

Management and Organizational Behavior

MGMT 3140 - 005

Spring 2021

Instructor: Mary Monroe Hausfeld, MA

Virtual Office: <https://uncc.zoom.us/my/mmonro11>

Office hours: Thursdays 2pm – 3pm via Zoom

Email: mmonro11@uncc.edu

Class format: Online Asynchronous

Course Description

From Catalog:

A study of the role of manager with an emphasis on understanding the behavioral and administrative theories and concepts needed to succeed in contemporary organizations. Topics covered in the course include motivation, leadership, managing teams, and teamwork.

Credit Hours: (3)

Prerequisite(s): Enrollment in Belk College of Business, junior standing, and grade of C or higher in

- ACCT 2121
- ACCT 2122
- ECON 2101
- ECON 2102
- INFO 2130

Overall Course Objectives:

A primary goal of this course is to gain an understanding of management theory and topics as well as their relevance to work today. At the end of the course, students should be able to

- Apply management theory and research to novel situations
- Identify, summarize, and critique an empirical study published in a business journal
- Demonstrate critical thinking skills
- Indicate familiarity with current issues facing managers

Textbook and Course Materials

- Bateman, Thomas S. and Snell, Scott S. (2018). Management: Leading & Collaborating in a Competitive World 13th Edition. New York: McGraw-Hill Irwin. (ISBN: 978-1-259-92764-5)
 - This textbook is required and can be purchased through the UNCC bookstore, Amazon, and similar retailers.

- The course and assessments are designed based on the 13th edition of the textbook. You may purchase an earlier edition in order to reduce costs, but you will be held responsible for knowing information included in the 13th edition that is not covered in the edition of the book you are using.
- Feel free to buy or rent physical or electronic copies --- whatever is easiest or most cost effective. I have no preference.
- Access to Canvas to submit assignments, access external readings, and access relevant course documents such as the syllabus.
 - Canvas support and guides can be found here: <https://canvas.uncc.edu/canvas-support>
 - Further Canvas support as well as information needed about being an online student: <https://distanceed.uncc.edu/student-services/technical>
- Access to Zoom
 - Additional resources regarding Zoom can be found here: <https://support.zoom.us/hc/en-us/articles/206175806>
- A webcam for use when attending Zoom meetings or taking quizzes and exams through Lockdown Respondus Monitor

Course Instruction

Course instruction will be based largely on lecture and class discussion, with the addition of activities and videos where appropriate. Students are expected to contribute to class discussion through asking questions, answering the questions of others, and offering comments based on their own opinions or experiences. While this is a course based on research, linking complex phenomena with our personal experiences at work can prove useful and interesting.

Grading

- **Exams – 30%** (3 total, worth 10% each)
 - Exams will be proctored online through Lockdown Respondus Monitor and consist of:
 - Fill in the blank questions
 - Identification questions
 - Multiple choice questions
 - True/false questions
 - Short answer questions
- **Final Exam – 15%**
 - The final exam is
 - Cumulative – all material in the class up to that point is fair game
 - Closed note, closed book – the rules for the quizzes and exams still apply to the final exam

- Available to take at your leisure over the FULL EXAM PERIOD. Please do try to take the exam earlier, as it means you'll get your final grades back earlier and means fewer frown lines for your instructor. That being said, I understand that many of you will have finals that are scheduled at a certain time to work around. The exam being open the full exam period is an attempt to show flexibility, as we are all juggling multiple commitments during the busy end of the semester.
- **Quizzes – 25%** (12 total, worth about 2% each)
 - Quizzes will be proctored online through Lockdown Respondus Monitor and consist of multiple choice, matching, true/false, and short answer questions. These quizzes are designed to provide an opportunity for you to demonstrate your understanding of course material and the connections that can be drawn between different topics in class.
 - Treat these as fodder for your grade --- any one bad grade on a quiz won't sink you, but consistently high quiz grades act as a buffer for your grade.
- **Article Summary Assignment – 15%**
 - **Due Sunday, April 25th at 11:59pm.** The article summary assignment consists of a summary and critique of an empirical article from a business journal. More details are provided in the rubric as well as the assignment description on Canvas. We will cover how to find and identify a peer-reviewed journal article in class together. Please ask any questions you may have about the assignment in class, in office hours, or via email.
- **Participation – 15%**
 - While this course is delivered online, student engagement and participation are essential components of learning. You demonstrate your class participation through a variety of ways. The three graded ways you will participate include:
 - Submitting the “Virtual Introduction” assignment. **(5%)**
 - Attending weekly Q&A sessions via Zoom. **(5%)**
 - Optional meetings will be held once per week (either Tuesday or Thursday depending on class preferences) during the scheduled class time. These meetings are a great opportunity to ask questions about the material, hear further explanations, and review for quizzes and exams.
 - **Each student must attend a minimum of 4 sessions throughout the semester.** For scheduling conflicts contact the instructor directly. There will be at least 16 meetings throughout the semester, so you will have plenty of opportunities to attend.

- Posting thoughtful questions and/or comments on the discussion board for each chapter. (5%)
 - A total of 13 discussion groups will be posted. In order to receive full participation credit, students must post/reply to a minimum of 10 discussion boards. The way this is administered in Canvas, the lowest 3 discussion board grades will be dropped.

Final Grade Breakdown:

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

F = < 60%

Course Policies

Communication and Availability:

I will answer emails within two weekdays (9:00am to 5:00pm) whenever possible. Before emailing with a question, be sure to check the syllabus, Canvas, and with your classmates to see if you can find an answer to your question. Additionally, if I do not respond to your email, it is because the answer to your question is in the syllabus or on Canvas.

Please understand that a lack of preparation on your part does not constitute an emergency on my part. Be sure to frequently back up your computer and your files to an external hard drive or to cloud storage in order to avoid the loss of important files. I can sympathize if you lose all your progress on a project or an assignment, but unfortunately I am unable to help.

Extenuating Circumstances:

Generally, the more advance notice you can provide me for an extenuating circumstance, the more helpful and flexible I can be. For example, if you have a surgery scheduled, if you let me know several weeks in advance, I can be flexible regarding due dates for an assignment. If you do not turn in an assignment and then inform me (after the fact) that you missed the due date because of a scheduled (i.e., non-emergency) surgery, I cannot be nearly as helpful. Again, a lack of preparation on your part does not constitute an emergency on my part.

That being said, please don't hesitate to reach out if something does come up. Between a global pandemic, the challenges of online learning, political turmoil, and isolation due to social distancing, it's a difficult time to be a student in the US. The sooner you loop me in, the more likely it is I'll be able to show flexibility and provide accommodation.

Academic Integrity:

As a student in this course, you are bound to abide by the Code of Student Academic Integrity. The UNC Charlotte Code of Student Academic Integrity governs the responsibility of students to maintain integrity in academic work, defines violations of the standards, describes procedures for handling alleged violations of the standards, and lists applicable penalties. The following conduct is prohibited in that Code as violating those standards:

- A. Cheating.
- B. Fabrication and Falsification.
- C. Multiple Submission.
- D. Plagiarism.
- E. Abuse of Academic Materials.
- F. Complicity in Academic Dishonesty.

Definitions of the above violations and examples of them can be found at <https://legal.uncc.edu/policies/up-407>.

This course abides by the Code of Student Academic Integrity and suspected Academic Misconduct will be handled through the official process. Sanctions for violations can be as severe as a failing grade (F) in the course.

Belk College of Business Statement on Diversity:

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Belk College of Business Statement on Disability Accommodations:

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230

University Policies

This course is bound by all university policies, which can be found at <https://legal.uncc.edu/>.

Class Schedule

Week of	Material	Reading Due
Monday, January 18 (classes start January 20)	<ul style="list-style-type: none"> • Introduction to the Course • Managing Employees 	Chapter 1 (accepted until Feb 3)
Monday, January 25	<ul style="list-style-type: none"> • External Environments and Organizational Culture 	Chapter 2 (accepted until Feb 3)
Monday, February 1	<ul style="list-style-type: none"> • Managerial Decision Making • Personality in the Workplace 	Chapter 3
Monday, February 8	SPRING RECESS – NO CLASS	----
Monday, February 15	<ul style="list-style-type: none"> • Strategic Management • Ethics and Corporate Responsibility 	Chapter 4 and Chapter 5
Monday, February 22	<ul style="list-style-type: none"> • International Management EXAM 1 – Ch 1-5	Chapter 6
Monday, March 1	<ul style="list-style-type: none"> • Organizational Structure 	Chapter 8
Monday, March 8	<ul style="list-style-type: none"> • Organizational Agility • Human Resources Management 	Chapter 9 and Chapter 10
Monday, March 15	<ul style="list-style-type: none"> • Diversity at Work 	Chapter 11
Monday, March 22	<ul style="list-style-type: none"> • The Changing Nature of Work • Identifying and Summarizing a Peer-Reviewed Research Article • EXAM 2 – Ch 6, 8-11 	Outside Readings
Monday, March 29	Leadership	Chapter 12
Monday, April 5	<ul style="list-style-type: none"> • Employee Motivation 	Chapter 13
Monday, April 12	<ul style="list-style-type: none"> • Teamwork • Communication at Work 	Chapter 14 and Chapter 15
Monday, April 19	<ul style="list-style-type: none"> • Creating and Leading Change ARTICLE SUMMARY DUE APR 25 at 11:59pm	Chapter 18
Monday, April 26	<ul style="list-style-type: none"> • EXAM 3 – Ch 12-15, 18 • Optional Extra Credit Assignment 	---
Monday, May 3	<ul style="list-style-type: none"> • Review for Final Exam 	---
Thursday, May 6	<ul style="list-style-type: none"> • READING DAY 	---
Friday, May 7 to Thursday, May 13	<ul style="list-style-type: none"> • FINAL EXAM LIVE – Cumulative 	---
Monday, May 17	<ul style="list-style-type: none"> • Final grades due by noon 	---

**The instructor reserves the right to alter the schedule based on the needs of the class as well as changing University guidelines.