Course Syllabus
MGMT 3110-501 – Organization and Management
Spring Semester, 2019
3 Credit Hours
Last updated: 12/20/2018

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Course Overview
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 structures, culture, human capital, ethics and corporate social responsibility, and performance.

Required Texts (and Related Materials)

Student must register and purchase access to MindTap only through the URL link located on eCourseware within the MindTap module on or after January 14, 2019. A used textbook without MindTap V2.0 will not work for this class.

For this course, required specified MindTap course activities can be accessed through your eCourseware course by clicking on a MindTap link located under the MindTap module.

Recommended Reading
Location of Course Materials

eCourseware: All course content files can be found in eCourseware by logging into this course at http://elearn.memphis.edu
MindTap Login: MindTap Link located in eCourseware under the MindTap module.

Course Goals and 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. 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 the 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.

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

Fogelman College: Learning Outcomes for Your Degree

The Fogelman College of Business and Economics has established the following learning goals for all students successfully completing the BBA degree:

- Graduates will be effective communicators;
- Graduates will demonstrate critical thinking skills;
- Graduates will be knowledgeable about ethical factors in the business environment;
- Graduates will be knowledgeable about the global business environment;
- Graduates will be proficient users of business presentation and analysis technology.
Course Methodology

Hybrid Courses: This is a hybrid course and part of the learning will be self-managed and self-paced. Part of our class will be conducted in the classroom, and this will be supplemented with online assignments. 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. Instructor lectures, guest lecturers, student-lead instruction, and multimedia clips may also be a part of course methodology.

Students will be expected to login to eCourseware at least three times a week for course news updates, required participation in discussion board assignments, possible team activities, MindTap access, tests, or other required activities assigned by the instructor.

Additionally, students are encouraged to also login to eCourseware to access the Cengage’s MindTap website link. Although Mindtap assignments are not a graded item, these are helpful resources for comprehending material and exam preparation.

Professor’s Expectations

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all discussions (both in the classroom and online). Classroom attendance is extremely important.

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 two (2) business days, and feedback on all work submitted within 7-10 calendar days.

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 Chrome or FireFox browsers for best experience for eCourseware and MindTap.

Note: Internet Explorer must NOT be used at all.
• The minimum hardware requirements for eCourseware compatibility can be found at UM Technical Requirements for online courses (Opens in new window)
• 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. If you do not have MS Word, then you can use free software from Microsoft’s OneDrive, the University, or save your documents as a rich text file (rtf).
• Students are strongly encouraged to backup their electronic files using an 8MB or larger USB Flash Drive and a cloud storage website system, such as UMDrive, Dropbox, or Google Drive.

Technical Support

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

Technical Support for MindTap

Use MindTap Technical Support URL link in eCourseware MindTap Module.

Grading and Evaluation Criteria

There will be two examinations (midterm and final) in class, and these dates are delineated in the assignment schedule. Exam questions will be drawn from reading assignments, lectures, and classroom discussion. Exams are to be taken as scheduled. Exams will be multiple choice/true-false. Makeup exams will not be allowed unless the instructor agrees to an acceptable excuse or alternative arrangements are made prior to the exam date. Exceptions may include a documented medical or family emergency. The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Final Course Grades

Exam: Final 20 %
Research Paper 30 %
Online assignments 20 %
Presentation 10%

Grades will be posted in eCourseware and a final grade posted in MyMemphis portal. NOTE: There is no guarantee that the Instructor will round-up total points at the end of the semester. For example, if a student has an 89.99 average, then the course grade will be a “B.”

Final Course Grades

Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assigned Grade</th>
</tr>
</thead>
<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>Under 60</td>
<td>F</td>
</tr>
</tbody>
</table>
Summary of Graded Activities

Grades will be weighed in the following manner:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam: Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Exam: Final</td>
<td>20%</td>
</tr>
<tr>
<td>MindTap Activities</td>
<td>Non-graded item</td>
</tr>
<tr>
<td>Research Paper (in lieu of SOMA requirement)</td>
<td>30%</td>
</tr>
<tr>
<td>Online assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Presentation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

List and Schedule of Formal Assessed Activities

Course assignments, activities, tests, and due dates are listed in the course schedule location of the “Getting Started” module within eCourseware. Additionally, due dates will be listed on the left-hand side within eCourseware under “Semester Calendar.”

Sona Research Requirement

Because this is a hybrid class and a short semester (7 weeks), a research paper is assigned in this class, as it is an important part of the Fogelman College of Business and Economics’ research initiative. Requirements, guidelines, and possible topics are listed in the contents section of eCourseware. This research paper will be double-spaced using APA format to fulfill the research requirement for this course, and use of peer-reviewed articles for researched are encouraged.

Please note that students enrolled in Marketing (MKTG) 3010 may also be required to participate in the SONA system for MKTG 3010 required 5 units of research activity. In cases where students are participating in SONA to fulfill more than one course requirement, they will be required to register once for each course and participate in studies separately to fulfill each course requirement.

Final Exam Schedule

The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Course Policies

E-MAIL

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance

**Hybrid 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 expelled from the class. See UM Code of Student Rights and Responsibilities (Opens in new window) 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, quizzes, projects, possible team activities are a part of the normal course week so, students MUST spend time in eCourseware participating in these activities.

**Course Absence**
NO PROVISION IS MADE FOR MAKING UP ASSIGNMENTS OR QUIZZES except for University-approved reasons (University-sponsored trips, athletic events, or conferences) 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 and quizzes. Additionally, personal or work commitment conflicts are not excused absences. Please contact your Instructor immediately should you have unexpected situations arise. Attendance reporting will be submitted to the University after the first two weeks of class.

**Adding / Dropping**

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

**Academic Integrity [REQUIRED]**

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity (opens in new window).

**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)

**Classroom or Online Behavior**

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website (opens in new window).
Late Assignments

Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus and related “Course Activity Summary / Schedule” for all due dates for formally assessed work. If your work is not submitted on time, the instructor reserves the option to deduct up to 20% of the grade value for tardiness depending upon the circumstances and appropriate communication between the student and the instructor.

Extra Credit

There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as Live Safe App (download here: http://www.memphis.edu/police/pdf/uofm-livesafe-overview-letter.pdf) for emergency alerts messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

FCBE Academic Internship Credit: In FCBE, all majors offer an academic internship course option as a substitution for a required elective in a student’s major. To apply for academic credit, students must obtain an internship highly related to their major, register prior to the start of their internship and have their internship approved by departmental internship faculty. To review the requirements for applying for academic credit, visit http://www.memphis.edu/professional/internships/academic_credit.php Students should allow approximately two weeks for the review and processing of an academic internship application through the Fogelman Internship Network.

Student Services

Please access the FCBE Student Services (opens in new window) page for information about:
• Students with Disabilities
• Tutoring and other Academic Assistance
• Advising Services for Fogelman Students
• Technical Assistance