MGMT 3110-301 – Organization and Management—REMOTE [online]
Honor’s Class: M/W 8 – 8:55 a.m. [Zoom]
Fall 2020—3 Credit Hours
Last updated: 8/8/2020

Instructor: Dr. Laura Alderson, PHR
Phone/Text: +1.901.730.6637

Office: 238 FCBE

Virtual Office Hours: by appointment—phone or Zoom

E-mail: laura.alderson@memphis.edu
[Do not use eCourseware email]

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)

Angelo Kinicki and Brian Williams (2020), Management: A practical introduction (9e), McGraw Hill.

ISBN versions:
Connect only with eBook: ISBN: 9781265826109, ($80 net cost to bookstore; direct cost through McGraw Hill)
Connect + LooseLeaf: ISBN 9781265274450, ($105 net cost to bookstore; direct cost through McGraw Hill)

Connect will be required for this class, thus students MUST register and purchase access to Connect ONLY through the URL link located in eCourseware within the Connect module on or after August 17, 2020. **NOTE, a used textbook without Connect access will not work for this class.

Recommended Reading

Location of Course Materials

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

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
Organizational Culture                      Human Resources Management
Global Management                           Individual Behavior & Differences
Ethics & Social Responsibility              Power, Influence, & Leadership
Planning & Goal Setting                     Motivation
Decision Making                             Diversity & Inclusion
Designing Adaptive Organizations            Groups & Teams
Entrepreneurship

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.

https://www.memphis.edu/fcbeassessment/bba-degrees/bba-learning-outcomes.php
Course Methodology

Remote Online Course: This is a remote online course that will be managed both synchronously (all meet at the same time on Zoom) and asynchronously (online, self-paced/self-managed with weekly deadlines). A course schedule will be available under the Course Start module and will list days that we will meet on Zoom and list the weekly required course activities/deadlines. Additionally, 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, tests, Connect Access, or other required activities assigned by the Instructor.

***Classes will begin on Monday, August 17, 2020, and our first class will meet over Zoom at 8:00 a.m. A Zoom URL link and password will be posted in eCourseware and emailed prior to August 17.

Professor’s Expectations

In general, students should assist the instructor in creating a positive, supportive environment for learning by being 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 weekly course NEWS updates;
- Keeping up with deadlines through the course schedule in eCourseware under Course Start module and in course calendar system;
- Carefully reading the syllabus, assignments, and course content before asking the instructor for clarification;
- Promptly communicating with instructor for 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’s Writing Center in McWherter Library and completed well in advance of assignment due dates;
- Treating all members of the course professionally and with kindness and respect;
- Adhering to the University’s Code of Student Rights and Responsibilities found in Student Conduct Handbook (opens in new window) and the Fogelman College of Business & Economics Standards for Academic Integrity http://www.memphis.edu/fcbe/students/integrity.php Cheating/Unethical acts/plagiarism/dishonest behavior of any form will NOT be tolerated by the Instructor.

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 and text messages within one business day unless otherwise notified, and timely feedback on all work. Additionally, it is my nature to treat all members of the course equally and with respect.
Email Guidelines

- Always include a subject line with specific concise topic and “MGMT 3110-301”
- 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

Discussion Group Guidelines

- Review the discussion threads thoroughly before entering the discussion
- Try to maintain threads by using the “Reply” button rather than starting a new topic
- Be respectful of others by not making insulting or inflammatory statements
- Be cooperative with group leaders in completing assigned tasks
- Be positive, thoughtful, original, and constructive in-group discussions
- Respond to discussion assignments in a timely manner

Technology and Software Requirements

- Please use Chrome or Firefox browsers for best experience for eCourseware and MindTap. 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 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 (Opens in new window) or calling 901.678.8888.

To optimize your Web browser for best performance DO THIS:

1) Clear cache and cookies within your browser. Instructions are located:
   Chrome: https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en
   Firefox: https://support.mozilla.org/en-US/kb/how-clear-firefox-cache

2) Allowing Pop-Ups: Make sure all pop-up blockers are turned off. Instructions are located:
   Chrome: https://support.google.com/chrome/answer/95472?hl=en&co=GENIE.Platform=Desktop
   Firefox: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings
Grading and Evaluation Criteria

The final grade is determined by the number of points earned on 1) all required assignments, 2) Quizzes, and 3) tests. The total points earned will be divided by the total points possible for a final percentage. 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>Point Range</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100% of Points</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.9% of Points</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79.9% of Points</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69.9% of Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Summary of Graded Activities

Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (2 @ 25pts each), 20%</td>
<td>50</td>
</tr>
<tr>
<td>Optional Final to replace lowest Test</td>
<td>(25)</td>
</tr>
<tr>
<td>Assignments: 80%</td>
<td>200</td>
</tr>
<tr>
<td>Total, 100%</td>
<td>250</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 Course Start module within eCourseware. Additionally, due dates will be listed on the left-hand side within eCourseware under Semester Calendar.

Tests

Tests include two (2) eCourseware multiple-choice, True/False, Fill-in-blank questions at 25 points each and timed for 30 minutes. Tests will cover textbook, slides, quizzes, Connect activities, and lecture material for designated chapters. Test 1 (Chapters 1-7 + Entrepreneurship) and Test 2 (Chapters 8-14 + Diversity & Inclusion). The final comprehensive exam is optional and will replace a lower test grade if it is higher. Tests and final exams are located under Quizzes in eCourseware. Due dates are located in the Course Start module in eCourseware within the Course Schedule file. Please note that Tests and final exam are not open book, and use of any materials including instructor solution manuals, textbook test
banks, instructor’s guides, textbooks, or Internet searches and answer-key websites (e.g., Quizlet, Course Hero) is a violation of the *UM Academic Integrity Policy*. Please plan accordingly.

**Final Exam Schedule**

The final exam for this class will be scheduled according to the [Registrar’s academic calendar website](opens in new window).

**Connect Quizzes and Assignments**: McGraw-Hill Publisher’s Connect is this course’s textbook website resource that contains various quizzes, videos, management simulations, textbook eBook, and assignment activities aimed to help students experience a robust and engaging learning experience of management concepts. The website can be accessed through the link to the website that is located within the Connect module within eCourseware. Please note that after purchasing the new textbook, students will receive the ACCESS CODE needed to register in order to access Connect activities. Details of specific instructions and due dates are located in eCourseware under the Connect module and Course Start module/Course Schedule file, respectively.

**Course Policies**

**COVID-19 Information**

**Student Health**: Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

**FCBE College COVID-19 Protocol Information and Updates [check regularly for changes/updates]**: [https://www.memphis.edu/fcbe/faculty/covid_19_notice.php](https://www.memphis.edu/fcbe/faculty/covid_19_notice.php)

**Campus and Community Resources**: [https://www.memphis.edu/deanofstudents/crisis/index.php](https://www.memphis.edu/deanofstudents/crisis/index.php)

**University Protocol and Policies**: [https://www.memphis.edu/coronavirusupdates/](https://www.memphis.edu/coronavirusupdates/)

**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**

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. Additionally, students should attend synchronous scheduled Zoom class meetings for both participative course discussion and scheduled presentations. The *course schedule* will list all Zoom class meeting days.

**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. **Official documentation is required as proof.** 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 http://www.memphis.edu/registrar/students/selfserv/lookup-search.php

**Academic Integrity**

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 [will 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, the course schedule (for due dates), and Assignments module for all formally assessed work details and instructions. Only **one late assignment** is allowed in this course with a 5% penalty, NOT including Tests and the Homework Quizzes. Any addition (second or more) late assignments will receive a 25% deduction penalty per day, with the fourth day receiving a “0.” There will be NO allowance of late assignments after late assignment date deadline. Please plan accordingly.

**Research Extra Credit**

You can earn up to 3% of extra credit by participating in FCBE SONA research, offered through the SONA research participation system. You must register to participate—https://memphisfcbe.sona-
You will receive 1% per unit of research credit, up to a maximum of 3% (1%/SONA credit, maximum of 3 credits). Students choosing to participate in the FCBE Subject Pool must first complete a preliminary screening survey. Once the screening survey is complete, you will be able to sign up for any listed study. Detailed information about each study can be found by clicking the study name. The SONA system will record your participation and send a record of your activity to your instructor. Therefore, you must designate this course [MGMT 3110-301] to receive credit. If you are participating in research for more than one course, then you must register once for each course and participate in different studies to fulfill each course requirement.

**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 tests. 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. Appropriate documentation is also required.

**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) an emergency alert text 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.

**Office for Institutional Equity**

The University is committed to ensuring equality in education and eliminating any and all acts of sexual misconduct from its campus. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence and stalking. If you or someone you know has been harassed or assaulted, you can make a report to the Office for Institutional Equity at oie@memphis.edu or 901.678.2713. Please note that if you make a report to me, I am required to report it. If you want to make a confidential report you can contact the University Counseling Center, 214 Wilder Tower, 901.678.2668.

**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](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)](http://www.memphis.edu/professional/internships/student_services.php) page for information about:

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

**Resources, Education and Writing Assistance**

**APA format websites**

- APA (opens in new window)
- Purdue University Style Help (opens in new window)
  or
- Docstyles (opens in new window)

**Career Services**

- UM Career Services (opens in new window)

**Educational Support Program (ESP)**

- provides academic counseling, contact information is ESP (opens in new window)

**Professional Development Center Programs**

- FCBE Professional Development Center (opens in new window)

**The Business Learning Center**

- Room 256, FCBE, provides tutoring in accounting, statistics, finance, management, and marketing.

**Writing assistance**

- Available in Patterson, Room 225 only. Contact number is 901.678.3912.

**The Center for Writing and Communication (CWC):**

- [CWC (opens in new window)](http://www.memphis.edu/professional/internships/writecenter.php), First Floor Ned R. McWherter Library

**Tutoring**

- General Tutoring (opens in new window)
- Writing and Online Tutoring (opens in new window)

**University of Memphis plagiarism policy and helpful tutorials**

- UM Policy on Plagiarism (opens in new window)
- [FCBE Detail on Plagiarism (opens in new window)](http://www.memphis.edu/professional/internships/plagiarism_details.php)

**Study efficiencies/time management**

- Mitchell Hall, Room 207