



MGMT 3140 - Randle
 Management and Organizational Behavior
 Spring 2021

Instructor: V. Natasha W. Randle, Ph.D., SPHR, SHRM-SCP
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Office Hours: 11:30 am – 1:30 pm Tuesdays/Thursdays (online)
 3:30 pm – 4:00 pm Tuesdays/Thursdays (online)
[Please make an appointment](#)

Class Meetings:

Section	Time	Days	Location
002	8:30 am – 9:45 am	Tuesdays/Thursdays	Zoom
004	10:00 am – 11:15 am	Tuesdays/Thursdays	Zoom
007	4:00 pm – 5:15 pm	Tuesdays/Thursdays	Zoom

Required Text: Management: Leading & Collaborating in a Competitive World, 13th Edition
 Bateman and Snell. **Connect** 1-Semester Access Card for Management ISBN:
 9781260194203

Other Materials: Instructor Articles – access on Canvas
 Wall Street Journal or other Business News Sources
 Check Canvas for regular updates of course materials.

This syllabus contains the policies and expectations I have established for MGMT 3140. 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.

Course Description

A study of the role of the 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. Prerequisites: ACCT 2121 & 2122; ECON 2101 & 2102, INFO 2130; junior standing.

Course Overview

This **online** discussion-oriented course will expose students to management and human behavior concepts to develop effective management skills. Management challenges and opportunities will be explored via varied instructional approaches. Concepts discussed in this course have applicability in all facets of life. Students should approach this course with an open mind and a willingness to participate in class activities and discussions. Be prepared to R-W-S. **Read. Write. Share.**

Course Objectives

1. Students will develop a basic understanding of the theories and concepts of management.
2. Students will demonstrate a basic ability to apply management theory and concepts to organizational problems.
3. Students will develop the interpersonal, analytical, critical thinking, and decision-making skills required of managers.
4. Students will develop an awareness of current issues and trends in management.

Connect from McGraw Hill Education

What is Connect? Connect is an online homework and learning management platform from McGraw Hill Education. Many of your course assignments will be delivered through Connect.

Connect helps you:

- Stay organized with assignments – both in and out of class
- Target difficult material to practice and improve your skills
- Review for exams with self-assessment tests and quizzes
- Track your performance with personalized reports
- Save time on studying
- Save money on textbooks

You may purchase access to McGraw Hill Education’s Connect either from our class Canvas site (option 1) OR the UNC Charlotte bookstore (option 2).

Option 1: To purchase from Connect integrated in our class Canvas site:

Log into Canvas and go to our MGMT 3140 course site. Then click on the Connect link, which will take you to the Connect registration page where you can follow the prompts.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf, print-version of the text through Connect. This is optional. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you.

Option 2: Purchase from the bookstore:

Purchase a Connect code via the UNC Charlotte bookstore. During the registration process, you will be prompted to create a new account or login with an existing Connect username and password.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf, print-version of the text through Connect. This is optional. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you.

Participation

Class participation is highly encouraged even in this online format. However, it is quality participation that is encouraged. Quality participation is an informed contribution that fits into the flow of conversation while enlightening others about the issues and ideas. During our first class meeting we will discuss effective ways to participate in virtual environments. Your learning experience and accomplishments will be commensurate with your efforts. Being present and prepared each class meeting is a significant part of participation. RESPECT is extremely important in this course, as there will be differences of opinion and challenging discussions.

This class will meet synchronously every Tuesday and Thursday. However, beginning after exam 1, each student is required to attend class on only one of the two weekly synchronous days (Tuesday or Thursday). Students must be present for the full class period, arrive on time, have Zoom video on (to the extent possible), and participate in class discussions, polling, quizzes, and other activities. Students may choose to attend both days if desired. Additionally, weekly interactive lecture videos will be provided. Students should view and complete the assignments/activities in the interactive lecture video prior to attending their chosen synchronous class meeting.

Technology that will be used in and for this class

- Canvas
- Zoom (<https://uncc.zoom.us/>)
- Connect (access via Canvas)
- Flipgrid (flipgrid.com – login with your uncc.edu email address)
- Poll Everywhere (<https://www.polleverywhere.com/> [log in with your uncc.edu email address])
- Kahoot (kahoot.it – Game PIN will be given during class)
- Playposit (playposit.com – create an account with your uncc.edu email account)
- Mentimeter (menti.com – Code will be provided during class)
- Google Drive, Docs, Forms, Sheets
- Others

Attendance

Class attendance is a must, as group participation and exercises are an important aspect of the instructional approach. Some tested material will only be disseminated in class. If you must miss class, **consult with a trusted classmate regarding the material missed.**

Assignments

You may be required to submit written assignments. Professional quality work is expected, and grades will be assigned accordingly. Appropriate citations must be used where appropriate (APA style). All written assignments must be typed using 12-point Times New Roman font with a cover page (unless specified otherwise). Visit the Purdue Owl website: <https://owl.english.purdue.edu/owl/resource/560/03/> for excellent resources on APA formatting guidelines.

All assignments are due on the dates and times indicated in the assignment instructions. A 15% grade penalty will be assessed for each day the assignment is late. No late assignments will be accepted more than three days beyond the due date. Be sure to review assignment instructions. A select few may indicate that submissions will not be accepted after the due date. Interactive lecture videos should be completed prior to attending the class meeting related to that topic. Quizzes and exams will not be accepted after the closing date/time.

Note: Special circumstances such as hospitalization or other unusual situations should be discussed with Dr. Randle prior to the missed assignment/exam where possible.

Team Topic Presentation

This course will include a team topic presentation. Students will self-select teams. Two presentation dates are noted in the schedule of classes below. Each student must complete a peer evaluation, which will be used in the calculation of final topic presentation grades. More details about this topic presentation will be discussed in class and posted on Canvas.

Professional Development Integration

Each student will complete a professional development integration assignment, which will require attendance at a campus event. Options may include [any campus diversity](#) event, [Niblock Student Center](#) events, or [University Career Center Meet-Ups](#). More details will be discussed in class and posted on Canvas.

Examinations/Quizzes

Quizzes will be administered in class and via Canvas and Connect. No makeup quizzes. However, one quiz/participation grade will be dropped. Some quizzes will be previously announced, while others will be pop quizzes.

Four exams (including the final exam) will be administered for this course. Dates are noted in the schedule of classes. Exams will include questions related to the chapters being tested as well as questions related to assigned readings, class discussions, assignments, and activities. You are expected to take exams when scheduled. Exams not taken as scheduled will result in a grade of zero unless previous arrangements have been made and approved. Extenuating circumstances should be discussed with Dr. Randle. See Canvas for test taking procedures.

Course Grade Components	
Exams (4)	50%
Team Topic Presentation	12%
Professional Development Integration	5%
Participation/Quizzes/Assignments/Connect	33%
Total	100%

Grading Scale

A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59 and below

Final course grades are rounded to the nearest whole percentage. For example, 89.5 equals a grade of A, 79.4 equals a grade of C, etc.

Formatting Guidelines for Email Messages

Contact me by email or phone with questions and requests for assistance. I am here to help! In contacting me, please use the guidelines below.

- **Email Subject Line:** Include course/section number, topic. (Example: MGMT 3140-008, Final Exam Question). For voicemails, state this same information and your name.
- **Be concise:** Clearly indicate your question or the information you need to share with me.
- **Professionalism:** Use professionalism in your emails and voicemails.

I will reply within 24 business hours. Feel free to send a follow-up email if I've not responded in 24 hours. I may have inadvertently overlooked your email.

Code of Student Academic Integrity

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. Student violations include:

- A. Cheating. Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- B. Fabrication and Falsification. Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.
- C. Multiple Submission. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.
- D. Plagiarism. Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
- E. Abuse of Academic Materials. Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.
- F. Complicity in Academic Dishonesty. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Examples are presented in the Code. The Code is available from the Dean of Students office or online.

SimCheck

All required papers may be subject to submission for textual similarity review to SimCheck for the detection of plagiarism. All submitted papers will be included as source documents in the SimCheck reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to SimCheck without a student's consent and permission. If a student does not provide such consent and permission, the cover page and first cited page of each reference source MUST be SUBMITTED with the final paper.

Accommodations

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please send me your accommodation letter as early as possible. You are encouraged to meet with me to discuss the accommodations outlined in your letter. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 (Fretwell 230).

Reasonable accommodations for students' religious obligations will be made in accordance with University Policy 409, Religious Accommodation for Students. UNC Charlotte authorizes a minimum of two excused absences each academic year for religious observances as required by the faith of a student and provides students the opportunity to make up any missed work.

CAPS

The Center for Counseling at Psychological Services (CAPS) is a department within the Division of Student Affairs with psychologists and social workers available to offer counseling and consultation. For questions or appointments call 704-687-0311 or email caps@uncc.edu. Visit caps.uncc.edu for more information.

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.

Title IX Reporting Obligations

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents UNC Charlotte has staff members trained to support you.

UNC Charlotte employees, including all faculty members, are considered Responsible Employees who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator. Although I have 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 any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); (2) Student Health Center (studenthealth.uncc.edu, 7-7400); or (3)

Center for Wellness Promotion (wellness.uncc.edu, 7-7407). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

Dr. Randle’s Top Ten Tips for Success

1. READ...and then read again. I am here to guide you through management and organizational behavior and answer questions you may have. However, I strongly encourage you to read the syllabus, Canvas, the textbook, and other class materials for understanding first.
2. Check Canvas regularly.
3. Be virtually present. This means you should physically show up to class and mentally remain engaged.
4. Be prepared. Remember “luck is where preparation meets opportunity.” –*Randy Pausch*
5. R-E-S-P-E-C-T yourself, your classmates, and your instructor.
6. Have and demonstrate integrity.
7. Do NOT cheat!
8. Approach this (and your other classes) as necessary career preparation, not just a grade. Time spent can never be recovered. Make it count.
9. Do not operate beneath your potential.
10. In the words of Ms. Frizzle from the Magic School Bus, “Take chances. Make mistakes. Get Messy.” As we explore and unpack the intricacies of interpersonal interactions in the workplace, you may need to think outside of the proverbial box. Creativity and innovation in your approaches will be required of you. Use the unique format of this class to be creative and innovative in your learning. Speak up. Share your thoughts and experiences.

Schedule of Classes (Subject to Change)

	Date	Theme/Chapter(s)	Notes
Week 1	Jan. 21	Introductions Class Overview Syllabus	Share: Complete introduction video via FLIPGRID no later than Jan. 25 at 11:59 pm. Complete Syllabus Quiz and Scavenger Hunt no later than Jan. 25 at 11:59 pm.
Week 2	Jan. 26	Chapter 1: Managing and Performing	
	Jan. 28	Chapter 1: Managing and Performing	Read: See Canvas for reading
Week 3	Feb. 2	Chapter 2: The External and Internal Environments	
	Feb. 4	Chapter 2: The External and Internal Environments	
Week 4	Feb. 9	NO CLASS – SPRING RECESS	
	Feb. 11	NO CLASS – SPRING RECESS	
Week 5	Feb. 16	Chapter 14: Teamwork Teams and Personality	Complete personality assessments – see Canvas
	Feb. 18	Teams and Conflict	Complete conflict instrument – see Canvas Approaching Team Formation
Week 6	Feb. 23	Chapter 3: Managerial Decision Making	
	Feb. 25	Exam 1 (Chapters 1, 2, 3 Teams)	Team contracts due by 11:59 pm
Week 7	Mar. 2	Chapter 4: Planning and Strategic Management	
	Mar. 4	Chapter 4: Planning and Strategic Management	
Week 8	Mar. 9	Chapter 5: Ethics, Corporate Responsibility, and Sustainability	Read: See Canvas for reading
	Mar. 11	Chapter 5: Ethics, Corporate Responsibility, and Sustainability	

		<u>BCOB CEO Speaker Series:</u> Chris Peek, President and CEO, Caromont Health Inc (12n-1pm, Virtual)	
Week 9	Mar. 16	Attitudes and Behaviors	Read: See Canvas for reading
	Mar. 18	Attitudes and Behaviors	Read: See Canvas for reading
Week 10	Mar. 23	Chapter 10: Human Resources Management	
	Mar. 25	Chapter 10: Human Resources Management <i>Last day to withdraw from course (s); grade subject to Withdrawal Policy @ 11:59 pm</i>	
Week 11	Mar. 30	Exam 2 (Chapters 4, 5, and 10; Attitudes and Behaviors)	
	Apr. 1	Topic Presentations - Teams 1-6 <ul style="list-style-type: none"> • Presentations will be posted on Canvas • Presentation videos should be submitted no later than Mar. 31 at 12 noon • Student Feedback should be submitted no later than Apr. 5 at 11:59 pm 	
Week 12	Apr. 6	Chapter 11: Managing the Diverse Workforce	Read: See Canvas for reading
	Apr. 8	Chapter 11: Managing the Diverse Workforce	
Week 13	Apr. 13	Chapter 12: Leadership	Read: See Canvas for reading
	Apr. 15	Chapter 12: Leadership	
Week 14	Apr. 20	Chapter 13: Motivating for Performance	Read: See Canvas for reading
	Apr. 22	Chapter 13: Motivating for Performance	
Week 15	Apr. 27	Exam 3 (Chapters 11, 12, and 13)	
	Apr. 29	Topic Presentations - Teams 7-11 <ul style="list-style-type: none"> • Presentations will be posted on Canvas • Presentation videos should be submitted no later than Apr. 28 at 12:00 noon • Student Feedback should be submitted no later than May 3 at 11:59 pm 	
	Apr. 30	Day of Remembrance	

Week 16	May 4	Are You Ready to Manage Others?	
	May 5	<i>Last Day of Class</i>	
	May 6	Reading Day	
<p>Final Exam (Comprehensive) May 11 8 am (section 002) May 13 8 am (section 004) May 13 2 pm (section 007)</p>			

*** Note: 1.) Additional assignments and readings will be shared in class and on Canvas. 2.) This course schedule may change based on unanticipated events and the pace of course progression and student learning.***