MGMT 3110-M50 – Organization and Management
Fall Semester, 2020
3 Credit Hours

Instructor: Ronei Leonel
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Office: FCBE 258
Virtual Office Hours: by appointment

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 Textbook

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

Students should be regularly engaged in reading business publications, especially within their field of study. Some of the most commonly recommended business publications include, Bloomberg Businessweek, The Economist, Forbes Inc., Barron’s, Inc., The Wall Street

**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](http://elearn.memphis.edu)

**Connect Login:** Connect Link located in eCourseware under the Connect 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**

- Planning & Goal Setting
- Corporate Culture
- Managing in a Global Environment
- Ethics & Social Responsibility
- Decision Making
- Designing Adaptive Organizations
- Quality & Performance
- Managing Change & Innovation
- Organizational Structure
- Individual Behavior
- Leadership & Motivation
- Entrepreneurship
- Leading Teams
- Innovative Management
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

Online Courses: This is an online course and much of the learning will be self-managed and self-paced. Everything will be done fully online and asynchronously. 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, Connect access, tests, or other required activities assigned by the instructor.

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 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 Getting Started 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 within two (2) business days, and feedback on all work submitted within 7-14 calendar days.

Email Guidelines
Always include a subject line with specific concise topic and “3110—M50”
• 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 browser for best experience for eCourseware and Connect.
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 on a 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 Connect

Use Connect Technical Support URL Link in eCourseware Connect Module.

Grading and Evaluation Criteria

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed. 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 Points</td>
<td>A</td>
</tr>
<tr>
<td>80-89 Points</td>
<td>B</td>
</tr>
<tr>
<td>70-79 Points</td>
<td>C</td>
</tr>
<tr>
<td>60-69 Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60 Points</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>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Team Cases</td>
<td>40%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>25%</td>
</tr>
<tr>
<td>Adventure</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.”
**Quizzes:** You will take weekly quizzes (about 30 questions) to help you to master the concepts critical to understanding the organizations and job of managers. Before the quiz deadline, you will have two attempts to perform the quiz. Then, you will be able to revise and clarify the concepts between attempts. The quizzes will be administrated through the McGraw Hill Publisher’s Connect. 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 Getting Started module/Course Schedule file, respectively.

**Team Cases:** Teams will analyze cases and write reports of three to five pages proposing solutions to the problem described in the case. The groups were randomly assigned. Each team has a specific Discussion Board. The grade rubric and details on how to perform the analysis are available in eCourseware. Due dates are also located in the *Getting Started* module in eCourseware within the *Course Schedule* file.

**Adventure:** Adventures are games in which you will apply the concepts to situations and see the results of your actions. Like quizzes, you will have two attempts. The Adventure will be administrated through the McGraw Hill Publisher’s Connect. Details of specific instructions and due dates are located in eCourseware under the Connect module and Getting Started module/Course Schedule file, respectively.

**Extra Credit Activities:** There are several opportunities to gain extra credits through the course. Details of specific instructions and due dates are located in eCourseware under the Connect module and Getting Started module/Course Schedule file, respectively.

**Final Exam Schedule**

The final exam for this class will be scheduled according to the [Registrar’s academic calendar website (opens in new window)](https://www.memphis.edu/registrar/academics/calendar).

**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.
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, 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 http://www.memphis.edu/registrar/students/selfserv/lookup-search.php

Academic Integrity
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 the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. (https://www.memphis.edu/osa/students/academic-misconduct.php)

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

Student Accommodations
Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (https://www.memphis.edu/drs/index.php)

Fogelman College of Business and Economics COVID-19 Information
https://www.memphis.edu/fcbe/faculty/covid_19_notice.php

Student Resources
Students who need additional resources can visit the Dean of Students Office website at https://www.memphis.edu/deanofstudents/crisis/index.php.

Turnitin Statement
“Your written work may be submitted to [the Turnitin website activated within eCourseware under any assignment dropbox created by your Instructor] 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)

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 30% 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
2. Instructor contacted prior to the due date.

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.

Crisis Management
The U of M Office of Crisis Management (new browser), 678-3692, email: be_prepared@memphis.edu, has established a comprehensive emergency and disaster preparedness program to protect its people, resources, and environment. Sign-up here: https://www.memphis.edu/police/livesafe.php to receive Tiger Text emergency alert messages.
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/academic_credit.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

APAs [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)](http://www.memphis.edu/professional/internships/academic_credit.php)

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)](http://www.memphis.edu/professional/internships/academic_credit.php)

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)], 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)

Study efficiencies/time management

Mitchell Hall, Room 207