MGMT 4510-001, INTERNATIONAL BUSINESS COMMUNICATION AND NEGOTIATION, SPRING 2010

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HOURS: 9:30 a.m.-11:00 a.m.; 2:30 p.m.-3:00 p.m. TTh and by Appointment

COURSE DESCRIPTION:
Study of the importance of business communication to conducting global business effectively. Emphasis on organizational and interpersonal communication and negotiation skills needed in an integrated world economy. Includes culture-based assumptions, contrasting cultural values, communication and negotiation strategies, verbal, nonverbal, and written communication patterns, laws, and cultural shock.

COURSE OBJECTIVE:
To provide a theoretical and practical basis for conducting effective global communication.

REQUIRED TEXT, SUPPLEMENTS AND READINGS

Supplemental Readings (e.g., Wall Street Journal)/Handouts

PREREQUISITES:
MGMT 3510 plus the following requirements for all degree-seeking students in the Fogelman College of Business and Economics: completion of all required lower-division business courses with a grade of “C” in each; a minimum quality point average of 2.25 (accounting majors, 2.50) in all required lower-division business courses and MATH 1312; and 55 hours of course work including required 9 semester hours of English. Nonbusiness majors need junior or senior standing and must complete course prerequisites. The student has the responsibility of assuring that all requirements have been met; otherwise, the student may be administratively dropped.

ACADEMIC COURSE REQUIREMENTS
The final grade will be determined by the number of points earned on examinations, and class written and oral assignments and activities (individual and/or group). Some class and written assignments will be completed during class time and without prior notice; others will be completed out of class.

The total points you earn in each grade component of the course will be divided by the total points possible for that component. The appropriate percentage will then be calculated for each component to determine your final percentage/grade. (Plus/Minus [+] grading system will not be used in this class)

Grade Components:  
Assignments 30%  A = 90 - 100% of total points possible  
Exams 30%  B = 80 - 89% of total points possible  
Reports (Oral/Written/Group) 40%  C = 70 - 79% of total points possible  
TOTAL 100%  D = 60 - 69% of total points possible

Assignments. Information needed to write or complete each assignment will be provided as you need it. Due dates will be announced during the semester. Grading sheets, which list requirements, will be distributed as needed. All assignments must be keyed.

NOTE: Any assignment evaluation criterion that is excessively violated will result in a 25 percent reduction of points from the total points possible. Assignments must be submitted in class, on the date due, during the class period, and at the time the instructor makes the request. There are NO provisions for make-up work. Credit will not be given for assignments with technology malfunction issues or for incomplete, incorrect, or plagiarized assignments.
Assignments/exams will be returned for your review. Assignments/exams physically reviewed during a class period must be returned to the instructor during the same class period. Failure to return any assignment/exam as indicated will result in that assignment/exam being disallowed for grade computation. Student work will be held for ONE semester after the end of the course. Please retrieve any materials you wish to include in your communication portfolio as soon as possible.

ADMINISTRATIVE COURSE REQUIREMENTS

Class Attendance. Enrollment in this course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in any class discussion that may occur. It is the student's responsibility to keep informed concerning all assignments made. Absences do not absolve him/her of this responsibility. If you are absent during a scheduled EXAM, the FINAL EXAM will substitute for the missed exam. You cannot miss more than ONE exam.

Absence from more than 10 percent of the scheduled class sessions is considered excessive. If you must exceed this 10 percent maximum (all absences are counted), withdrawing from the course should be considered. Credit for class attendance requires that you arrive on time and stay (in class) the entire period. Students not attending 70% of the course meetings will receive an F for the course.

Academic Integrity and Student Conduct. Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs (http://saweb.memphis.edu/judicialaffairs). Please take a look, in particular, at the sections about “Academic Dishonesty,” “Student Code of Conduct and Responsibilities,” and “Disruptive Behaviors.” I will expect students to be aware of these guidelines and to conduct themselves accordingly. Conduct which is considered disruptive as well as equated to a class absence includes (but is not limited to) arriving late for class, leaving early, leaving and returning during the class period, having telephones or pagers which ring or beep in class, and bringing children or other nonenrolled guests to class. Note: The need to tape record class lectures will only be considered for students with written documentation from Student Disability Services verifying a disability requiring a need for taped lectures.

Exams/Final Exam. Exams will generally consist of true-false, multiple-choice, short answer, essay, and completion questions as well as application exercises. The final exam is optional, comprehensive, and scheduled for Thursday, May 6, from 10:30 a.m. –12:30 p.m.

Posting of Grades. No grades will be posted. Keep an accurate record of your progress in this course.