of effective communication practices in organizations.
2. Write clearly, concisely, and convincingly.
3. Create impressive formal presentations that are delivered with confidence and poise.
4. Listen and give and receive feedback effectively.
5. Identify and adjust to the ethical aspects of corporate communications.
6. Understand and negotiate the differences in communication between you and people from other backgrounds.
7. Improve your understanding of the dynamics of group communication.
8. Explore the nature of conflict in organizations and identify strategies for managing it.

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

Course Grade Components	Points	%
Exam I	75	14%
Cases (individual work 2 @ 50 points each)	100	19%
Exam II	100	19%
Professional Communication Development (project) (a)	125	24%
Professional Contributions & Image	25	5%
Exam III	100	19%
	525	

Total Points (at least)	%	Grade
473	90%	A
420	80%	B
368	70%	C
341	65%	D
Below	65%	F

(a) Managerial Communication Professional Development Project (MCPDP) options & criteria will be explained in class on the first day. Assignment documents will be posted to Canvas before class. (b)

	Points Available	Due Date
<input type="checkbox"/> Purpose statement approval from Mrs. Kane	Prof. Image	_____
<input type="checkbox"/> Toastmasters meeting and memo (500-600 words)	25 points	_____
<input type="checkbox"/> MCPDP Report/ Book Analysis (3-4 pages of succinct, quality content-single spaced)	50 points	_____
<input type="checkbox"/> Team Presentations (3-4 members; 7-15 minutes)	50 points	_____

Hynes: Managerial Communication
Always read this, well, *BEFORE* class.

Kolin: Successful Writing at Work (See the book's Index)

Other
1.7.2020

Jan W	8	Setting goals and making the plan.		Faculty introduction Syllabus review Assignment overview
F	10	Ch 1 Communication in Contemporary Organizations		Student introductions Communication assessment
M	13	How to Communicate with Others Keirse: We will do assessment in class.		Keirse: www.Keirse.com , Four Temperament Sorter (read about the 4 Temperaments).
W	15	Introduction to MC Professional Development Project (MCPDP) Ch 1 Communication in Contemporary Organizations	Document design, audience analysis, sentences.	
F	17	Ch 2 Understanding The Managerial Communication Process		Cook: Chapter 2
W	22	Ch 2 Understanding The Managerial Communication Process	Words, wordy phrases, Tone, documentation.	
F	24	Case 1 Assigned In-class group review of statements.		DUE: Purpose Statement MCPD-draft Bring a hard copy of your draft MCPDP Purpose statement.
M	27	MCPDP: Next step, select book		DUE: Purpose Statement MCPDP-final
w	29	Ch 3 Communicating with Technology	Editing, revising, you attitude, writing process.	
F	31	Ch 3 Communicating with Technology		Cook: Ch 3
Feb M	3	Ch 4 Managing Meetings and Teams		
W	5	Ch 4 Managing Meetings and Teams In-class exercise: Minutes & agendas	Meetings, conflict, group dynamics, virtual meetings.	
F	7	DUE: Case 1 Ch 4 Managing Meetings and Teams		
M	10	Exam I (Ch 1, 2, 3, 4, Kolin, Keirse, Cook)		Review syllabus for class policies when taking quizzes and exams, before attending the exam.
W	12	Ch 5 Making (Managerial) Presentations		

F	14	Ch 5 Making (Managerial) Presentations	Presentations	
M	17	Ch 5 Making (Managerial) Presentations Review Exam I		DUE: MCPDP Purpose statement & book selection (hard copy, memo format in class; and post to Canvas).
W	19	Review Case 1 Assign Case 2		Cook: Chapter 8
F	21	Ch 6 Communicating Visually		
M	24	Ch 6 Communicating Visually		
W	26	Ch 7 Writing in the Workplace	Memos, white space, jargon, citations.	
F	28	Ch 7 Writing in the Workplace		
Mar M	9	Ch 8 Writing Routine Messages Professional Development Projects		DUE: PDP-Toastmasters memo.
W	11	Ch 8 Writing Routine Messages Professional Development Projects		Cook: Chapter 5
F	13	Ch 9 Writing Reports & Proposals	APA reference, style.	
M	16	Ch 9 Writing Reports & Proposals	Reports	DUE: Case 2 (hard copy; electronic copy to Canvas)
W	18	DUE: Outline & draft of MCPDP paper		Cook: Chapter 9
F	20	Exam II (<i>material since Exam I</i>)		
M	23	Ch 10 Listening	Listening Nonverbal comm. Letters (Business)	
W	25	Ch 10 Listening		Cook Chapter 6
F	27	TBA		
M	30	Due: MCPD Paper-final Presentation, team requirements.		DUE: PDP Book Analysis Report (hard copy; electronic copy to Canvas)
Apr W	1	Ch 11 Communicating Nonverbally		
F	3	Ch 11 Communicating Nonverbally	Gestures, eye contact, body language.	

M	6	Ch 12 Communicating Across Cultures (337-342;345-347)		
W	8	Ch 13 Managing Conflict		
M	13	Ch 13 Managing Conflict		
W	15	Ch 13 Managing Conflict		
F	17	Ch 14 Negotiating		DUE: PDP Presentations. <i>Mandatory attendance.</i>
M	20	Ch 14 Negotiating		DUE: PDP Presentations <i>Mandatory attendance.</i>
W	22	Ch 14 Negotiating		DUE: PDP Presentations <i>Mandatory attendance.</i>
F	24	Presentations, reflections		DUE: PDP Presentations <i>Mandatory attendance.</i>
M	27	Last day Presentations, reflections		DUE: PDP Presentations <i>Mandatory attendance.</i>
W	29	Presentations, reflections		DUE: PDP Presentations <i>Mandatory attendance.</i>
		MCPDP returned, Final Exam Review		DUE: PDP Presentations <i>Mandatory attendance.</i>
W	May 6	Final Exam 8:00-10:30 a.m.	We follow University	policy on final exam periods.

<p>How we manage our class Class policies, practices, & other helpful information for Spring 2020 (1.7.2020)</p>

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 and/or posted on through the course Canvas website listed on the first page of this syllabus.

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 (plan, organize, communicate, make decisions, control, innovate, adapt, succeed or fail)-historically and today. My hope is the way this course is put together,

- if you read the assigned course material before class,
- do the assigned work on time,
- and engage in our class lecture and discussions,

the topic will come alive, stimulate your thinking, and advance your independent critical thinking. Together our efforts can help you successfully exit from this course with knowledge and deepen your understanding of organizations, the environments around them, and the people in them.

My goal is to help you learn this course material. 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 THIS SYLLABUS

Read it all the way through; I will expect that you have which means I'll depend on you to know how we manage the class, what the policies are for attendance, assignments, quizzes, exams, absences, behaviors in class, and processes we follow.

READ YOUR TEXTBOOKS!

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.

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, frivoleed away (lost). 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.

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.

CREDIT HOURS AND STUDENT WORK FOR THIS COURSE

This 3 credit course requires 3 hours of classroom or direct faculty instruction and a minimum of 6 hours of out-of-class student work each week for approximately 15 weeks. It is recommended you plan to spend 6-9 hours a week as you start out the semester and determine if you need to spend 6 or more hours a week on the course after that. Out-of-class work may include but is not limited to: required reading, library research, team projects, written assignments, studying for quizzes and exams.

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.

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) (<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) (<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.

FACUTLY 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.

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 contact me.

HATS

No hats please, except for religious or medical purposes. Professional business etiquette applies to our classroom. And absolutely no hats during quizzes or exams-professional image points will be lost for failing to remove a hat for quizzes or exams.

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.

COMPUTER 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 at any time. 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. (If this occurs and I have to remind you of this it will result in a reduction of your professional image grade.)

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-longterm-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 and PHONE USE

Computers may be used, in accordance with policies in this syllabus. 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

We have large class sizes; if I determine you are not engaged with our course and it appears to be due to your electronic device use or performing other tasks at your desk, or that you have disrupted those around you as you use an electronic device or in the performance of non-current class related tasks, I may make a note of it and alert you by email or in person at a later time as I may choose not disrupt class to remind you to comply with class policy.

Students who feel another student's use of a cell phone or computer is distracting should feel free to notify me to report this. I want all students to have a distraction-free learning environment.

Those using computers during class in a way that distracts them from engaging with the class material and discussions, or appear to me to be creating a distraction for those around them, a) may be asked to put the device away (see above note); b) will incur a reduction of professional contribution and image points, will likely be instructed to leave the class for the rest of the 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-and it makes it much easier for me to understand your communications with me.

Signature Block Your email signature block can be helpful to others trying to contact you. It is suggested you consider including information such as: Name, Email Address, Phone number-but only if you wish to do so. Please ask me if you have questions about this.

Attached Files When you send files to me for assignments, they must be correctly names in order for me to make sure I give you credit, and to help me efficiently manage many student 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 TO YOU 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. There will be one extra credit assignment announced early in the semester for quizzes (if this course has quizzes) with a date by which it will be due. The points will approximate the points on one quiz. You may elect to complete that one extra credit assignment in lieu of an excused quiz (documented and approved by me). Any extra points earned in the quiz grade category do not carry over to other grade categories, they are simply not used in calculating your final grade.

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.

EXAM AND QUIZ DAY

Students arriving late on Exam and Quiz days will not be admitted once the quiz or exam period has started (which is generally at the very start of class). Come prepared to sit for the entire quiz or 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. Once a quiz is complete, the class door will be opened and tardy students may enter and participate in the rest of the class.

OVERVIEW: QUIZ & EXAM RULES (1)

- 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.

EXAM AND QUIZ RULES (not all inclusive) (2):

- 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 SEAT.** 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 except 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 off your person and away from you; book bags must be put against the walls away from seating; if you don't have a book bag items may be brought to the front of the class until the quiz/exam is over. **IF** any electronic device is discovered to be on your person during a quiz or exam a failing grade will be given for that quiz/exam.

- 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.

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.

READING DAY-University Policy all Faculty must adhere to

- Reading day is your day to study and prepare for your exams. You will not have exams or required activities on this day.

FINAL EXAM CONFLICT

- It is the policy of the University that students having three exams on the same day should be allowed to reschedule the middle exam.
- A make-up exam is arranged by mutual agreement between the instructor and the students.
- If a student has two exams scheduled for the same day and time, a make-up exam is arranged by mutual agreement between the student and one of the course instructors.
- If you have an exam conflict, you may submit this [Final Examination Conflict Form](#).
- View the [University Policy 202, Final Examinations](#) <https://ninercentral.uncc.edu/courses-registration/exam-schedules>

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 may 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](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.

UNIVERSITY POLICY ON COURSE WITHDRAWALS

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](#).

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.

WRITTEN ASSIGNMENTS: 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.

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.

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.

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>."

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

Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. 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.

DATE OF LAST ATTENDANCE (for financial aid purposes) when a student fails to earn a passing grade in a course

The United States Department of Education requires UNC Charlotte's Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. *This may require you to pay back any financial aid funds received for this course.*

(For additional information, see [Last Date of Attendance FAQs](#) on the Registrar's website.)

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: 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 their instructors regarding their

absence(s). Note: While the Office of Student Assistance and Support Services (SASS) can assist faculty members in the verification of a student's class absence(s) for documented situation related to medical, psychological, personal crisis, or military absences, the final decision for approval of all absences and missed work is determined by the instructor. To request an absence verification, students should complete the online form at sass.uncc.edu. In cases of absence due to pregnancy or parenting (pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions), students should contact the Title IX Office to obtain absence verification by completing the form at <http://bit.ly/332eaGd>.

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, you may not, 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: Angel Truesdale Social Sciences and Business Librarian. Call: [704-687-7928](tel:704-687-7928) | Email: adtruesd@uncc.edu | Visit: Atkins 138E.

Police & Public Safety. Location: 9151 Cameron Blvd.

Emergency: 704-687-2200 **Non-Emergency:** 704-687-8300

NinerParatransit: 704-687-5636 <https://police.uncc.edu/department-overview>

LiveSafe app: <https://emergency.uncc.edu/nineralerts/livesafe>

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/> .

Food Insecurity

Food insecurity is defined by the USDA as “a lack of access to enough food for an active, healthy life.” Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte offers assistance to students facing food insecurity through an on-campus food pantry. **The Jamil Niner Student Pantry (JNSP)** is located on the east edge of campus at **1224 John Kirk Road**. It has regular hours which may change from semester to semester; please see the website at <https://ninerpantry.uncc.edu/> for schedule and details on its services, as well as resources about hunger and food insecurity among college students.

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 onestop-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://unccdsync.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 <i>Ability to work well with others: social skills</i> <i>This includes actions in class, in group interactions, or with professor interactions outside of class.</i>	All statements and/or responses were respectful and were in appropriate language. Professionalism at its best. Student never disrupted those around them during class by doing non-class work or by the way they used electronic devices.	Statements and/or responses were respectful and used appropriate language, but professionalism could be polished. Student enters class late, and allows door slam behind them.	Most statements and responses were respectful and in appropriate language, but professionalism needs some work. Student enters class late, and allows door to slam behind them, and/or is disruptive to others as they take their seat.	Statements and/or responses displayed disrespect, sarcasm or belittled classmates and/or professor. Student enters class late, and allows door to slam behind them, and is disruptive to others as they take their seat, more than once.
Preparedness <i>Motivation, drive</i> <i>Managing expected responsibilities</i> <i>Contribution beyond expected responsibilities</i>	It was clearly evident to the professor that the student was prepared via knowing syllabus, assigned reading material, thoughtful discussion and/or level of questioning. If an excused absence was necessary it was excused, and 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 in depth 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 is often prepared, but not always. Work was late or low in quality. Student did not follow syllabus or University policies.	The student is often unprepared or absent. Student was sometimes missing in action with no communication with the professor.
Listening Skills	Student actively listens when others talk, both in groups and in class. Student incorporates or builds off of the ideas of others	Student listens sometimes when others talk, both in groups and in class, sometimes seems to be otherwise engaged on their computer or other work.	Student does not listen when others talk, both in groups and in class. Student seems to 'hide' behind computer screen or other personal device.	Student does not listen when others talk, both in groups and in class. Student often interrupts when others speak. Student interjects questions or topics not in line with class discussion.
Quality of Work <i>Perseverance</i> <i>Initiative</i> <i>Creativity</i> <i>Ethical sensitivity</i>	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. Student asks for assistance without having applied previous assistance.	Provides work that usually needs to be checked or redone. Work reflects very little effort
Promptness <i>Time management</i>	Student is always prompt and/or regularly attends class.	Student is late to class once every two weeks and/or regularly attends class.	Student is late to class more than once every two weeks and/or regularly attends class	Student is late to class more than once a week and/or has poor attendance of class

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