Section Day Start time Location
001 MW 4:00 p.m. sharp to 5:15 p.m. Friday bldg. Room 137

Your attendance & participation is expected each day.

Professor Kane’s Office Hours
MW 2:00-3:45 p.m.
W 5:15-5:45 p.m.
F 12:05-1:05 p.m.

Generally you should expect a reply from me during my next scheduled office hours. If you don’t, it may mean it was not received or was accidentally missed. Please, re-contact me and bring this to my attention. This may not be as prompt as you like; feel free to join me during office hours.

Please, call on me when you have questions or need assistance. I am available to help you; please contact me.

Note:
Email is effective for short, concrete messages & closed-ended questions. However, live conversations by phone, in person, or Zoom, are the most effective way for questions that need interaction, feedback and clarification of the question. Your calls are always welcome.

Management (MGMT)
A program of study in the Department of Management leads to a Bachelor of Science in Business Administration (B.S.B.A.) degree with a major in Management. This major is designed to teach students to plan, organize, lead, and control business activities to achieve organizational goals through people in both the public and private sectors. Students develop skills in decision making, leadership, communication, motivation, problem solving, teamwork, and ethics.

Students pursuing the management major select one of two concentrations: Talent Management or Organizational Management. The former concentration is designed for students interested in "the management of human resources or talent," and the latter concentration is designed for students interested in "general or strategic management."

Course Description
UNC Charlotte 2022-2023 Undergraduate Catalog
Develop an understanding of the use and influence of communication skills, processes and strategies in effective managerial decision making. A practical approach is employed to develop written, oral, nonverbal, listening, team, conflict, and negotiation skills in organizational situations. Prerequisite(s): MGMT 3140 and COMM 3160 with grade of C or above.

Textbooks

| REQUIRED |
|--------------------------|--------------------------|--------------------------|
| By: Veltsos & Hynes | Kolin | Cook & Cook |
| Edition: 8th | 11th or newer | 2nd |
| Publisher: SAGE | Cengage | Pearson |
| ISBN (hard): 9781544393285 | 9781337285018 | 9780137075041 |
| Ebook: SKU:9781544393315 |

REQUIRED LICENSE: CATME STUDENT LICENSE 2818440092077 (only from Campus bookstore) If you purchased one recently for another class it may still be valid-they are good for one year.
Required General Resources

- Complete dictionary and writer’s thesaurus. If your grammar and/or punctuation skills are weak, a grammar guide will be essential. Access to the Publication Manual of the American Psychological Association (APA) can be found electronically through the UNC Charlotte library. The Purdue Online Writing Lab (OWL) is an excellent resource, and it’s also free.

COURSE OBJECTIVES

At the completion of this course you should be able, as a manager:

1. Increase your awareness of the importance and value of effective communication practices in organizations.
2. Write clearly, concisely, and convincingly.
3. Create impressive formal presentations that are delivered with confidence and poise.
4. Listen and give and receive feedback effectively.
5. Identify and adjust to the ethical aspects of corporate communications.
6. Understand and negotiate the differences in communication between you and people from other backgrounds.
7. Improve your understanding of the dynamics of group communication.
8. Explore the nature of conflict in organizations and identify strategies for managing it.

Be prepared to be able to demonstrate these objectives in class, on teams and recall these in a quiz or on a test.

<table>
<thead>
<tr>
<th>Course Grade Components</th>
<th>%</th>
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<tbody>
<tr>
<td>Exam I</td>
<td>18%</td>
</tr>
<tr>
<td>Cases (individual work 2 (50 points each)</td>
<td>18%</td>
</tr>
<tr>
<td>Exam II</td>
<td>18%</td>
</tr>
<tr>
<td>CEM Professional Development (project) (a)</td>
<td>18%</td>
</tr>
<tr>
<td>CEM Purpose statement (5 pts)</td>
<td></td>
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<tr>
<td>Toastmasters meeting and memo (500-600 words) (20 pts)</td>
<td></td>
</tr>
<tr>
<td>CEM Report (Book Analysis) (50 pts)</td>
<td></td>
</tr>
<tr>
<td>Team Presentation (3-4 members; 9-16 minutes) OR Individual Formal Speech Script</td>
<td></td>
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<tr>
<td>Final assignment determination to be made in class (50 pts)</td>
<td></td>
</tr>
<tr>
<td>Course Engagement &amp; Participation</td>
<td>10%</td>
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<tr>
<td>Exam III</td>
<td>18%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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<tr>
<td>Negative points: Student Conduct &amp; Professionalism (undesirable) reduces above scores</td>
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<table>
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<tr>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90%</td>
<td>A</td>
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<tr>
<td>80%</td>
<td>B</td>
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<tr>
<td>70%</td>
<td>C</td>
</tr>
<tr>
<td>65%</td>
<td>D</td>
</tr>
<tr>
<td>64%</td>
<td>F</td>
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</tbody>
</table>
### Hynes: Managerial Communication

**Writing at Work (See Always read this, well, BEFORE class. the book’s Index)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Aug M 22 | • Introductions, course orientation  
  • Keirsey (no preparation needed)  
  Ch 1 Communication in Contemporary Organizations | Syllabus review & quiz in class  
  Hard copy to be handed out in class. |
| W 24 | Ch 1 Communication in Contemporary Organizations (VH:Case 1) (VH:Cases 2, 3) | Document design, audience analysis, sentences.  
  Integrity Assignment & Quiz (2 pts PI)  
  Keirsey Temperament Sorter (2 pts PI)  
  @ www.keirsey.com |
| M 29 | Ch 2 Understanding the Managerial Communication Process (VH: Cases 3, 4)  
  Case 1 Assigned | Cook: Chapter 2  
  **Case 1** before class: read assignment & complete quiz (1PI) |
| W 31 | Ch 2 Understanding the Managerial Communication Process  
  Introduction to MCPDP/CEM Project  
  *CEM: Next step, select book* | DUE: Complete CATME.org survey, then Canvas Catme survey (2PI)  
  **DUE Before class:** Read CEM assignment well, then take quiz (3 PI) |
| Sept M 5 | No Class | |
| W 7 | Ch 3 Communicating with Technology  
  CEM: Book selection  
  In-class group review of Personalized Purpose statements (CEM)-bring hard copy | DUE: Create draft of CEM Purpose Statement for in-class review. Post to Canvas before class & bring hard copy for review (3 PI) |
| M 12 | Ch 3 Communicating with Technology  
  CEM: Presentation format decision made in class. Teams set up (?)  
  (VH: Case 1, 2)  
  Case 1: In-class review of your draft | Due: Draft outline of Case 1 for in-class review, post to Canvas and bring hard copy to class. |
| W 14 | Ch 4 Managing Meetings and Teams | Cook: Ch 3  
  **DUE:** CEM project final Purpose Statement & book selection; post to Canvas, bring hard copy to class (memo format). |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Notes</th>
</tr>
</thead>
</table>
| M 19 | Ch 4 Managing Meetings and Teams  
In-class exercise: Minutes & agendas  
(VH: Cases 1, 2)                      | Meetings, conflict, group dynamics, virtual meetings.  
**Due:** Watch Kane’s video: Meetings: Agendas & Minutes then complete Canvas quiz (5 PI)  
Cook: Chapter 8                      |
| W 21 | DUE: Case 1  
Ch 4 Managing Meetings and Teams  
(VH: Cases 3, 4)                      | **Due:** Team CEM project plan meeting. Post minutes of meeting Plan to Canvas (2 PI). CATME.org Team Eval. #1, then Canvas survey Team Eval. #1 (2 PI). |
| M 26 | Exam I  
(Ch 1, 2, 3, 4, Keirsey, Cook)                                           | Review syllabus for class policies when taking quizzes and exams, before attending the exam. |
| W 28 | Ch 5 Making (Managerial) Presentations  
(VH: Case 1)                     | Presentations |
| Oct M 3 | Ch 5 Making (Managerial) Presentations  
(VH Exercises 2,3,4 as adapted for our class)  
Assign Case 2 (Teams?)            | |
| W 5  | Ch 6 Communicating Visually  
(VH: Case 1)  
Review Case 1  
Assign Case 2  
Review Exam I                      | **Due Oct 12, 11:30 PM:** Team CEM project plan outline for final presentation, minutes of meeting Plan (2 PI) |
| M 10 | Fall Recess, no class                                                      | |
| W 12 | Ch 6 Communicating Visually  
(VH: Exercises 1, 2)  
Ch 7 Writing in the Workplace       | Memos, white space, jargon, citations.  
**Due:** CEM Toastmasters memo.  
**Due Oct 12, 11:30 PM:** CATME.org Team Evaluation #2, then CANVAS Team Eval survey # 2. |
| M 17 | Ch 7 Writing in the Workplace  
(VH: Case 1) (VH: Case 2)       | |
| W 19 | Ch 8 Writing Routine Messages  
CEM Projects-status and review  
(VH: Cases 1, 2, 3)            | Cook: Chapter 5 |
| M 24 | Ch 8 Writing Routine Messages  
(VH: Cases 4, 5, and Exercise 1) | Cook: Chapter 9 |
| W 26 | Ch 9 Writing Reports & Proposals  
(VH: Cases 1, 2)  
Exercises 1, 2, and Sample Documents  
DUE: Outline & draft of CEM paper | Reports  
APA reference, style.  
**Due:** Case 2 (hard copy in class-initial it, staple it; electronic copy to Canvas)  
Cook: Chapter 9 |
<p>| M 31 | Exam II (<em>material since Exam I</em>)                                      | |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Assignment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov W</td>
<td>2</td>
<td>Ch 10 Listening (VH Cases 1, 2, 3, 4)</td>
<td>Listening Nonverbal communication, letters (Business) Due: Draft outline of CEM Book Analysis for in-class review; post to Canvas (1PI).</td>
</tr>
<tr>
<td>M</td>
<td>7</td>
<td>Ch 10 Listening</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>9</td>
<td>Ch 11 Communicating Nonverbally (VH: Cases 1, 2)</td>
<td>Gestures, eye contact, body language.</td>
</tr>
<tr>
<td>M</td>
<td>14</td>
<td>Ch 11 Communicating Nonverbally (VH: Case 3)</td>
<td>DUE: CEM Book Analysis Report</td>
</tr>
<tr>
<td>W</td>
<td>16</td>
<td>Ch 13 Managing Conflict (VH: Exercise 1 complete prior to class)</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>21</td>
<td>Ch 13 Managing Conflict (VH: Cases 1, 2) (VH: Cases 3, 4)</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>23</td>
<td>No Class Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>28</td>
<td>Ch 14 Negotiating (VH: Case 1)</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>30</td>
<td>Ch 14 Negotiating (VH: Case 2)</td>
<td>DUE: ALL final CEM Team Presentation Outlines &amp; PPTs</td>
</tr>
<tr>
<td>Dec M</td>
<td>5</td>
<td>CEM Team Presentations Mandatory attendance.</td>
<td>DUE: When presentation is done: 1. Canvas Presentation Reviews (2 PI) 2. CATME.org Evaluations (2PI)</td>
</tr>
<tr>
<td>W</td>
<td>7</td>
<td>CEM Team Presentations Mandatory attendance.</td>
<td></td>
</tr>
<tr>
<td>Dec W</td>
<td>14</td>
<td>Final Exam Period 5:00-7:30 p.m. Note Evening Exam Time</td>
<td>Final Exam: We will follow the University policy on Final Exams.</td>
</tr>
<tr>
<td>Nov Sat.</td>
<td>12</td>
<td>Optional date for rescheduling of potentially interrupted classes.</td>
<td></td>
</tr>
</tbody>
</table>

CONTINUED…..

**Our class is live, in person - live with your full engagement required during the whole class period**
Professional Contributions, Conduct, and Image Grade (PI) is based on the example criteria below, AND the activities assigned during the semester that correlate to these and the learning objectives of the course. Points can be lost for failing to demonstrate respect for others, preparedness, listening skills, high quality work, and promptness through participation in the course throughout the semester. Generally students earn all of the points, unless specific or chronic behavior do not uphold the definition of one or more of these categories as defined below. This will be based on faculty evaluation and team evaluations. Of chronic absence from class precludes faculty from evaluating a behavior it will be considered the points were not earned as they were not demonstrated. Generally each category has 5 points per category (30 total points available).

<table>
<thead>
<tr>
<th>CATEGORY/ Points:</th>
<th>75-100% Examples</th>
<th>70-74% Examples</th>
<th>66-69% and below Examples</th>
<th>0-65% Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect for Others</td>
<td>All statements and/or responses were respectful and were in appropriate language. Professionalism at its best. Student never disrupted those around them during class by doing non-class work or by the way they used electronic devices.</td>
<td>Statements and/or responses were respectful and used appropriate language, but professionalism could be polished. Student enters class late, and allows door to slam behind them.</td>
<td>Most statements and responses were respectful and used appropriate language, but professionalism needs some work. Student enters class late, and allows door to slam behind them, and/or is disruptive to others as they take their seat.</td>
<td>Statements and/or responses displayed disrespect, sarcasm or belittled classmates and/or professor. Student enters class late, and allows door to slam behind them, and is disruptive to others as they take their seat, more than once.</td>
</tr>
<tr>
<td>Preparedness</td>
<td>It was clearly evident to the professor that the student was prepared via knowing syllabus, assigned reading material, thoughtful discussion and/or level of questioning. If an excused absence was necessary it was excused, and the student accepted responsibility to catch up with work.</td>
<td>Student may have prepared for class, though the student has not made it evident. They can answer questions or make reference to material read, if called on, but does not initiate their participation. Work was not exemplary and/or student did not take responsibility for material and work missed during his/her absence.</td>
<td>The student is often prepared, but not always. Work was late or low in quality. Student did not follow syllabus or University policies.</td>
<td>The student is often unprepared or absent. Student was sometimes missing in action with no communication with the professor.</td>
</tr>
<tr>
<td>Listening Skills</td>
<td>Student actively listens when others talk, both in groups and in class. Student incorporates or builds off of the ideas of others. Student completes assignments according to oral instructions when appropriate.</td>
<td>Student listens sometimes when others talk, both in groups and in class, sometimes seems to be otherwise engaged on their computer or other work.</td>
<td>Student does not listen when others talk, both in groups and in class. Student seems to 'hide' behind computers or other personal devices.</td>
<td>Student does not listen when others talk. Student often interrupts when others speak. Student interjects questions or topics not in line with class discussion.</td>
</tr>
</tbody>
</table>

Syllabus is continued on next page
SYLLABUS POLICIES (8.10.2022)

Violation of these syllabus policies may result in appropriate academic penalties, including reduction of grade in the relevant assignment, project, test, or exam. If the violation also implicates the Code of Student Academic Integrity because of alleged academic misconduct, I will use the process outlined in the Code to address such cases.

A courtesy reference: This is a list of the remaining topics in the order in which they appear...

HOW WE MANAGE OUR CLASS
Note to my students: Instructor philosophy Fair, Accessible Classroom Communication Process
READ THIS SYLLABUS READ YOUR TEXTBOOKS!
READ ASSIGNMENTS BEFORE CLASS
STUDENT WORKLOAD FOR THIS COURSE
NETWORK WITH YOUR PEERS
YOUR POSITIVE PARTICIPATION
ORDERLY & PRODUCTIVE CLASSROOM CONDUCT
DISABILITY
DIVERSITY AND INCLUSION
NON-DISCRIMINATION IN THE CLASSROOM
SEXUAL HARASSMENT IS PROHIBITED IN ALL COMMUNICATIONS
TITLE IX REPORTING OBLIGATIONS
FACULTY TARDINESS
PREFERRED GENDER PRONOUN
HATS
TOBACCO POLICY
COMPUTER CORDS
TAKE NOTES BY HAND FOR COMPREHENSION
COMPUTER USE and PHONE USE
CELL PHONE, ALL PERSONAL ELECTRONIC COMMUNICATION DEVICE ALERT
FORMAT EMAILS, LABEL ELECTRONIC FILES CORRECTLY
NOTE: Good communication habits formed while at the Belk College of Business will help you distinguish yourself among your peers in the business world.

EXPECT ME TO REPLY TO YOU IN ~24 HOURS M-F

POLICIES RELATED TO COVID-19
I. COVID-19 INFORMATION
II. POLICY ON ABSENTEEISM

LATE WORK
MAKE UP EXAMS OR QUIZZES
EXTRA CREDIT ASSIGNMENTS
EXAM AND QUIZ DAY; QUIZ & EXAM RULES
EXAM AND QUIZ RULES (not all inclusive)
FINAL EXAM SCHEDULE
READING DAY
FINAL EXAM CONFLICT
ACADEMIC INTEGRITY
WARNING: KNOW WHAT PLAGIARISM - AVOID IT
PREVENT ACADEMIC INTEGRITY VIOLATIONS
UNIVERSITY POLICY ON COURSE WITHDRAWALS
FINAL GRADES
WRITTEN ASSIGNMENTS: GRADING CRITERIA
IDENTIFICATION
EARLY ALERT, MID TERM GRADES
HOMEWORK & OTHER ASSIGNMENTS
RELIGIOUS ACCOMMODATION
TEAM PROJECT (when part of the course)
TAPE RECORDING IS NOT ALLOWED
DATE OF LAST ATTENDANCE
WEATHER
INSTRUCTOR’S ABSENCE OR TARDINESS
STUDENT ABSENTEEISM OR TARDINESS
COPYRIGHT OWNERSHIP OF COURSE MATERIALS
MENTAL HEALTH SERVICES
FERPA Notification

FOOD INSECURITY STATEMENT

Resources available to you
- University Center for Academic Excellence
- UNC Charlotte Writing Resource Center
- Counseling Center at UNC Charlotte
- J. Murrey Atkins Library.
- Police & Public Safety
- NinerParatransit
- LiveSafe app
- Office of Disability Services.
- Veteran Student Services Office
- What is NinerCare?

III. ATTENDANCE POLICIES
This syllabus contains the policies and expectations I have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

You are responsible for material covered in class.

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class [or by written or email notice] or by changes to this syllabus posted on the course website in Canvas.

Note to my students: Instructor philosophy

This course material is a beneficial support to your academic endeavors and may be a prerequisite for other courses, perhaps in your major. In it we will build a body of knowledge that is needed to support those courses and your general understanding of how businesses work, how organizations function (plan, organize, communicate, make decisions, control, innovate, adapt, succeed, or fail)—historically and today. My hope is the way this course is put together:
- if you read the assigned course material before class,
- do the assigned work on time,
- and engage in our class lecture and discussions,
the topic will come alive, stimulate your thinking, and advance your independent critical thinking. Together our efforts can help you successfully exit from this course with knowledge and deepen your understanding of organizations, the environments around them, and the people in them.

My goal is to help you learn this course material. I am here to be a resource to you. I will come to each session prepared to offer you relevant material that will help you to be a clear and effective problem solver. With your help and positive participation, we will create a professional learning environment in the classroom where everyone is respected, and ideas lead to meaningful discussions that will offer you valuable insight to the issues that face today’s managers.

Fair, Accessible Classroom Communication Process

Faculty are responsible for the management of the classroom. My efforts are intended to allow our classroom to thoughtfully stimulate your thinking and inclusively energize everyone’s participation in discussions including respectful differences of opinions. This means keeping the environment free of rudeness, incivility, and disruption. Our conversations should be relevant to the course and University experiences, respectful of class time limits, offer high quality ideas and expressions, and equitable opportunities for everyone,—all done in an orderly fashion.

Whew! That is a lot to balance in a large class. Which is why I ask students to make and use name cards, and generally expect students to raise their hands to be called upon during discussions. And it is why I’ll sometimes ask students who frequently participate to wait to respond until we’ve tried to get a variety of students to participate, too. It is a way to encourage both introverts and extroverts in participative learning.

READ THIS SYLLABUS

Read it all the way through; I will expect that you have which means I’ll depend on you to know how we manage the class, what the polices are for attendance, assignments, quizzes, exams, absences, behaviors in class, and processes we follow.
READ YOUR TEXTBOOK(S)!

A prudent student knows employers aren’t going to let you look everything up on-line for each decision you face and projects they assign you on the job; they will expect you to bring knowledge, wisdom, and effective problem solving skills to the workplace. If you leave that knowledge untapped while you are in college you have paid dearly for something you did not access and will not be able to use-and the student sitting beside you who did, will be more competitive than you in the workplace.

You would not buy a full tank of gas for your automobile and then drive away only having put 50% of it in your automobile. Don’t leave valuable education you purchased in the form of tuition paid, frivoled away (lost). Read (not skim) your assignment well in advance of the class so you can follow, be meaningfully engaged, participate, and learn for a lifetime. If you only attend lectures without reading, skim the reading material or wait until after the lecture you are leaving value you paid for unused -value you paid for in tuition and interest, too, if you are using student loans to pay for your education.

READ ASSIGNMENTS BEFORE CLASS

If you do not understand concepts in the readings, please ask questions in class or contact the instructor. Reading material prior to class will allow you to absorb much more meaning from your time in class, and more value from the course overall as you prepare for your career.

Read the syllabus all the way through, and before you leave each class in preparation for the next week; it will help you identify questions you may have that will assist you in understanding how to plan well.

STUDENT WORK FOR THIS COURSE

This 3-credit course requires 3 hours of classroom or direct faculty instruction and a minimum of 6 hours of out-of-class student work each week for approximately 15 weeks. It is recommended you plan to spend 6-9 hours a week as you start out the semester and determine if you need to spend 6 or more hours a week on the course after that. Out-of-class work may include but is not limited to: required reading, library research, team projects, written assignments, presentations, attending outside activities to fulfill a written assignment, and studying for quizzes and exams.

(Yes, this means if you are taking 5, 3-credit university-level courses, you should plan to spend between 30 and 45 hours a week outside of class on your current academic career. It is a full-time job.)

NETWORK WITH YOUR PEERS

In this classroom there will be people with amazing experiences in life, knowledge about countries and nations and topics you presently know nothing about, and skills and abilities you can learn from. And all of this is just sitting in a chair next to you; but you will never be able to access this added value to your course topic if you don’t get to know your classmates. I will promote activities in class that will help ‘break the ice’ but it is up to each of you to make the time in my class a fully enriching experience. Make each class day count: talk to your neighbor and move around the class during the semester. Introduce yourself to other students, get to know them, and let them get to know you. In the global workplace you will soon become a part of you will be glad you learned networking skills and the added understanding it offers you.

YOUR POSITIVE PARTICIPATION

Your positive participation in class is welcome, anticipated and expected. Attending class is expected by the University, me, and the Taxpayers of NC. Completing the assignments can create a base of knowledge for you to draw from for years. A significant amount of learning will occur from class discussions and information disseminated in class. Missing class will mean you miss vital information. This is a course where you can build skills to help you to be successful in your college career and in your professional pursuits.
ORDERLY AND PRODUCTIVE CLASSROOM CONDUCT

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

DISABILITY

If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services in the beginning of the semester. (Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.) For more information regarding accommodations, please contact the Office of Disability Services at 704-687-4355 or stop by their office in 230 Fretwell.

DIVERSITY AND INCLUSION

This is a learning environment in which differing opinions are often based on differing experiences, upbringing and beliefs. We can learn from each other as you prepare to be part of a global workforce; take advantage now in the classroom on in your campus experience to see all sides of an issue, meet all types of people, even if it means you must move out of your comfort zone to do so. Sometimes the best way to do this is to listen rather than speak, open your mind, observe, and consider all that you can absorb.

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.

NON-DISCRIMINATION IN THE CLASSROOM

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

SEXUAL HARASSMENT IS PROHIBITED IN ALL COMMUNICATIONS

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (https://legal.uncc.edu/policies/up-502) and the policy on Responsible Use of University Computing and Electronic Communication Resources (https://legal.uncc.edu/policies/up-307). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

TITLE IX REPORTING OBLIGATIONS

UNC Charlotte is committed to maintaining an environment conducive to learning for all students and a professional workplace for all employees. The University takes active measures to create or restore a respectful, safe, and inclusive environment for community members that is free from discrimination, discriminatory harassment, and interpersonal violence. If you (or someone you know) has experienced any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of discrimination, discriminatory harassment, or sexual and interpersonal misconduct they receive to the Office of Civil Rights and Title IX. This means that if you tell me about a situation involving these matters, I am expected to report
the information. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Office of Civil Rights and Title IX: (1) University Counseling Center (counselingcenter.charlotte.edu, 7-0311); or (2) Student Health Center (studenthealth.charlotte.edu, 7-7400). Additional information about your options is also available at civilrights.charlotte.edu under the “Students” tab.

**FACULTY TARDINESS**

If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**PREFERRED GENDER PRONOUN**

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please contact me.

**HATS**

Take them off in class, please

No hats please, except for religious or medical purposes—which should be obtained from the faculty prior to class in which hat will be worn. Professional business etiquette applies to our classroom. And absolutely no hats during quizzes or exams—professional image points will be lost for failing to remove a hat for quizzes or exams, and an F/-0 for the subject quiz or exam if you refuse to remove it when so instructed.

**TOBACCO POLICY**

No tobacco or tools, or electronic cigarettes are to be used in class. Electronic cigarettes are to be placed in bags separate from your person for safety, NOT in your pants or on the desk.

**COMPUTER CORDS**

To create a safe environment for everyone, laptop computers must be run on batteries or plugged directly into an outlet at the student’s immediate seat location without crossing any walking path at any time. Plan to rely on a battery for your laptops. No electrical cords may be placed in any walkway or walking path at any time in our classroom. (If this occurs and I have to remind you of this it will result in a reduction of your professional image grade.)

**TAKE NOTES BY HAND FOR IMPROVED COMPREHENSION**

Take Notes by Hand for Better Long-Term Comprehension: Studies show this is true:


Abstract: "Taking notes on laptops rather than in longhand is increasingly common. Many researchers have suggested that laptop note taking is less effective than longhand note taking for learning. Prior studies have primarily focused on students’ capacity for multitasking and distraction when using laptops. The present research suggests that even when laptops are used solely to take notes, they may still be impairing learning because their use results in shallower processing. In three studies, we found that students who took notes on laptops performed worse on conceptual questions than students who took notes longhand. We show that whereas taking more notes can be beneficial, laptop note takers’ tendency to transcribe lectures verbatim rather than processing information and reframing it in their own words is detrimental to learning.”

Abstract: [http://pss.sagepub.com/content/early/2014/04/22/0956797614524581.abstract](http://pss.sagepub.com/content/early/2014/04/22/0956797614524581.abstract)

I prefer you take notes by hand given research and my experience with students’ performance levels.
Students wishing to use a computer must obtain the professor's prior written permission; then they must be able to interact visually unencumbered by the computer screen with the professor and the class processes. Should the professor feel the student is not using the computer for note taking, is disrupting others by their computer use, or if the student is not effectively participating in class processes, the student will be asked to cease their use of the computer up to and including complete elimination of the computer for the remainder of the semester (this will also result in a reduced Professional Image grade). In our class, appropriate computer use is allowed only with prior permission and is subject to being disallowed.

CELL PHONE, ALL PERSONAL ELECTRONIC COMMUNICATION DEVICE ALERT (including computers)

The non-class use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

Turn off and remove cell phones and other personal electronic devices (PED) from view during class. Just as it is your responsibility to safely and legally park your automobile for safekeeping during the time you are in class, the same is expected of the care you extend toward your cell phones and PEDs. If your cell phone or PED makes an audible noise during class it is considered by this instructor to be an avoidable, disrespectful disruption. NEVER answer your cell phone in this class. If you feel extenuating circumstances create a special exception for you, see the instructor before class time. Rare (advance) exceptions may be made. Minimum punishment for ringing cell phones: Reduced professionalism grade and/or dismissal for the rest of the class period. Maximum: Phone confiscation.

COMPUTER USE

Students are permitted to use computers during class for note-taking and other class-related work only-with prior written instructor approval. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period.

Computers may be used, in accordance with polices in this syllabus. Students may be permitted to use computers during class for note-taking and other class-related work only-with the instructor’s prior written permission.

Those using computers or other devices during class for work not related to our class may be asked to leave the classroom for the remainder of the class period and be ineligible to use one for the remainder of the semester.

We have large class sizes; if I determine you are not engaged with our course and it appears to be due to your electronic device use or performing other tasks at your desk, or that you have disrupted those around you as you use an electronic device or in the performance of non-current class related tasks, I may make a note of it and alert you by email or in person at a later time as I may choose not disrupt class to remind you to comply with class policy, or I may stop class to address this and ask you to cease using your computer and/or to leave class for the remainder of that period.

Students who feel another student’s use of a cell phone or computer is distracting should feel free to notify me to report this. I want all students to have a distraction-free learning environment.

Those using computers during class in a way that distracts them from engaging with the class material and discussions or appear to me to be creating a distraction for those around them, a) may be asked to stop, or to put the device away (see above note); b) will incur a reduction of professional contribution and image. I reserve the option to not disrupt class to ask you to put your device away while still reducing your professional image and conduct grade; this will be noted in Canvas with an explanation.

FORMAT EMAILS AND LABEL ELECTRONIC FILES CORRECTLY
**Format Your Email messages, please:** Help me reply to you quickly, by understanding the purpose of your communication. Use a clear subject line, proper grammar and punctuation in your messages so I may best help you, fast. (Text messaging codes are not acceptable.) Also remember, being courteous helps you be understood. Here are examples:

**Email Subject Line**  
Course/section number, topic (Example: MGMT 3260 Case 1)

**Formal Grammar**  
Professional, formal grammar, spelling, and punctuation is expected in all email messages to reflect the professionalism you will be expected to demonstrate in your career-and it makes it much easier for me to understand your communications with me.

**Signature Block**  
Your email signature block can be helpful to others trying to contact you. It is suggested you consider including information such as: Name, Email Address, Phone number—but only if you wish to do so. Please ask me if you have questions about this.

**Attached Files**  
When you send files to me for assignments (by email or Canvas), they must be correctly named in order for me to make sure I give you credit, and to help me efficiently manage many student files.

**File name:** Electronic files must be named in the following format in order to receive full credit:

- Assignment name, YourLastname YourFirstname (or team members’ last names)

  *Example: Case 1 Kane Cheryl*

  Electronic Copy (ec) versions will only be accepted in Microsoft WORD®, Excel® or PowerPoint®.

**NOTE:** Good communication habits formed while at the Belk College of Business will help you distinguish yourself among your peers in the business world.

**EXPECT ME TO REPLY TO YOU IN ~24 HOURS M-F**

Generally you should expect a reply from me during my next scheduled office hours. If you don’t, it may mean it was not received or was accidently missed. Please, re-contact me and bring this to my attention. This may not be as prompt as you like; feel free to join me during office hours.

**LATE WORK**

Assignments are due at the start of class. Late homework is not graded (exception: a documented excused absence). Late major assignments will be accepted with the following consequences: A deduction of 25% per day from the final grade (items turned in after the start of class on the due date is counted as late).

**MAKE UP EXAMS OR QUIZZES**

There are generally no makeup exams or quizzes.

**EXTRA CREDIT ASSIGNMENTS**

No extra credit assignments are anticipated to be offered. Please do your scheduled assignments.

**EXAM AND QUIZ DAY – Be on time**

The exam periods start the same time our class starts-be fully prepared and ready to take the exam or quiz at the start of class time.

Students arriving late on Exam and Quiz days will not be admitted once the quiz or exam period has started (which is generally at the very start of class). Come prepared to sit for the entire quiz or exam without leaving during the exam or quiz. All book bags and electronic devices are to be placed at the perimeter of the room, not at your seat. Be seated in place with book bags at the perimeter of the room and ready to start the exam at the start of the subject class period. Once a quiz is complete, the class door will be opened and tardy students may enter and participate in the rest of the class.
OVERVIEW: QUIZ & EXAM RULES (1)

• Students are not allowed to leave the room during the testing period. If you must your exam will be collected and not returned for completion.
• Be fully prepared to take the exam at the start of class: writing tools, tissues, or other things you need during the exam must be out and visible prior to the start of testing. If you access your book bag or pockets during the exam you may become subject to being charged with attempting to (cheat).
• Keep your eyes on your exam – if the instructor believes you are viewing or attempting to view others’ exams or other resources, you are subject to charges of cheating.
• You are responsible for your exam-keep it protected from the view of others at all times.
• If you have a questions during the testing period raise your hand-do not get out of your seat. Communicate with the professor privately.

EXAM AND QUIZ RULES (not all inclusive):

• Be on time to avoid forfeiting the opportunity to take the exam.
  • If you have a question during the exam raise your hand and the instructor will come to you. DO NOT LEAVE YOUR SEAT. Communicate with the professor privately. If you leave your desk your exam is likely to be taken up and not returned to you for completion.
  • You should plan NOT to have to leave to use the restroom until the examination is complete.
  • Hats must be removed except for religious accommodation.
  • No on-exam electronic devices are allowed during an exam: No multiple function watches, cell phones, etc. are allowed during the exam; leave these in your personal belongings off your person and away from you; book bags must be put against the walls away from seating; if you don’t have a bookbag items may be brought to the front of the class until the quiz/exam is over. IF any electronic device is discovered to be on your person during a quiz or exam a failing grade will be given for that quiz/exam.
  • If a calculator is needed during the exam it should be of the simplest kind: no/limited memory, NO internet capacity, and prior approval is needed by the professor 24 hours in advance of the exam. NO approvals will be granted less than 20 minutes before the exam.
  • It is your responsibility to make every effort to protect your answers from the view of others or the circulation of exam materials to you or to others.

FINAL EXAM SCHEDULE

UNC Charlotte’s Policy is at: http://www.registrar.uncc.edu/calendars/exam.htm. We follow it. Alternative arrangements should not be expected to be made for personal reasons-the final exam period has been established on the 5-Year Academic Calendar.

FINAL EXAM CONFLICTS  https://ninercentral.charlotte.edu/courses-registration/exam-schedules

• If a student has three (3) exams scheduled for the same day, University policy allows that student to reschedule the middle exam. A make-up exam is arranged by mutual agreement between the instructor and the students.
• If a student has two (2) exams scheduled for the same day and time, a make-up exam is arranged by mutual agreement between the student and one of the course instructors.
• If you have an exam conflict, you may submit this Final Examination Conflict Form.
• View the University Policy 202, Final Examinations

READING DAY  https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/academic-calendar

• “Reading Day – Reading Day is to guarantee that students have one day between scheduled classes and the first final examination day. Per the Academic Calendar policy, faculty must not require student participation in any course-related activities on Reading Day.”
(Reading day is your day to study and prepare for your exams. You will not have exams or required activities on this day—these are prohibited by University policy.)

ACADEMIC INTEGRITY  http://unccdso.uncc.edu/org/officeofstudentconduct/Integrity

I will hold you to as high an academic standard as the University policies will allow.

- Do not cheat in my class; the consequence/punishment will be severe.
- Do not allow others to cheat in my classes— they diminish the value of your degree. Report it.
- Do not submit others’ material cited as your own (or not cited); the punishment will be as severe as allowed.
- Do not accept team members’ work if you do not fully believe it to be their work; the punishment may be severe for the whole team.
- During an exam if you have a question, raise your hand for me to assist you. DO NOT DISCUSS ANYTHING WITH ANYONE EXCEPT ME DURING AN EXAM. IF YOU DO, THE CONSEQUENCES ON YOUR GRADE CAN BE SEVERE.

Students are responsible to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity.  https://legal.uncc.edu/policies/up-407

This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor, and are binding on the students.

Academic evaluations in the course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty.

Students who violate the code can be expelled from UNC Charlotte.  The normal penalty for a first offense is zero credit on the work involved and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to F. Copies of the code can be obtained from the Dean of Students Office. Standards of academic integrity will be enforced in this course.

The following are considered violations of the Code:

1. Use of any calculator except a 4-function calculator during quizzes or exams.
2. Having possession of a cell phone or any programmable device during quizzes or exams, or any time while quizzes or exams are in your possession.
3. Not having all notes put away, completely out of sight, during all quizzes and exams. (If notes are not put away, it will be assumed that the student intentionally kept the notes out with the intent of using them on the quiz or exam.)
4. Copying your or another student's answers from any current semester course assignment.
5. Copying your or another student’s answers from any previous course assignment for this course.
6. Collaborating on any take-home assignments, cases or quizzes with anyone other than the instructor and the Writing Resource Center staff or other UNC Charlotte learning center staff.
7. Having or allowing another student to complete any on-line assignment.
8. Using a secondary on-line source for answers to assignments, cases, quizzes or exams.
9. Each group for the semester group project should work independently of all other groups.
10. Collaboration with other groups is not permitted.
11. Allowing another student to copy your work/quiz answers/exam answers - this is called “complicity” and makes you an accomplice.
12. Removing an exam from the classroom or attempting to copy the exam questions.
13. Not reporting another student that you know is cheating – another type of complicity.

Students are expected to report cases of academic dishonesty to the instructor.
WARNING: KNOW WHAT PLAGIARISM IS, AND AVOID IT

Each semester it seems students incur the penalty of an “F” on a major assignment grade and become subject to a grade of “F” in my courses as a result of simple sloppy and/or careless note taking and report writing. Slothfulness during research in absolutely no way absolves you from the factual outcome of plagiarism: submitting someone else’s work as your own. Insufficient citation, egregious paraphrasing, and cutting and pasting of electronic information cited but submitted without quotation marks all make you subject to severe penalties on both your work in my class and on your academic records. Don’t waste your time being sloppy, careless, or attempting to be clever in slacker-like paraphrasing; it will cost you too dearly in points, course grade, and your damaged reputation.

Anything you produce had better be your own material, or be properly cited. This includes anything you turn in: PowerPoint presentations, oral presentations, homework and written reports.

When conducting research for assignments use care to document your sources accurately. Particularly during electronic searches if you “cut and paste” information that later is turned in as your own work you have committed a violation of the UNCC Honor Code. Use care and take steps to ensure that the work you turn in is your own, not that of others. Cite your sources using APA format. Violators will be charged according to the UNCC Honor Code.

Other sources for clarification and instruction: http://copyright.uncc.edu http://copyright.uncc.edu/students/copyright_or_plagiarism.php

PREVENT ACADEMIC INTEGRITY VIOLATIONS, INCLUDING PLAGIARISM

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code and on the Student Conduct and Academic Integrity website. The Code is available from the Dean of Students Office or online at legal.uncc.edu/policies/up-407. Additional resources are available on the Student Conduct and Academic Integrity website.

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

As a condition of taking this course, papers that the instructor in good faith suspects are in whole or in part plagiarized may be subject to submission for textual similarity review to SimCheck or another service for the detection of plagiarism. Such works will be included as source documents in the SimCheck or other plagiarism detection service reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to SimCheck or other plagiarism detection service without a student’s written consent and permission. If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper.

UNIVERSITY POLICY ON COURSE WITHDRAWALS

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.


FINAL GRADES

Final grades will be posted on the UNC Charlotte web site (www.uncc.edu). Final exam scores are often not available until the next semester starts, due to time constraints in getting final grades posted at the end of the semester.
WRITTEN ASSIGNMENTS: GRADING CRITERIA

Grading criteria for oral and written assignments, class participation and professional contribution and image are multifaceted. Always proofread and edit your assignments before turning them in. Prevent the unnecessary loss of points by reading your work aloud; it may help you catch errors which will save you valuable points. Your work will be graded on multiple criteria including but not limited to:

- following instructions  ● content and completeness  ● organization (direct/indirect style)
- grammar and spelling accuracy  ● format requirements  ● thoughtful application of knowledge
- creative originality fit to the assignment
- subject/verb agreement, appropriate tone, correct punctuation, conciseness, clarity of the message
- sentence/paragraph length, coherence, word choice, active/passive voice, parallelism, transitions
- not using awkward phrases, euphemisms, dangling expressions; avoiding ambiguity

IDENTIFICATION

Always bring your UNC Charlotte student ID to exams. It may be required to be allowed to take exams or receive credit.

EARLY ALERT, MID TERM GRADES

The UNC Charlotte Provost requires faculty to post mid-term grades that are unsatisfactory at the midterm point in the semester. Our Exam I will likely be the only score available at this date; if it is lower than a ‘C’ grade I will be required to post it, which will generate a letter to you regarding your grade. I will follow university policy regarding this issue.

HOMEWORK & OTHER ASSIGNMENTS

Scheduled assignments to be handed in must be typed in order to receive credit and will be due at the beginning of the class period (or by the date stated in Canvas).

RELIGIOUS ACCOMMODATION

UNC Charlotte’s Religious Accommodation Policy will be respected and adhered to: “UNC Charlotte must authorize a minimum of two excused absences each academic year for religious observances required by the faith of a student. UNC Charlotte must provide students the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. A “Request for Religious Observances” form that must be filled out by a requesting student and submitted to the instructor for approval prior to the census date for that semester. Please refer to: http://legal.uncc.edu/policies/ps-134.html.”

TEAM PROJECT (when part of the course)

Teams are generally selected of your own accord. Research using specifically identified professional journals and current credible business literature will be required. The final product will include a high quality short paper (content) and a team presentation with a handout and visual aids for the class. Further instructions will be given in class.

TAPE RECORDING IS NOT ALLOWED

Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.
DATE OF LAST ATTENDANCE (for financial aid purposes) when a student fails to earn a passing grade in a course

The United States Department of Education requires UNC Charlotte’s Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. This may require you to pay back any financial aid funds received for this course.

(For additional information, see Last Date of Attendance FAQs on the Registrar’s website.)

Because I may not take attendance every day for this course, the date I will report as your last date of attendance will be the latest of the following:

- The date you last participated in an online discussion or activity;
- The date you last submitted an assignment/project/test/tutorial/quiz; or
- The date you last initiated contact with me to ask a question about the course or course content.

If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. This may require you to pay back any financial aid funds received for this course.

WEATHER

Weather: POLICY STATEMENT #13: CAMPUS OPERATION IN ADVERSE WEATHER ORDURING OTHER UNUSUAL CONDITIONS: The University will operate on its normal schedules unless the Chancellor (or the Vice Chancellor delegate as described herein) publicly announces otherwise. Students, faculty members, and other employees will observe normal schedules unless the University is closed or classes are cancelled by such announcement. When no formal announcement has been made that the University will be closed or classes cancelled, but an individual student, faculty member, or other employee determines that observing the normal schedule would require hazardous travel, and acts on that determination, the following policies shall apply: Students may be allowed to make up the absences, at the discretion of the instructor;

The University Police and Public Safety will be notified to activate a recorded message for inquiries regarding the status of campus weather conditions. Telephone number 704/687-2877; local media sources for closing information is posted on the website cited earlier in this section. (The entire weather policy and related media sources for information is available at: http://www.legal.uncc.edu/policies/ps-13.html)

INSTRUCTOR’S ABSENCE OR TARDINESS

If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

STUDENT ABSENTEEISM OR TARDINESS

Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Unexcused absences or excessive tardiness may result in a loss of professional image and contribution points.

Class Absence(s): The authority to excuse a student’s class absence(s) and to grant a student an academic accommodation (turn in a late assignment(s), provide extra time on an assignment, reschedule an exam(s) etc.) sits with the individual instructor. You will generally be instructed to work with the SASS office (sass.uncc.edu) for verification.

Students are encouraged to work directly with their instructors regarding class absences for medical appointments, military/court orders, and/or personal and family emergencies, such as a death in the immediate family, where a student is able to provide an instructor with appropriate supporting documentation of the absence. The final decision for approval of absences and missed work or make-up work is determined by the instructor.
The Office of Student Assistance and Support Services (SASS) can provide notification to faculty of emergency situations, when a student is unable to do so and when the office has been made aware of such emergencies. In such situations, the SASS office may also be able to assist with verification of such emergencies, once a student is able to return to classes. The SASS office does not provide verification of absences for car trouble, weather issues, personal activities, work, weddings, vacations, or University-sponsored events. Absences related to such activities should be discussed directly with the faculty member.

Should a student need assistance from the SASS office in verifying an emergency situation, they can submit an online request form and attach supporting documentation. Please note that students are not required to go through the SASS office at any time regarding absence verification, and the SASS office does not have the authority to excuse absences, allow for make-up work, or provide other academic accommodations.

In cases of absence due to pregnancy or parenting (pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions), students should contact the Title IX Office to obtain absence verification by completing the form at http://bit.ly/332eaGd.

COPYRIGHT OWNERSHIP OF COURSE MATERIALS

"My lectures and course materials, including presentations, cases, assignments, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. The textbook authors and publishers own the copyrights to their materials. I encourage you to take notes and make copies of course materials for your own educational use (only).

However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero, Chegg, and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission." Note: Copyright protection is not contingent on including a copyright notice on my course materials. The materials are protected as soon as they are created.

MENTAL HEALTH SERVICES

It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.

- If you are struggling academically with this class, please visit me during office hours or contact me by email at cklane@uncc.edu.
- Meet with your academic advisor if you are struggling academically in multiple classes, unsure whether you are making the most of your time at UNC Charlotte, or unsure what academic resources are available at UNC Charlotte.
- Visit the Counseling and Psychological Services website at caps.uncc.edu for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information.
- Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number.

FERPA Notification

In establishing University Policy 402, Student Education Records, UNC Charlotte adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974, also known as FERPA, a federal law that affords students the following rights with respect to their education records. For details, see the FERPA Annual Notification posted on the Office of Legal Affairs website. All questions concerning this FERPA Annual Notification may be directed to the attention of the Office of the Registrar.
Food Insecurity Statement

Food insecurity is defined by the USDA as "a lack of access to enough food for an active, healthy life." Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte offers assistance to students facing food insecurity through an on-campus food pantry. The Jamil Niner Student Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website at https://ninerpantry.uncc.edu/ for schedule and details on its services, as well as resources about hunger and food insecurity among college students.

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<th>Resources available to you,</th>
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<tr>
<td>free of further cost (your tuition &amp; fees paid for these services; use them often to gain value from them.)</td>
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University Center for Academic Excellence: At, https://ucae.uncc.edu/, or Colvard 2300, you will find, “The UCAE consists of six units working in conjunction to attain a singular objective - to provide services, programs, materials, and academic support for students in order to satisfy, retain, and graduate them. Our units are: Tutorial Services, Supplemental Instruction, Building Educational Strengths & Talents (B.E.S.T.), Structured Study Groups, The Learning Lab, and Students Obtaining Success (S.O.S.).”

UNC Charlotte Writing Resource Center: At, https://writing.uncc.edu/writing-resources-center and you will find, “Mission: Based on the view that knowledge is fundamentally social, the WRC fosters an environment of active, collaborative learning outside the classroom. The WRC provides one-to-one writing instruction to students, faculty, and staff from first-year to graduate in any discipline. Our goal is not to fix papers, but to develop better writers.”

Counseling Center at UNC Charlotte: At, https://caps.uncc.edu/ now located in the Christine F. Price Center for Counseling and Psychological Services next to the Student Health Center, the Counseling Center, “supports the academic, personal, and interpersonal development of UNC Charlotte students by providing short-term individual and group counseling, psychological assessment, consultation for faculty, staff, parents, and students, and educational programs to the campus community.” And they “assist students with concerns of a personal nature by helping them develop better coping strategies, resolve conflicts and handle crisis situations. Typical concerns are depression, anxiety and stress, relationship issues, identity development, substance use problems, eating and body image issues.”

J. Murrey Atkins Library. Business Librarian: Angel Truesdale, Social Sciences and Business Librarian. Call: 704-687-7928 | Email: adtruesd@uncc.edu | Visit: Atkins 138E.

The Jamil Niner Student (food) Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website at https://ninerpantry.uncc.edu/ for schedule and details on its services, as well as resources about hunger and food insecurity among college students.


NinerParatransit: 704-687-5636 https://police.uncc.edu/department-overview

LiveSafe app: https://emergency.uncc.edu/nineralerts/livesafe

Office of Disability Services.

The Office of Disability Services (DS) is responsible for ensuring access to academic programs and campus facilities for individuals with disabilities. Registration with DS is required for students who wish to receive accommodations. Registration is simple. Learn more about utilizing the support of the Office of Disability Services at: The Office of Disability Services is part of Academic Services. Academic Services at UNC Charlotte enriches the academic community by offering a broad range of initiatives promoting student success, ensuring access, and enhancing the educational experience of all students.
Students or visitors to campus who need accommodations for a public campus event should contact the Office of Disability Services. [http://ds.uncc.edu/](http://ds.uncc.edu/).

**Veteran Student Services Office.** The mission of the Veteran Student Services Office is the successful transition and retention of veteran students through outreach and advocacy. The Veteran Student Services Office strives to be a one-stop-shop for students utilizing Veterans Affairs benefits and any student with prior US Military service. The combining of the tactical responsibilities of the VA certification process with the strategic initiatives related to academic and individual support, advances UNC Charlotte’s historical, and present-day, commitment to our military veterans. UNC Charlotte veterans are served by the Veterans Student Services Office (VSSO) in Barnard 103. The VSSO is part of the Dean of Students Office and joins the Veterans Affairs certification process and the outreach and advocacy functions conducted by the Dean of Students Office. Across the hall from Veteran Student Services is the Veterans Lounge in Barnard 108. [http://unccdso.orgsync.com/org/veteranstudentservices](http://unccdso.orgsync.com/org/veteranstudentservices)

**What is NinerCare?** [https://ninercare.uncc.edu/](https://ninercare.uncc.edu/)

*NinerCare* is a network designed to bring together information in order to identify students who have demonstrated behavior of concern to members of the UNC Charlotte community. This network also allows UNC Charlotte staff and faculty to investigate and then determine if an identified student poses a potential threat to self, others, or the UNC Charlotte community. *NinerCare* helps to develop an objective, coordinated action plan to collect information, assist the student and protect the University community.

**How Do I Tell Someone?**
- If a student exhibits behavior that indicates an IMMEDIATE DANGER to self or others, call 911 or UNC Charlotte Police and Public Safety at 704-687-2200.
- If a student exhibits disturbing behavior or is disruptive, contact the Dean of Students Office at [incidentreport.uncc.edu](http://incidentreport.uncc.edu) or 704-687-0345.
- If a student is exhibiting behavior that suggests psychological problems and you seek guidance on how to respond or deal with the behavior, contact the Counseling Center at 704-687-0311.
- Pamphlet: [https://legal.uncc.edu/sites/legal.uncc.edu/files/media/NinerCare%20Folder.pdf](https://legal.uncc.edu/sites/legal.uncc.edu/files/media/NinerCare%20Folder.pdf)

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**Covid 19 PANDEMIC (2022-2023) – always refer to University current policies for updates**

- **COVID-19 INFORMATION** (8.10.2022: [HTTPS://NINERNATIONCARES.CHARLOTTE.EDU/](https://ninernationcares.charlotte.edu/))

**Mitigation Testing**
Mitigation testing for off-campus students and employees is no longer required. However, anyone who wants a test may still receive one. While registration is strongly encouraged, walk-ins will also be seen. You can access a test Monday through Friday, 9 a.m. to 5 p.m., at the South Village Crossing (SoVi) testing site. No appointment is necessary.

**Wastewater-based Testing**
Screening testing of residence hall students based on wastewater results is no longer required. However, wastewater surveillance will continue and residents will be notified if the virus has been detected in their building so they may choose to be tested. You can access a test Monday through Friday, 9 a.m. to 5 p.m., at the South Village Crossing (SoVi) testing site. No appointment is necessary.

Additionally, wastewater testing results will be available on the [public reporting page](https://ninernationcares.charlotte.edu/) to ensure the campus community has access to this information and may be tested if they choose.

**Face Masks**
- Face masks are **optional** on UNC Charlotte’s campus. This includes classrooms and other academic spaces. This follows the UNC System issued guidance that makes face masks optional in all indoor settings on all campuses of the System, sent on Feb. 25.
If you are unvaccinated or at high risk for complications, you are still strongly encouraged to wear a mask.

Please note: Federal and state regulations still require a face mask in the Student Health Center.

Even with this guidance, you are encouraged to wear a mask to further reduce the risk of infection to yourself and others, especially when you are in close proximity to others in confined spaces. For example, this may include in hallways, in elevators, when waiting in line in buildings or in residential community spaces. Masks are available for pick up in the Popp Martin Student Union, Atkins Library and the Career Center for individuals who wish to wear one. Employees may make their own choices about asking visitors in their personal office space to wear a mask.

Events and Gathering Restrictions

There are currently no restrictions for gathering sizes -- indoors or outdoors.

Niner Health Check

Daily completion of the Niner Health Check is no longer required. However, you will continue to receive the health check every day. Should you become ill with COVID-19 symptoms, please complete the form. Simply delete the email if you do not need it.

On-Campus Testing and Vaccinations

Testing: Asymptomatic testing will continue to be offered Monday through Friday, 9 a.m. to 5 p.m., at the South Village Crossing (SoVi) location. Signage will direct you to the correct location. No appointment is necessary for testing. Note: Individuals with symptoms of COVID-19 should continue to contact the Student Health Center at 704-687-7400 to schedule a test.

Commitment to Safety

We will continue watching on-campus infection numbers and other key metrics closely. If we need to resume additional measures for the health of our community, we are prepared to do so quickly and will communicate changes to you promptly via NinerNotice.

COVID-19 VACCINE REPORTING

We encourage you to submit your COVID-19 vaccine information if you haven't yet done so.

• POLICY ON ABSENTEEISM DURING COVID-19

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

• Complete your Niner Health Check each morning.
• Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.

• If you are sick: If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.

• If you have been exposed to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact Student Assistance and Support Services.

To return to class after being absent due to a period of self-quarantine, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 diagnosis, students should submit an online request form to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: I will consider extending due dates on assignments based on a case-by-case basis where it is reasonable and possible. The final decision for approval of all absences and missed work is determined by the instructor.

**ATTENDANCE POLICIES RELATED TO COVID-19**

(Source: https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

• Complete your Niner Health Check each morning.

  ■ Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.

  ■ If you are sick: If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.

  ■ If you are unvaccinated and have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Contact Tracing/Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email directly to your instructors.
If you are vaccinated AND symptomatic AND have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Contact Tracing/Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email directly to your instructors.

To return to class after being absent due to COVID-19, students should follow the instructions below:

<table>
<thead>
<tr>
<th>Quarantine -- Close Contact</th>
<th>Residential Students</th>
<th>Non-Residential Students</th>
</tr>
</thead>
</table>
| UNVACCINATED                | - Resident students remain under the care of the Student Health Center and will be deemed clear to return to campus activities by a clinical professional. Once deemed cleared to return to campus activities, the COVID-19 Registry will send an email notification that you should forward to your instructor(s) as verification you’ve been cleared to return to class. | - To return to class after being absent due to a period of self-quarantine, non-resident students have two options.  
  - **Option 1:** Fulfill your full 14-day quarantine requirement, submit a Niner Health Check to confirm no symptoms, take a screenshot of the Niner Health Check clearance screen and email it directly to your instructor(s).  
  - **Option 2:** If you have remained asymptomatic during your quarantine period, on day 9, you may be tested at the Student Health Center (SHC). You can then submit the documentation of a negative test from the SHC to your instructor(s). When you call the SHC to set up an appointment, make sure to tell them you are on day 9 of quarantine and want to test out. |
| VACCINATED                  | - You do not have to quarantine unless you are symptomatic.  
  - If you are symptomatic, resident students remain under the care of the Student Health Center and will be deemed clear to return to campus activities by a clinical professional.  
  - Once deemed cleared to return to campus activities, the COVID-19 Registry will send an email notification that you should forward to your instructor(s) as verification you’ve been cleared to return to class. | - You do not have to quarantine unless you are symptomatic.  
  - If you are symptomatic, be tested immediately. You may call the Student Health Center to set up an appointment. Make sure to state you are symptomatic and need a test.  
  - You should remain in quarantine until your test results are returned.  
  - If negative, you may forward the documentation you receive from the Student Health Center to your professors. If positive, you will enter isolation and should follow the protocols below. |

<table>
<thead>
<tr>
<th>Isolation -- Positive COVID-19 Diagnosis</th>
<th>Residential Students</th>
<th>Non-Residential Students</th>
</tr>
</thead>
</table>
| **Resident students remain under the care of the Student Health Center and will be deemed clear to return to campus activities by a clinical professional.**  
| **Once deemed cleared to return to campus activities, the COVID-19 Registry will send an email notification that you should forward to your instructor(s) as** | - To return to class after being absent due to a COVID-19 diagnosis, students should submit an online absence verification request form to Student Assistance and Support Services (SASS).  
  - Students should attach their positive test results directly to their request form. If you have additional medical documentation regarding your positive test, such as additional dates you should remain out of class, you may also attach this directly to your request form.  
  - Instructors will be notified of such absences once SASS is able to process your request. |
<table>
<thead>
<tr>
<th>Residential Students</th>
<th>Non-Residential Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>verification you’ve been cleared to return to class.</td>
<td>You should also forward your instructors any correspondence from University Contact Tracers that indicates your isolation end date due to a positive test result.</td>
</tr>
</tbody>
</table>

If a student provides faculty with correspondence from Emergency Management, University Contact Tracers, the Student Health Center, and/or Student Assistance and Support Services regarding their specific directive (self-quarantine, quarantine, or isolate) and/or indicating the student’s isolation end date, this correspondence serves as official University documentation. Any of these forms of University communication are sufficient for reentry into the classroom.

Violation of these syllabus policies may result in appropriate academic penalties, including reduction of grade in the relevant assignment, project, test, or exam. If violation of these syllabus policies also implicates the Code of Student Academic Integrity because of alleged academic misconduct, I will follow the process outlined in the Code to address such cases.