Course Syllabus
MGMT 3110—501 – Organization & Management
Spring I 2016
3 Credit Hours

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Office Hours: Appointments can be arranged on campus prior to or following assigned class time (no office assigned: adjunct faculty)

Course Overview

Course Description: Comprehensive survey of basic management concepts, principles, and function; 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 structure, culture, human capital, ethics and corporate social responsibility, and performance.

Required Textbook Bundle

OR


For this course, specified required course activities are located on Cengage Publisher’s MINDTAP™ website thus, students must purchase a new textbook and MINDTAP™ Access bundle.

MINDTAP™ registration: http://login.cengagebrain.com/course/MTPQ-XSRP-GVP5
Course Key: MTPQ-XSRP-GVP5
**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](https://elearn.memphis.edu)

MindTap: Instructions and list of required MindTap activities are located in eCourseware under the Assignment module. Please note that login to MindTap is outside of eCourseware.

**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 managerial problem-solving skills relevant to all organizational environments and various careers. Additionally, this course is of benefit to all majors because working with people and management is applicable to all occupations and organizational environments.

After taking this course, the student will:

1. understand terms and concepts associated with management of people, projects, and organizations;
2. 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;
3. understand the importance of working with diverse cultures, countries, and changing organizations;
4. understand the importance of managers’ decision-making challenges, knowledge management, and the need to efficiently utilize rapidly changing technologies; and
5. gain enhanced skills important in any career, including written communication, oral communication, teamwork, and critical thinking.

**Fogelman College: Degree Learning Outcomes**

The Fogelman College of Business & Economics is accredited by AACSB (the Association to Advance Collegiate Schools of Business). As such, we are required to adhere to stated learning outcomes for our students. Learning outcomes for the BBA degree are reinforced in this class where relevant and can be found at this link:

Course Methodology

This course is a hybrid course. This means that half of our time will be spent in the classroom and half of our time will be online. Class meeting times will be outlined in eCourseware.

Classroom (Face-to-Face). In this course, students are expected to attend class for possible in-class team activities involving management role-play or scenario activities related to concepts covered in weekly chapters. The instructor lectures, and multi-media clips may also be a part of course methodology.

Online: Online assignments will be listed on eCourseware.

Classroom and online participation and discussion are strongly encouraged and adds to everyone’s learning experience. Students are encouraged to read current business periodicals such as The Economist, Wall Street Journal, Forbes, etc. and be abreast of current topics related to management.

Course Topics

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

Professor’s Expectations:

In general, students should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all online or face-to-face discussions. Student responsibilities include:

- Logging into eCourseware at least three times a week for participation activities and obtaining course NEWS weekly updates
- Keeping up with deadlines throughout the course schedule in syllabus and eCourseware
- Carefully reading the syllabus, assignment, and course content before asking instructor for clarification
- Promptly communicating with instructor clarification on any course or personal matters
- Utilizing university-provided email account for communication in this course rather than eCourseware email
- Carefully proofreading all assignments, ensuring proper grammar, sentence structure, and accurate punctuation. If necessary, students should utilize free tutoring and writing help available through the University and completed well in advance of assignment due dates
- Treating all members of the course professionally with kindness and respect
**Student’s Expectations:**

In my role as your instructor, there are certain things you can expect from me including well-organized and engaging learning experience, response to emails within the day unless otherwise notified, and timely feedback on all work submitted prior to the next due assignment. It is my nature to treat all students in this course equally and respectfully.

**Technology and Software Requirements**

- The minimum hardware requirements for eCourseware compatibility can be found at [http://www.memphis.edu/univcoll/online/technical.php](http://www.memphis.edu/univcoll/online/technical.php).
- Students must have access to high speed internet that is readily available.
- Software requirements are Microsoft Office Word, Adobe Acrobat Reader, and Microsoft PowerPoint. No other word processing software will be accepted.
- Students are strongly encouraged to back up their electronic files with the use of an 8MG or larger USB Flash Drive and a cloud storage website such as UMDrive, Dropbox, or Google Drive.

**Technical Support**

For technical difficulties with eCourseware, first use the UMhelpdesk by filling out a form at [http://umhelpdesk.memphis.edu](http://umhelpdesk.memphis.edu) or calling 901.678.8888.


**Student video guide** for using MindTap™ are located at [http://services.cengage.com/dcs/mindtap/start/resourcelist/](http://services.cengage.com/dcs/mindtap/start/resourcelist/)

**Grading and Evaluation Criteria**

The final grade is determined by the number of points earned on 1) all required assignments, including MindTap activities, 2) tests. 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>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100 %</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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</tbody>
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**Assessed Activities**

- **Mid-Term** 20%
- **Final** 20%
- **Final Paper** 35%
- **Electronic Assignments** 25%
MindTap Activities
Cengage Publishes’ 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 eCourseware and is located at https://login.cengage.com/

In this course, students will be responsible for completing assignments outlined in eCourseware.

Schedule of Activities
Course assignments, activities, tests, and due dates are listed in the Contents module of eCourseware

Final Exam Schedule
TBA

Course Policies

Attendance
Campus classes: Attendance is expected and will be recorded. Respect for the instructor and class members is required, and class disruption either by arriving late or leaving early will not be tolerated. Excessive disruptive students will be expelled from class.

Some course activities are located in eCourseware, and students should log on to the eCourseware system weekly in order to complete activities. Additionally, weekly participation in MindTap activities will be required.

Course Absence
No provision is made for making up assignments or tests except for University-approved reasons (i.e., university-sponsored trips, athletic events, or conference) or for exceptional reasons approved by the instructor. Those students who have extracurricular arrangements that will conflict with the course MUST make arrangements with the instructor in advance before due dates of assignments. Official documentation is required as proof. Personal or work commitment conflicts are not excused absences. Please contact your instructor immediately should you have an unexpected situation arise.

Reporting Illness or Absence
Students must immediately notify the instructor by email when needing to report an absence due to illness, or in the case of illness-related absences. Other documentation will be expected in other non-medical absences.

Inclement Weather
Due dates for assignments and tests may be adjusted when inclement weather persists. An announcement will be made by email and posted within eCourseware news. Class will be cancelled only if the university is officially closed.
Adding /Dropping
Please see the registrar’s website for policies and dates
http://www.memphis.edu/registrar/calendars/

Academic Integrity
Students are expected to recognize and uphold standards of intellectual and academic integrity as set forth in the University of Memphis Code of Student Rights and Responsibilities. See http://saweb.memphis.edu/judicialaffairs/

Academic dishonesty of any sort will not be tolerated. Your instructor will adhere to the University policies related to dishonesty.

Turnitin Statement: Your written work may be submitted to http://www.turnitin.com or a similar electronic method for evaluating the originality of your ideas and proper use and attribution of source. You will be required to submit your written work electronically.

Electronic Devices
Laptops, electronic tablets, smartphones, and other Internet-ready devices:
When in-class activities are in process, class members should refrain from surfing the Web, texting, listening to music or videos or other activities involving the Web. Electronic phone devices should be put on “silent” mode during class time. Leaving the classroom to accept phone calls is also unacceptable. If participating in any of the above activities during class time, student will be asked to leave the classroom. If this conduct continues, see UM policy: http://saweb.memphis.edu/judicialaffairs/

Syllabus Changes
The instructor reserves the right to adjust the course schedule and due dates when necessary and will announce any changes ahead of time through eCourseware News, email, and/or will announce in class.

Minor Children
The University has a policy that states that no minor child will be allowed on campus in the workplace, in the classroom, or on campus in unsupervised circumstances. http://policies.memphis.edu/UM1645.htm

Student Services
Please access FCBE Student Services page for information about:
- Students with disabilities
- Tutoring and other Academic Assistance
- Advising Service for Fogelman Students
- Technical Assistance