MGMT 3140 090
Management and Organizational Behavior
Spring 2018

Instructor: Krista N. Engemann | MBA | MA | Doctoral Student
E-mail: kengeman@uncc.edu
Course Meeting Time: Mondays, 6:30pm to 9:15pm
Course Meeting Location: CHHS 145
Office Hours: Thursdays, 10am to 11am and by appointment
Office Location: Colvard 3027-G

Course Description
MGMT 3140 - Management and Organizational Behavior (3 credits). Prerequisites: ACCT 2121, 2122; ECON 2101, 2102; INFO 2130; Junior standing. A study of the role of manager with an emphasis on understanding the behavioral and administrative theories and concepts needed to succeed in contemporary organizations. Topics covered in the course include motivation, leadership, managing teams, and teamwork.

Required Materials

Course Goals
The objectives of the course are to develop a basic understanding of the theories and concepts of management and organizational behavior (OB), demonstrate the ability to apply management theory and concepts to organizational problems, develop the basic interpersonal, analytical, critical thinking, teamwork and decision-making skills required of managers, and develop an awareness of current issues and trends in management.
Specifically, students will:
- Demonstrate a basic understanding of the teamwork skills required of team members.
- Demonstrate a basic understanding of the skills required for team leadership.
- Demonstrate a basic understanding of leadership theories and models.
- Be able to apply leadership theories and models.

Student Evaluation

<table>
<thead>
<tr>
<th>Grade Distribution</th>
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<tbody>
<tr>
<td>Exam 1</td>
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<td>Exam 2</td>
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<td>Exam 3</td>
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<tr>
<td>Group Paper</td>
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<td>Group Presentation</td>
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<td>Course Total</td>
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Letter grades are assigned based on the following intervals:

A = 90% to 100% ; B = 80% to 89% ; C = 70% to 79% ; D = 60% to 69% ; F = 59% and below
Exams
There are three exams in this course. The first two exams are in a non-cumulative multiple choice format. The third exam will be in a non-cumulative multiple choice format, but it will also include essay prompts to which you will respond using your cumulative knowledge from this course. The exams will emphasize lecture material and the associated textbook content.

Exams will be taken on Canvas. Given this format, exams will technically be “open book”. However, exams will also be timed. This makes reading through the book for the first time during the exam a very disadvantageous approach. Each student is responsible for their own exam, and students must take their exams independently of one another. Cheating is prohibited.

Class will not meet on exam days. Your only responsibility for that day is to sit for the exam, accessible via Canvas. Once the exam is started, each student has exactly the time allotted to complete it. Once begun, exams cannot be stopped and returned to at a later time. If you are still testing when the exam ends, the exam will close and you will be graded on what you have completed to that point. More details about exam timing and formatting will be given prior to each exam.

NOTE: Malfunctioning technology is your responsibility. To ensure that exams goes smoothly for all students, it is recommended by tech support that you take the exam on campus in available computer labs.

Group Project (Paper and Presentation)
It is increasingly common for organizations to use groups and teams to complete work. The project for this course is comprised of a group paper and a group presentation. More details about this project will be discussed in class as well as posted to Canvas.

Student Responsibilities

- **Arrive to class on time.**
  Class begins at 6:30pm. Make it your priority to arrive before this start time. If you must leave early or arrive late, please notify me no later than three hours before the start of class (i.e., by 3:30pm on the Monday of class), and sit somewhere where you can leave (or arrive) with the least amount of disruption.

- **Come to class prepared to participate.**
  Participation comes in many forms—contributing to class discussions, actively listening to the instructor, asking relevant questions, volunteering answers to problems, working diligently in groups, etc. I highly encourage you to actively participate in class. First, participation helps solidify learning of testable concepts. Second, participation makes class much more interesting. It is my expectation that classroom interactions will be conducted with mutual respect and consideration for all class members.

- **Refrain from the inappropriate use of cell phones and laptops during class.**
  Laptops may be used for note-taking during class time. However, I reserve the right to terminate the continued use of laptops in class at any point during the semester, should students use them inappropriately in class.
  Cellphones may only be used in the event of an emergency. Students violating this policy will be asked to leave the classroom for the remainder of the class period.

- **Ask questions and/or for help when you need it.**
  Class time is an opportune time to ask questions. If something is unclear to you, it is quite likely that it is also unclear to one or more of your classmates, so please ask! You are also encouraged to attend office hours.
• **Check Canvas on a regular basis.**
  Canvas will be used to post important course information and material. If you are unfamiliar with Canvas, seek help from your instructor and classmates.

### Additional Course Policies and Accommodations

• **Missed Exams**
  A missed exam will result in a grade of zero. Makeup exams will only be given in cases of unavoidable documented emergencies (e.g., medical emergency, car accident, death in the immediate family). Documentation of the cause of the missed exam must be presented in writing from a dean or a doctor within one week of the exam date. If events do not warrant a makeup exam, you will receive a grade of zero on the exam.

  Makeup exams are to be scheduled within one week of the original exam date (or the earliest time based upon the unavoidable documented emergency). It is your responsibility to contact me in order to arrange the makeup exam.

• **Attendance**
  As a student, it is to your advantage to attend class. We will be working together to learn and clarify new concepts. Class time may also be offered toward making progress on graded assignments like the group project. Moreover, in-class material will not be completely redundant with the assigned readings. In the instance you do not attend class, you are responsible for any notes and details discussed during these missed meetings.

• **Emails**
  While email is a great communication tool, it is not conducive to learning in this course. It is your responsibility to understand the requisite course information (e.g., the syllabus, course content) before sending your instructor an email.

  o **Syllabus**
    The syllabus is a critical course document and it is your responsibility to read its terms. Please refer to the most recent version of the syllabus before contacting your instructor by email. If the syllabus provides a clear answer to your question, I will refer you back to the syllabus.

  o **Course Content**
    It is your responsibility to attend class prepared, to ask questions during class time, and to attend office hours for additional help (see Student Responsibilities). I do not answer specific content-related questions via email.

    Slides may be offered on Canvas as a companion to note-taking during class and studying after class. However, slides as they appear during lectures are not necessarily guaranteed to be uploaded.

    **NOTE:** If you have an inquiry that I believe the entire class may benefit from, I may respond to your email as a Canvas announcement or section-wide email. In this case, no identifying information will be released to the class (i.e., name of student who sent the initial email).

• **Grading**
  This course provides multiple opportunities to earn points during the semester. The final grade distribution for the semester will ultimately be normalized to the performance of the class. Your grade at the end of the semester will be final. No late work or revisions may be submitted after grades have been posted.

• **Accommodations**
  Students in this course seeking accommodations to known disabilities must consult with the Office of Disability Services and follow the instructions of the 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. Students who
are requesting a special accommodation must do so by the second class meeting. Please let me know if you are seeking accommodations.

- **Cheating, Plagiarism, & Academic Integrity**
  
  Academic integrity and honesty are essential to the existence and growth of an academic community. All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity (CSAI), including plagiarism, will result in disciplinary action as provided in the CSAI. Definitions and examples of plagiarism are in the CSAI and can be found at: [http://www.legal.uncc.edu/policies/ps-105.html](http://www.legal.uncc.edu/policies/ps-105.html)

  Whereas the group project is your opportunity to collaborate with one another, exams must be completed alone. If this is not the case, action as described in the above policy will be taken.

By remaining enrolled in this course, you agree to the class policies and grading criteria set forth in this syllabus. The standards, requirements, and schedule 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, email notice, and/or by changes to this syllabus posted on Canvas.

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.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Due</th>
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<tbody>
<tr>
<td>January 8</td>
<td>Introduction to the course, Managing and Performing</td>
<td>Chapter 1</td>
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<td>January 15</td>
<td>No class</td>
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<td>January 22</td>
<td>The External and Internal Environments</td>
<td>Chapter 2</td>
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<td>January 29</td>
<td>Managerial Decision Making</td>
<td>Chapter 3</td>
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<td>February 5</td>
<td>Planning and Strategic Management</td>
<td>Chapter 4</td>
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<td>February 12</td>
<td>Ethics, Corporate Responsibility, and Sustainability, International Management</td>
<td>Chapter 5, Chapter 6</td>
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<td>February 19</td>
<td>Exam, Chapters 1, 2, 3, 4, and 5</td>
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<td>February 26</td>
<td>Organizational Structure</td>
<td>Chapter 8</td>
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<td>March 5</td>
<td>No class</td>
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<td>March 12</td>
<td>Organizational Agility</td>
<td>Chapter 9</td>
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<td>March 19</td>
<td>Human Resource Management</td>
<td>Chapter 10</td>
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<td>March 26</td>
<td>Exam, Chapters 6, 8, 9, and 10</td>
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<td>April 2</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<td>April 9</td>
<td>Motivating for Performance</td>
<td>Chapter 13</td>
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<td>April 16</td>
<td>Teamwork, Leading for Change</td>
<td>Chapter 14, Chapter 18</td>
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<td>April 23</td>
<td>Group Presentations</td>
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<td>April 30</td>
<td>Group Presentations</td>
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<td>May 7</td>
<td>Exam, Chapters 12, 13, 14, and 18 and cumulative essay prompts</td>
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