MGMT 3110-001 – Organization and Management
Monday/ Wednesday 11:30 am – 12:25 pm
Fogelman Class Room 118
Jan 19, 2016 – May 05, 2016
Hybrid Course Spring 2016
3 Credit Hours

Instructor: Dr. Kathy A. Tuberville, SPHR

Phone/Text: 901.678.2222 or 901.678.4740 (Email is the best way to contact me)
E-mail: K.Tuberville@memphis.edu
Office: Faculty office, FCBE 315. Alternative location-- FCBE 274
Office Hours: Monday, 2:30-4:30pm and Tuesdays, 4:15-5:15, all others by appointment.

Course Overview

Course Description: Comprehensive survey of basic management concepts, principles, and functions; coverage in planning, organizing, leading, and controlling organizational resources to achieve objectives; overview of decision-making within the context of organizational global environment, strategy, organizational structures, culture, human capital, ethics and corporate social responsibility, and performance.

Recommended Texts (and Related Materials)

(Looseleaf Text, 9781305718562), Mason, OH: South-Western Cengage.

OR

purchased on Cengage website:
http://www.cengagebrain.com/shop/isbn/9781305492851

For this course, required course activities are located on Cengage Publisher’s MindTap™ website thus, students must purchase the textbook and MindTap™ Access bundle.
MindTap™ registration: https://login.cengagebrain.com/course/MTPPV0NP5KPP
Course Key: MTPP-V0NP-5KPP

Location of Course Materials

eCourseware: All course content files and tests can be found in eCourseware by logging into this course at https://elearn.memphis.edu

MindTap Login: https://login.cengage.com/ (Direct Login)

Instructions and the required MindTap activities are located in eCourseware under the table of contents. Please note that login to MindTap is outside of eCourseware. However, the MindTap login link can be found in eCourseware under MindTap Student Login Link.

Course Goals & Learning Objectives

This course provides a comprehensive overview of the principles and functions of management and the challenges that managers face in a dynamic, global business environment. The objective of this course is to provide students with the basic understanding of the role of management including planning, organizing, leading, controlling, and coordinating organizational resources in a technologically advanced and global environment to achieve organizational goals.

Additionally, examination of internal and external environmental influences impacting organizations and management will also be addressed. This course will also provide an overview of management problem-solving skills relevant to all organizational environments and various careers. This course is of benefit to all majors because working with people and management is applicable to all occupations and organizational environments.

After taking the course, the student will:

- understand terms and concepts associated with management of people, projects, and organizations;
- understand the need to apply a variety of skills necessary in today’s world which involves innovative solutions to dynamic, global problems and crisis management;
- understand the importance of working with diverse cultures, countries, and changing organizations;
- understand the importance of managerial decision-making challenges, knowledge management, and rapidly changing technology
- gain enhanced skills important in any career, including written communication, oral communication, teamwork, and critical thinking.

Fogelman College: Learning Outcomes

Learning outcomes for the FCBE degree are reinforced in the course and can be found at
Course Methodology

Online Courses: This course is a partially (hybrid) online course and much of the learning will be self-managed and self-paced. This structure has the benefit of accommodating each student’s unique schedule and learning style. Students will be expected to login to eCourseware to complete the weekly online module in place of the Friday in-class section. Hybrid classes require students to be independent learners in that online component and complete the MindTap activities each Friday by 11:59 p.m.

Class participation and discussion is strongly encouraged and adds to the learning experience. Being prepared for class is expected for engaging class interactions.

Classroom (Face-to-Face): In this course, students are expected to attend class on Mondays and Wednesdays, for our “in-class days” where we will have possible in-class team activities involving management role-play or scenario activities related to concepts covered in weekly chapters. Instructor lectures, guest lecturers and video clips may also be a part of course methodology.

Course Topics

- Innovative Management
- Corporate Culture
- Managing in a Global Environment
- Ethics & Social Responsibility
- Planning & Goal Setting
- Decision Making
- Leading Teams
- Managing Change & Innovation
- Human Resources Management & Diversity
- Individual Behavior
- Leadership
- Motivation
- Communication

Professor’s Expectations

My expectations for students in this online course include the following. Specifically, I expect that:

a) As a partially online student, you will commit the necessary time (often significantly more than an on-ground course) to stay current in the course. By doing so, your potential for success is much higher. This step includes reading the syllabus and the required assignments, printing out the syllabus and the course schedule, and reviewing the course content found in the modules.

b) You will demonstrate critical thinking in the assignments.

c) You will positively participate in class online MindTap activities.
d) This course is largely based on written assessments in the online activities and projects. I expect that you will use the course resources in MindTap and eCourseware to help you.

e) You will submit assignments on time—barring an emergency or illness, late papers are not accepted. If you have a valid problem, please contact me individually.

f) You will review the electronic feedback provided for papers in Grademark so that you can enhance your papers throughout the course.

g) You will let me know what you do not understand AFTER you have thoroughly read the instructions for the assignments.

h) I expect that you review, edit, and proof your work prior to submitting.

Student’s Expectations

What can you expect from me?

a) If I have not returned an email within 24 hours, I did not receive your email. Please check the address and re-send your message.

b) You can expect me to grade thoroughly and provide feedback online on your papers to help you improve your grades on upcoming papers.

c) You can also expect me to be available to help you—however I need to hear from you as to the type of help you may need. I need clear questions in your emails—please be sure to identify the course information carefully.

Guidelines for Communication

Instructor Contact: Please use K.Tuberville@memphis.edu (Email is the best way to contact me!). Face-to-face meetings are during office hours in FCBE 315 in the fall and spring semesters.

The instructor will make every attempt to respond to email inquiries within 24 hours during the work week. Students will be notified when the Instructor is not available to meet the stated response time through class meeting, email, and in eCourseware news postings.

Email Guidelines

• Always include a subject line with specific concise topic and “3110—& section number”
• Remember without facial expressions some comments may be taken the wrong way thus, be careful of your words and tone
• Use standard fonts
• Do not send large attachments without permission
• Special formatting such as centering, audio messages, tables, html, etc. should be avoided
• Use proper and correct grammar, spelling, and sentence format
• Provide your full name in the close of the message!
• Students must use their UM email account
Technology and Software Requirements

• Please use Firefox or Chrome browsers for best experience (less technical difficulties) in eCourseware and MindTap. Note: Mac’s Safari browser can at times be problematic. Internet Explored must NOT be used at all.
• The minimum hardware requirements for eCourseware compatibility can be found at http://www.memphis.edu/univcoll/online/technical.php
• Students MUST have access to high speed Internet that is readily available.
• The software requirements are Microsoft Office Word, Adobe Acrobat Reader, and Microsoft PowerPoint. No other word processing software will be accepted. The university provides the access to MS word. Link https://umdrive.memphis.edu/g-training/umApps/umApps.pdf
• Students are strongly encouraged to back up their electronic files with the use an 8MB or larger USB Flash Drive and a cloud storage website, such as UMDrive, Dropbox, or Google Drive.

Technical Support

You must submit a helpdesk ticket for ISSUES with elearn. I am not a technical person & cannot help you with technical problems. However the HelpDesk can help you 24/7! For technical difficulties with eCourseware, first use the UMhelpdesk by filling out a form at: http://umhelpdesk.memphis.edu or calling 901.678.8888.

Technical Support—MindTap

The publisher’s representative, Mrs. Lashlee Wittington, will be your source of contact for help with MindTap. I can help you with content but not technical issues related to accessing MindTap. If you experience problems with MindTap, submit a help desk ticket to the contact below and let Mrs. Wittington know your problem. Please do not contact me unless she cannot assist you with your technical issue.

Prior to contacting her, be sure that you have read all of the information related to the course and MindTap. In the subject line of your email please state:

MindTap Question--MGMT 3110 Tuberville

Please be courteous and considerate of her time as she offers to help you. Additionally, there is a help desk opportunity below for evening and/or weekend assistance.

Lashlee Wittington
Executive Learning Consultant, Academic & Professional Group
Cengage Learning
(o) 1-855-CENGAGE (1-855-236-4243), EXT. 9296
(eLashlee.Wittington@Cengage.com | www.cengage.com
Technical Support www.cengage.com/support

Help Hotline for students: 800-990-8211
Submitting technical ticket for

**Setting up MindTap Course:**

**Stephanie Sodders**  
Digital Solutions Coordinator  
Cengage Learning  

10650 Toebben Drive | Independence, KY 41051  
(859) 657-4441 | stephanie.sodders@cengage.com | www.cengage.com/dcs

Technical support and ticket submission for MindTap™:  
Student video guides for using MindTap™ are located at  
[http://services.cengage.com/dcs/mindtap/start/resourcelist/][3]

**Grading and Evaluation Criteria**

The final grade is determined by the number of points earned on 1) all required tests 2) MindTap activities, and 3) in-class group projects. The total points earned will be divided by the total points possible for a final percentage calculated on eCourseware. Grades will be posted in eCourseware and a final grade posted in the MyMemphis portal.

Students will be evaluated on the following:

<table>
<thead>
<tr>
<th>90-100% of total points</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-89% of total points</td>
<td>B</td>
</tr>
<tr>
<td>70-79% of total points</td>
<td>C</td>
</tr>
<tr>
<td>60-69% of total points</td>
<td>D</td>
</tr>
<tr>
<td>Below 60% of total points</td>
<td>F</td>
</tr>
</tbody>
</table>

**You must earn at least 70% to pass this required course.**

**Grading Components**

Points earned in the course will be distributed as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Total Points</th>
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</thead>
<tbody>
<tr>
<td>In-Class tests (4 @ 100 pts each)</td>
<td>400</td>
</tr>
<tr>
<td>Mindtap Friday tests (13 @ 30 pts each)</td>
<td>390</td>
</tr>
<tr>
<td>In-Class Group Projects (4 @ 25 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1040 pts</strong></td>
</tr>
</tbody>
</table>

MindTap Activities
Cengage Publisher’s MindTap™ is this course’s textbook website resource that contains various quizzes, videos, textbook eBook, and assignment activities aimed to help students experience a robust and engaging learning experience of management concepts. The website is outside of eCourseware and is located at https://login.cengage.com/cb/login.htm?cid=M15010025

In this course, students will be responsible for completing 13 required chapter modules. Details of specific modules and due dates are located in the course schedule under the Getting Started Module.

You will complete a MindTap module each Friday on the respective chapter from that week's assignment. These modules are done outside of class, please see the deadline on the course schedule. The assignment and deadlines are the same each week of the semester.

Due dates for the MindTap modules are Fridays, 11:59 p.m. each week. They will be scored automatically and will be uploaded into the eLearn grading book periodically so please review grades frequently.

**Schedule of Activities**

Course assignments, activities, tests, and due dates are listed in the course schedule location of the “Getting Started” module within eCourseware. Become familiar with this resource!

**Final Exam Schedule**

The final exam will be given in class at the specified exam time, *May 2, 10:30 am - 12:30 p.m.*

**Course Policies**

**Adding/Dropping**

Please see the registrar’s website for policies and dates for adding or dropping a class [http://www.memphis.edu/registrar/calendars/](http://www.memphis.edu/registrar/calendars/)

**Attendance**

*Campus classes:* attendance is expected and will be recorded. Respect for the Instructor and class members is required thus; class disruption either by arriving late or leaving early will NOT be tolerated. Excessively disruptive students will be required to leave the class.

*Hybrid Online Classes:* Students should login to the eCourseware system at least three times a week. Attendance and participation in weekly course activities is necessary for course success! Assignments, discussion postings, quiz, projects, possible team activities are a part of the normal course week so and students MUST spend time in MindTap participating in these activities.

**Course Absences**
You are expected to attend class regularly and be highly participative. If you have only three absences and a 90% grade by the last day of the semester, April 27, you may be exempt to the final exam. Be in class and do your work well—and get this reward for good work in the class!

**Academic Integrity**
In their academic activities, students are expected to maintain high standards of honesty and integrity. **Academic dishonesty is prohibited.** Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one’s own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person or to knowingly assist another student in obtaining or using unauthorized materials.

**Plagiarism, cheating and other forms of academic dishonesty are prohibited.** Students guilty of academic misconduct, either directly or indirectly through participation or assistance are immediately responsible to their instructor. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or zero for an activity or to assign an “F” for the course.

**Quizzes in this course are not “open-book.” Please plan accordingly!**

To understand plagiarism more, please visit,  
[http://www.memphis.edu/fcbe/students/plagiarism.php](http://www.memphis.edu/fcbe/students/plagiarism.php)

For more information on the Fogelman College of Business and Economics academic integrity policy, please visit [http://www.memphis.edu/fcbe/students/integrity.php](http://www.memphis.edu/fcbe/students/integrity.php)

Note that using a “Solutions Manual” or “instructor’s guide” is considered cheating. Should I have evidence that a student is using a “Solutions Manual” has occurred, I may take steps as described on the campus' Office of Student Conduct website.”

**Turnitin Statement**
“Your written work may be submitted to http:/www.Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you WILL be required to submit your research work electronically and be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com’s restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the Instructor may be penalized or may not be accepted at all.” (University of Memphis, Office of Legal Counsel, October 17, 2005)

**Electronic Devices**
**Laptops, electronic tablets, smartphones, and other Internet-ready electronic devices:**

The class will regularly participate in team activities and thus, students will benefit from the use of Internet-ready, electronic devices and are encouraged to utilize the devices in the course.

**Respectful Class Conduct for Campus Classes:** Use your technology for course purposes please! When in-class research activities are not being conducted, students are to maintain proper respect for the Instructor and class members by refraining from surfing the Web, texting, listening to video or music, or participating in other disruptive and non-related class activities on the Internet. Additionally, electronic phone devices should be put in the “silent” mode during class time. Leaving the classroom to accept phone calls is also unacceptable. Moreover, any student found playing games, listening to music, or surfing the Web on electronic devices will be asked to stop and will be asked to leave the classroom, if the conduct continues. The instructor will take additional steps related to this. See UM policy: [http://saweb.memphis.edu/judicialaffairs/](http://saweb.memphis.edu/judicialaffairs/)

**Late Assignments**

Late assignments are not accepted without permission of the instructor. If a student must miss a test on the scheduled date, students MUST let the instructor know well in advance and must provide a valid reason for the absence (e.g., school sanctioned event, documented illness or hospitalization). Other reasons for absences will be evaluated on a case-by-case basis. When MindTap activities close, they are no longer available; so plan accordingly and meet the deadline each week.

**Reporting Illness or Absence**

Students must immediately notify the instructor by email when reporting an absence due to illness or in the case of another unexpected absence. Proper medical documentation will be expected in cases of illness-related absences. Other documentation will be expected in other non-medical related absences such as school events.

**Extra Credit**

Extra credit may be offered for professional development for enhancing your personal brand. The instructor will announce approved extra credit opportunities.

**Inclement Weather**

Due dates for assignments and tests may be adjusted when inclement weather persists. An announcement will be posted within eCourseware news area. Check weekly for updates.

**Syllabus Changes**

The Instructor reserves the right to adjust the course schedule and due dates when necessary and will announce changes ahead of time through eCourseware News section and class announcements.

**Minor Children**
In order to protect minor children (under the age of 18), The University of Memphis has a policy (see http://policies.memphis.edu/UM1645.htm) that states that no minor child will be allowed on campus in the workplace, in the classroom, or on campus in unsupervised circumstances.

For possible childcare openings on the UM Campus, please check with The Child Development Center Evening Program for children 30 months through 12 years at 901.678.5059 for more information.

**Student Services**

Please access the [FCBE Student Services](#) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Professional Development**

If you are a FCBE major, you are strongly encouraged to pursue professional development opportunities through the Avron B. Fogelman Professional Development Center.

If you are a non-business major, please use great professional development opportunities via the Involvement and Leadership Office as well as Career Services.

**Extra Credit Opportunity**

Personal Branding, Feb 20, 9:00 – 3:00, open to all majors.
<table>
<thead>
<tr>
<th>Course Schedule</th>
<th>Reading Assignment</th>
<th>Online Course Assignment Hybrid Class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Chapter 1</td>
<td>Due Fridays, 11:59 p.m. each week</td>
</tr>
<tr>
<td>Wednesday, Jan 20</td>
<td></td>
<td>Friday, Jan 22 – Online</td>
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<tr>
<td></td>
<td></td>
<td>Mindtap – Chapter 1</td>
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<tr>
<td></td>
<td></td>
<td>Due Friday, 11:59 p.m. — same for each week</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>Chapter 2</td>
<td>Friday, Jan 29 – Online</td>
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<td>Monday, Jan 25</td>
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<td>Mindtap – Chapter 2</td>
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<td>Wednesday, Jan 27</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>Chapter 3</td>
<td>Friday, Feb 5 - Online Mindtap Chapter 3</td>
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<tr>
<td>Monday, Feb 1</td>
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<td>Wednesday, Feb 3</td>
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<tr>
<td><strong>Week 4</strong></td>
<td>Chapter 4</td>
<td>Friday, Feb 12 - Online Mindtap – Chapter 4</td>
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<td>Monday, Feb 8</td>
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<tr>
<td>Wednesday, Feb 10</td>
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<tr>
<td><strong>Week 5</strong></td>
<td>Test # 1</td>
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<td><strong>Monday, Feb 15</strong></td>
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<tr>
<td><strong>Week 5</strong></td>
<td>Chapter 5</td>
<td>Friday, Feb 19 - Online Mindtap – Chapter 5</td>
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<tr>
<td>Wednesday, Feb 17</td>
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<tr>
<td><strong>Week 6</strong></td>
<td>Chapter 6</td>
<td>Friday, Feb 26 – Online Mindtap – Chapter 6</td>
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<tr>
<td>Monday, Feb 22</td>
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<tr>
<td>Wednesday, Feb 24</td>
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<tr>
<td><strong>Week 7</strong></td>
<td>Chapter 8</td>
<td>Friday, March 4 – Online Mindtap – Chapter 8</td>
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<tr>
<td>Monday, Feb 29</td>
<td></td>
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<tr>
<td>Wednesday, March 2</td>
<td></td>
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<tr>
<td>Week 8</td>
<td>Mar 7 - 13</td>
<td>SPRING BREAK</td>
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<tr>
<td><strong>Week 9</strong></td>
<td>Chapter 9</td>
<td>Friday, Mar 18 – Online Mindtap – Chapter 9</td>
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<tr>
<td>Monday, Mar 14</td>
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<tr>
<td>Wednesday, Mar 16</td>
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<tr>
<td><strong>Week 10</strong></td>
<td>Test # 2</td>
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<tr>
<td><strong>Monday, March 21</strong></td>
<td>Chapter 10</td>
<td>Friday, Mar 25 – Online Mindtap – Chapter 10</td>
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<tr>
<td>Wednesday, Mar 23</td>
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<tr>
<td><strong>Week 11</strong></td>
<td>Chapter 11</td>
<td>Friday, April 1 – Online Mindtap – Chapter 11</td>
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<td>Monday, Mar 28</td>
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<td>Wednesday, Mar 30</td>
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<tr>
<td><strong>Week 12</strong></td>
<td>Chapter 12</td>
<td>Friday, April 8 – Online Mindtap – Chapter 12</td>
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<tr>
<td>Monday, April 4</td>
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<tr>
<td>Wednesday, April 6</td>
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<tr>
<td><strong>Week 13</strong></td>
<td>Chapter 13</td>
<td>Friday, April 15 – Online Mindtap – Chapter 13</td>
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<tr>
<td>Monday, April 11</td>
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<tr>
<td>Wednesday, April 13</td>
<td></td>
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<tr>
<td><strong>Week 14 Monday, April 18</strong></td>
<td>Test # 3</td>
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<tr>
<td><strong>Week 14</strong></td>
<td>Chapter 14</td>
<td>Friday, April 22 – Online Mindtap – Chapter 14</td>
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<tr>
<td>Wednesday, April 20</td>
<td></td>
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<tr>
<td><strong>Week 15</strong></td>
<td>Chapter 14</td>
<td></td>
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<tr>
<td>Monday, April 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, April 27 (last day of class)</td>
<td></td>
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</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td>May 2, 10:30 am -12:30 pm</td>
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</tbody>
</table>