MGMT 3110-502 Organization & Management - Spring 2019 - 3 credit hours

Instructor: Kelly Mollica, Ph.D.
Office Phone: (731) 425-5045
E-mail: kmollica@memphis.edu ← NOTE: I do not use eCourseware email
Office Location: 302 Varnell-Jones, UM Lambuth Campus, Jackson
Office Hours: Tuesdays 10:00 am - 1:00 p.m., or contact me for an appointment

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


Location of Online Course Content and Technical Support: Course materials, including syllabus, powerpoints, assignment instructions, handouts, etc., are available on the eCourseware website. For eCourseware technical support, contact UM Technical Support or call (901) 678-8888.

The link to Cengage MindTap is located in eCourseware on the ‘Content’ page. You will access MindTap only through eCourseware. Do not try to register for MindTap from the Cengage website. For MindTap technical support, go to Cengage Support or call 1-800-354-9706.

Course Objectives: By successfully completing this course, you 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: Learning Outcomes for the BBA Degree: The Fogelman College has established the following learning goals for students 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.
LEARNING ACTIVITIES AND GRADING

MindTap Assignments & Quizzes: MindTap is a publisher-provided website with assignments and quizzes specific to the textbook. You will access MindTap from the ‘Content’ page in eCourseware. The assignments are not timed, and are designed to help you learn the concepts in the chapter at your own pace (maximum three attempts). The quizzes test your understanding of the concepts and are timed at 60 minutes. All work done within MindTap is open-book. Each MindTap chapter assignment and quiz must be completed by 12 noon on Tuesday. There will be no deadline extensions on MindTap assignments and quizzes, so do not wait until the last minute to start!

In-Class Team Activities: Each week during class you’ll work in a team, completing one or more activities related to the chapter topic for that week. I expect you to actively participate in your team during class. On a rotating basis one student will be selected as the team leader, responsible for submitting a brief written summary of the team’s activity at the end of class. The team activities are not “break time” or “free time” or “cell phone time.” If there is evidence that you are not contributing your fair share to the team assignments, I will not hesitate to give you a lower grade than your team members. Class attendance is critical, as you will not get credit for team activities if you miss class and you cannot make up team activities if you miss class.

Learning Summaries: At mid-term and again at the end of the semester, you will submit a one-page summary/critique of key ideas, concepts, or skills that you learned in the class. I will provide more specific instructions on the content and format of the summaries. Learning Summaries must be submitted to the eCourseware Dropbox on the due date and will not be accepted late.

Exams: There are two exams, one at mid-term and one at the end of the semester. Exam 1 covers the content from the first half of the semester. Exam 2 covers the content from the second half of the semester. There is no comprehensive final exam during finals week. You must notify me in advance if you are unable to take the exams as scheduled; make-ups will be solely at my discretion with appropriate documentation.

Final Project – Manager Interview: The purpose of the final project is to give you an opportunity to gain real-world insights and perspectives from a personal interview with an actual manager. For this project, you will interview a manager of your choice and report the results of your interview in a written report. I will provide more specific instructions and guidelines on the content and format of the written report. Reports must be submitted to the eCourseware Dropbox on the due date and will not be accepted late.

Grading: Points for graded activities are as follows.

<table>
<thead>
<tr>
<th>Graded Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>MindTap Assignments &amp; Quizzes *</td>
<td>100</td>
</tr>
<tr>
<td>In-class Team Activities – 12 @ 10 pts each</td>
<td>120</td>
</tr>
<tr>
<td>Learning Summaries - 2 @ 15 pts each</td>
<td>30</td>
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<tr>
<td>Exams – 2 @ 25 pts each</td>
<td>50</td>
</tr>
<tr>
<td>Final Project – Manager Interview</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
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*Your final MindTap percentage score will be converted to a 100-point scale. For example, if your final MindTap percentage is 90%, you’ll earn 90 out of 100 points.*
Final course grades are earned as follows:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Final Grade</th>
<th>Point Range</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>398 - 400</td>
<td>A+</td>
<td>306 - 317</td>
<td>C+</td>
</tr>
<tr>
<td>370 - 397</td>
<td>A</td>
<td>290 - 305</td>
<td>C</td>
</tr>
<tr>
<td>358 - 369</td>
<td>A-</td>
<td>278 – 289</td>
<td>C-</td>
</tr>
<tr>
<td>346 - 357</td>
<td>B+</td>
<td>266 – 277</td>
<td>D+</td>
</tr>
<tr>
<td>330 - 345</td>
<td>B</td>
<td>238 - 265</td>
<td>D</td>
</tr>
<tr>
<td>318 - 329</td>
<td>B-</td>
<td>&lt; 238</td>
<td>F</td>
</tr>
</tbody>
</table>

**ADDITIONAL COURSE INFORMATION**

**Course Communication:** I expect you to check your UM email regularly. If I send information via email, it will be to your UM email address, NOT via eCourseware email. I do not use eCourseware email. If you fail to read email and miss important information that affects your grade, that is entirely your responsibility. Email me at kmollica@memphis.edu. Do not email me from within eCourseware.

If you are experiencing a problem in the course, I encourage you to contact me immediately. Anytime during the semester, I welcome criticism and feedback offered in a respectful and constructive manner, and so should you.

**Attendance and Participation:** I expect you to attend class and actively participate in discussions and activities. I am required to report lack of attendance to the university. For students receiving federal student loans, non-attendance can impact student loan eligibility.

**Professional Behavior:** I expect professional behavior from each of you, including adherence to the following guidelines.
- Arrive on time to class, return promptly from breaks, and stay through the end of the class period.
- Keep cell phones, laptops, and other electronic devices turned off and put away during class.
- Complete all assignments on time without making excuses for why you didn’t get things done.
- Do not ask for favoritism, including extended deadlines, make-up work, or extra credit. If extra credit is offered, it will be offered to everyone in the class.
- Work cooperatively in teams and participate fully in class discussions.
- Ask questions when you need more clarification, after you have carefully read all instructions.
- Seek assistance from the UM Lambuth Writing Center if needed for written assignments. Do not submit poorly written papers. If you do, it will negatively impact your grade.
- Send emails to me that are written in a professional manner. Do not send me an email that looks like a text message from a 13-year-old. Please address me as Dr. Mollica or Professor Mollica. (Not Mrs. Mollica or ‘Hey professor.’)

**Academic Integrity:** Academic integrity and honesty is a University-wide expectation. In addition, the Fogelman College of Business has established academic integrity standards. Carefully review the information available at these links.
- UM Office of Student Conduct: Academic Misconduct
- Fogelman College of Business Standards for Academic Integrity
- Fogelman College of Business Information on Plagiarism

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I do not tolerate cheating or plagiarism, and I will accept no excuses for dishonest behavior. By taking this course, you agree that your written assignments may be submitted to Turnitin.com, or a similar electronic detection method for the purposes of detecting plagiarism. Plagiarism on any part of an assignment will result in a "0" on the entire assignment, there will be no opportunity to revise or edit the assignment, and I may at my discretion report you to the University’s Office of Student Conduct for further action.

**Disabilities and Student Services:** Appropriate accommodations are provided to students who present a memo from Disability Resources for Students.