

Section Day Start Time**Location**

001 MW 4:00 p.m. *sharp* to 5:15 p.m. Friday, room 137
(Sit in the 1st 3 rows)

I look forward to your engagement & participation in class each day.

Mrs. Cheryl L. Kane, M.B.A

Email: clkane@charlotte.edu

Office: Friday, room 244 D

Phone: 704-687-7656

This syllabus contains the policies and expectations for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create an inclusive and productive learning atmosphere for all students. Abiding by these and University policies and expectations will avoid risking the loss of opportunity to participate further in the course.

Note to my students: Instructor Philosophy

This course material supports your efforts in other academic courses and in your career endeavors. Together, we will build a body of knowledge needed to support those courses and your general understanding of how effective managers: communicate to many different people at the same time; use their verbal, nonverbal, and written communication to positively impact people, organizational functions, and organizational competitiveness (such as planning, organizing, communications, making decisions, controlling, innovation, and adapting to change).

This course is put together for you:

- if you read the assigned course material before class,
- do the assigned work on time,
- and engage in our daily class lecture and discussions.

The topic will come alive, stimulate your thinking, advance your independent critical thinking about complex workplace situations, and build communication skills you can use to be an effective manager.

I am here to be a resource to you. I will come to each session prepared to offer you relevant material and stretch activities to help you to become a clear and effective manager who communicates authentically and successfully. With your help and constructive 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 workplace issues that face today's managers when they communicate.

Course Objectives

At the completion of this course you should be able, as a manager to understand and/or do the following:

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.

Professor Kane's Office Hours *Your calls and office visits are always welcome.*

M W F 8:15 - 8:45 a.m.

M W 12:05 - 12:35 p.m. & 5:15 - 5:45 P.M.

F 12:05 - 1:35 p.m.

If you email me, generally you can expect a reply from me by or during my next scheduled office hours. If you do not, it may mean it was accidentally missed. Please, re-contact me and bring this to my attention.

Please, communicate with me when you have questions or need assistance. *Note: Email is effective for short, concrete messages & closed-ended questions. However, live conversations in person, by phone or zoom, are the most effective way for questions that need interaction, feedback and clarification of the question.*

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 2023-2024 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 .

Textbook(s)

Textbook(s) This course is part of the campus' course material delivery program, **Niner Course Pack**. You paid for the textbook(s)/access code to CATME when you signed up for the course (unless you opted out of the Niner Course Pack program). *Access to the required textbook will be available to you in Canvas under **Course Materials**.*

The required **CATME license** code was remitted to you/email or in person when you signed up for the course. The CATME subscription is good for one calendar year and can be used for multiple courses-you may already have access to this from a Spring class. (Our class will only be listed in CATME after we get to a related assignment.)

	REQUIRED	RECOMMENDED	REQUIRED
Title:	1. Managerial Communication	2. Successful Writing at Work	3. Guide to Business Etiquette
By	Veltsos & Hynes	Kolin	Cook & Cook
Edition:	8th	11 th or newer	2 nd
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.

General Perspective: Prerequisite Course

Your Business Communication course was a prerequisite for this course; thus it can be anticipated you bring specific skills with you to this course such as: knowledge of proper spelling, grammar, and punctuation; basic criteria for creating persuasive, negative, and you-view message creation.

COMM 3160 Business Communications: *The nature and problems of individual, interpersonal and organizational communication in business. Various verbal techniques such as business presentations and writing will be developed and practiced for effective organizational and individual performance.*

Recommended Resources

You will need access to a complete dictionary and a writer's thesaurus (you have access to these at our library's website). If your grammar and/or punctuation skills are weak, a grammar guide may be important. 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](https://owl.purdue.edu/) (<https://owl.purdue.edu/>) (OWL) is an excellent resource, and it's also free.

Major Assignments Requiring Written Submissions

Assignments requiring written submissions are collected in hard copy in class at the very start of class to be considered on time. They must be handed in prior to the time class is **scheduled to start (4:00 p.m.)**. (See Late Assignment Submission Policy, later in the syllabus.)

Grading

%	Grade
90%	A
80%	B
70%	C
65%	D
64%	F

Grading is continued on next page....

Major Assignments

Assignment Allocation

	Estimate		Overall	Assignment Allocation		
				Testing	Written	Performance
Exam I	65		10%			
Cases (individual work 2 (50 points each)	100		15%			
Exam II	65		20%			
Toastmasters meeting [live attendance/memo (500-600 words) (20 pts)]	20		10%			
CEM Professional Development Project (a)			20%			
<i>CEM Purpose statement (5 pts)</i>	5	0.8%		0.0385	5	0.8%
<i>CEM Book Analysis (50 pts)</i>	50	7.7%		0.3846	50	7.7%
<i>Presentation (50 pts)</i>	75	11.5%		0.5769	75	11.5%
Course Engagement & Participation (E&P, aka professional image)	80		10%			
Exam III	90		15%			
Total	550		100%			
Loss of points: Failure to complete assignments on time, or student conduct that violates syllabus or university policies, risks reduction of above scores (read syllabus, including examples in Engagement & Participation rubric, page).						
				1	130	45%
						33%
						22%
						100%

Syllabus continues on next page...

Hynes: Managerial CommunicationAlways read this, well, *BEFORE* class*VH Cases-optional; recommended***Optional**

Successful Writing at Work

(Kolin: see the Index)

Important

8.20.2023

Aug M	21	<ul style="list-style-type: none"> • Introductions, course & assignment orientation, syllabus activity and quiz in class. <p>Explain Toastmasters assignment.</p>		<p>Syllabus review & quiz in class</p> <p>Hard copy of syllabus to be handed out in class.</p> <p>CEM Project handed out in class.</p>
W	23	Ch 1 Communication in Contemporary Organizations <ul style="list-style-type: none"> • (VH:Case 1) (VH:Cases 2, 3) • Keirse 	Document design, audience analysis, sentences.	<p>Due-will be done in class: Integrity / ChatGPT Assignment & Quiz (5 pts E&P).</p> <p>Due-will be done in class: Keirse Temperament Sorter after reading assigned sections of @ www.keirse.com complete Canvas assignment (5 pts E&P).</p>
M	28	Ch 2 Understanding the Managerial Communication Process (VH: Cases 3, 4) Case 1 Assigned		<p>Cook: Chapter 2</p> <p>Case 1 Will be handed out in class.</p>
W	30	Ch 2 Understanding the Managerial Communication Process Introduction to MCPDP/CEM Project, Book review & adoption	Words, wordy phrases, tone, documentation.	<p>DUE before 4:00 p.m.: Complete CATME.org survey (see your email invitation from CATME) (3 E&P Pts).</p> <p>DUE Before class: Read CEM assignment well; quiz will be completed in class (3 E&P Pts).</p>
Sept M	4	No Class		
W	6	Ch 3 Communicating with Technology CEM: Book selection In-class group review of Personalized Purpose statements (CEM)-bring hard copy	Editing, revising, you attitude, writing process.	<p>DUE before class start: Create draft of your CEM Purpose Statement for in-class review- bring hard copy for in-class review and submission (5 E&P Pts).</p>
M	11	Ch 3 Communicating with Technology CEM: Presentation format decision made in class. Teams set up (?) (VH: Case 1, 2)		<p>Due before class start: Draft hard copy of outline for Case 1 for in-class review (memo format) (3 E&P Pts).</p>

		Case 1: In-class review of your draft		Bring hard copy to class for in-class review and submission (3PI).
W	13	Ch 4 Managing Meetings and Teams		Cook: Ch 3 DUE before class start: In memo format: CEM project final Purpose Statement & book selection. Bring hard copy to class to submit. (5 pts. Toward CEM Project.)
M	18	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 in-class quiz (5 pts E&P). Cook: Chapter 8
W	20	Ch 4 Managing Meetings and Teams (VH: Cases 3, 4)		DUE before class start: Case 1-memo format; initial it; staple it if over 1 page.
M	25	Exam I (Ch 1, 2, 3, 4, Keirse, Cook)		Review syllabus for class policies when taking quizzes and exams, before attending the exam.
W		Ch 5 Making (Managerial) Presentations (VH: Case 1)	Presentations	
Oct M	2	Ch 5 Making (Managerial) Presentations (VH Exercises 2,3,4 as adapted for our class) Review Case 1 results Assign Case 2 (communicate visually) (<i>Potential Case Team option?</i>)		DUE prior to class start: Team CEM Project plan & timeline created in an in-person meeting. Bring a hard copy to class to submit with all team member signatures (3 pts. E&P). DUE in 48 hours: CATME.org CEM Team Eval. #1 (5 pts E&P).
W	4	Ch 6 Communicating Visually (VH: Case 1) Take questions for Case 2 Review Exam I		
M	9	Ch 6 Communicating Visually (VH: Exercises 1, 2) Ch 7 Writing in the Workplace	Memos, white space, jargon, citations.	DUE prior to class start: CEM Toastmasters memo hard copy submission in class. Memo format, initialed.
W	11	Ch 7 Writing in the Workplace (VH: Case 1) (VH: Case 2) In-class review of outlines of CEM Book Analysis report.		Cook: Chapter 5 DUE prior to class start: Bring outline of your CEM Book Analysis report in hard copy (5 pts E&P).

M	16	No Class		
W	18	Ch 8 Writing Routine Messages CEM Projects-status and review (VH: Cases 1, 2, 3) (VH: Cases 4, 5, and Exercise 1)		Cook: Chapter 9
M	23	Ch 9 Writing Reports & Proposals (VH: Cases 1, 2) Exercises 1, 2, and Sample Documents)	Reports APA reference, style.	DUE prior to class start: Case 2; Memo format, hard copy in class- initial it, staple it if over 1 page. Cook: Chapter 9
W	25	Exam II (<i>material since Exam I</i>)		
M	30	Ch 10 Listening (VH Cases 1, 2, 3, 4) In-class review of: Outline & draft of CEM paper	Listening Nonverbal comm. Letters (Business)	Due prior to class start: Draft outline of individual CEM Book Analysis for in-class review-bring hard copy (5 pts E&P). Cook Chapter 6
Nov W	1	Ch 11 Communicating Nonverbally (VH: Cases 1, 2)	Gestures, eye contact, body language.	
M	6	Ch 11 Communicating Nonverbally (VH: Case 3) (VH: Case 4) Due: CEM Paper-final Presentation, team requirements.		DUE prior to the start of class: CEM Book Analysis Report due in hard copy in class. This is a formal short report.
W	8	Ch 13 Managing Conflict (VH: Exercise 1 complete prior to class) (VH: Cases 1, 2) (VH: Cases 3, 4)		
M	13	Ch 13 Managing Conflict		
W	15	Ch 14 Negotiating In-class review of CEM Team Outlines & PPTs.		DUE: <u>ALL</u> final CEM Team Presentation Outlines & PPTs Turn in hard-copy print outs of outline and PPTs (2 to a page). Some PPTs may need to be improved prior to presentation. All team members to legibly sign it (5 pts E&P).

M	20	Ch 14 Negotiating (VH: Case 1) (VH: Case 2)		
W	22	No Classes		
M	27	CEM Team Presentations <i>Mandatory attendance.</i>		DUE 48 Hours after presentation : 1. CATME.org Evaluations (-2PL if not completed on time). 2. Canvas CEM Presentation quiz (2 PI)
W	29	CEM Team Presentations <i>Mandatory attendance.</i>		
M	4	. CEM Team Presentations <i>Mandatory attendance.</i>		
W	6	CEM Team Presentations <i>Mandatory attendance</i>		
W	13	Final Exam Period 5:00-7:30 p.m.	NOTE Exam Time	Final Exam: We will follow the University policy on Final Exams.

University Final Exam Schedule <https://ninercentral.charlotte.edu/sites/ninercentral.charlotte.edu/files/media/Final-Exam-Template-Fall-2023.pdf>

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Course Engagement & Participation (student conduct & professionalism)

This grade is based in part on the example criteria below and specific assignments. How well you follow the expectations of this syllabus influence this grade. Points are earned (or lost) based on specific assignments, attendance, class engagement and participation, during the semester. This chart is used as a general guide.

CATEGORY/ Points:	75-100% Examples	70-74% Examples	66-69% and below Examples	0-65% Examples
Respect for Others <i>Ability to work well with others: social skills. This includes actions in class, in group interactions, or with professor interactions outside of class.</i>	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.	Statements and/or responses were respectful and used appropriate language, but professionalism could be polished. Student enters class late and allows door slam behind them.	Most statements and responses were respectful and in 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.	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.
Preparedness <i>Motivation, drive, managing expected responsibilities. Contribution to course and an effective learning environment for all.</i>	It was clear 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	Student may have prepared for class, though the student has not made it evident. They can answer questions or refer 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.	The student is often prepared, but not always. Work was late or low in quality. Student did not follow syllabus or University policies.	The student is often unprepared or absent. Student was sometimes missing in action with no communication with the professor.
Listening Skills	Student actively listens when others talk, both in groups and in class. Student incorporates or builds from the ideas of others. Student completes assignments according to oral instructions when appropriate.	Student listens sometimes when others talk, both in groups and in class, sometimes seems to be otherwise engaged on their computer or other work.	Student does not listen when others talk, both in groups and in class. Student seems to 'hide' behind computers or other personal devices.	Student does not listen when others talk. Student often interrupts when others speak. Student interjects questions or topics not in line with class discussion.
Quality of Work <i>Perseverance Initiative Creativity Ethical sensitivity</i>	Provides work of the highest quality that reflects this student's best effort; student takes pride in the outcome.	Provides high quality work that often reflects this student's best effort. Usually takes pride in the outcome.	Provides work that occasionally needs to be checked or redone. Work reflects some effort. Student asks for assistance without having applied previous assistance.	Provides work that usually needs to be checked or redone. Work reflects very little effort
Promptness <i>Time management</i>	Student is always prompt and/or regularly attends class. All Student's assignments are completed on time.	Student is late to class once every two weeks and/or regularly attends class. Student late assignments were less than 5%.	Student is late to class more than once every two weeks and/or regularly attends class. Student late assignments were more than 10%.	Student is late to class more than once a week and/or has poor attendance of class. Numerous assignments were late.

NOTE: The evaluations from your team members regarding your efforts on the Team Project will play your professional contribution and image score, too. So, too, may evaluations by classmates when working in in-class discussions and assignments, and from the CEM Team project.

SYLLABUS POLICIES

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.

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

**THE SYLLABUS
CHANGES IN SYLLABUS
ATTENDANCE
CANVAS ANALYTICS**

**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 AND PRODUCTIVE CLASSROOM CONDUCT

DISABILITY

DIVERSITY AND INCLUSION

NON-DISCRIMINATION IN THE CLASSROOM

SEXUAL HARASSMENT IS PROHIBITED IN ALL COMMUNICATIONS

TITLE IX REPORTING OBLIGATIONS

FACUTLY TARDINESS

PREFERRED GENDER PRONOUN

HATS

TOBACCO POLICY

COMPUTER CORDS

TAKE NOTES BY HAND FOR BETTER COMPREHENSION

COMPUTER USE and PHONE USE

CELL PHONE, AND ALL PERSONAL ELECTRONIC COMMUNICATION DEVICE ALERT

FORMAT EMAILS AND 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

LATE WORK

MAKE UP EXAMS OR QUIZZES

QUIZZES

EXAM AND QUIZ DAY

QUIZ & EXAM RULES: OVERVIEW

EXAM AND QUIZ RULES (not all inclusive)

EXAMS & QUIZZES: RESPONDUS LOCKDOWN BROWSER & RESPONDUS WEBCAM

FINAL EXAM SCHEDULE

READING DAY

FINAL EXAM CONFLICT

ACADEMIC INTEGRITY

WARNING: KNOW WHAT PLAGIARISM IS, AND AVOID IT

PREVENT ACADEMIC INTEGRITY VIOLATIONS, INCLUDING PLAGIARISM

UNIVERSITY POLICY ON COURSE WITHDRAWALS

FINAL GRADES

WRITTEN ASSIGNMENTS: GRADING, SCORING CRITERIA

IDENTIFICATION

EARLY ALERT, MID TERM GRADES

HOMEWORK 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 (normal circumstances)

COPYRIGHT OWNERSHIP OF COURSE MATERIALS

MENTAL HEALTH SERVICES

WELLBEING RESOURCES FROM THE CENTER FOR INTEGRATED CARE (CIC)

BASIC NEEDS STATEMENT

FERPA Notification

Food Insecurity Statement

COVID-19 PROTECTION RELATED POLICIES

FACE COVERINGS REQUIRED in CLASSROOMS AND LABS

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?

How we manage our class

Class policies, practices, & other helpful information for Fall 2023

This was designed for face-to-face classes; some parts have been shadowed out for our online course. (8.16.2023)

THE SYLLABUS

(LA)

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.

CHANGES IN SYLLABUS

(LA)

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.

ATTENDANCE

(LA)

Attendance: 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. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Class Absence(s): The instructor has the authority to excuse a student's class absence(s) and to grant a student an academic accommodation (turn in a late assignment, provide extra time on an assignment, reschedule an exam, etc.). However, under Academic Affairs Policy on Course Attendance and Participation, University-sanctioned events or activities are considered excused absences. A University-sanctioned event or activity is one in which a student formally represents the University to external constituencies in athletic or academic activities. This policy does not supersede individual program attendance and/or participation requirements that are aligned with accreditation or licensure. For more information and student responsibilities to account for such an absence, see provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/course-attendance-and-participation. (LA) *NOTE: Students planning to miss class due to a University-sanctioned event or activity is responsible for discussing this with the instructor well in advance of the event or activity to assure instructor-approved plans are in place for completing course work and requirements in a manner the instructor will deem acceptable-and the student will be able to complete as required.* (CK)

Students are encouraged to work directly with the instructor 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.

For absences due to **religious observances**, students must provide the instructor with written notice of requested accommodations no later than the 10th day of instruction for the semester. The instructor and the student should then discuss what a reasonable accommodation should be in the given case and then document this agreed-upon accommodation. University Policy 409 provides more details about this procedure. The Office of Civil Rights and Title IX is available as a resource if students or faculty have questions about the process.

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](http://sass.charlotte.edu/services/absence-verification) (sass.charlotte.edu/services/absence-verification) 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 [Office of Civil Rights and Title IX](#) to obtain absence verification by completing the [online form](http://bit.ly/332eaGd) at <http://bit.ly/332eaGd>.

CANVAS ANALYTICS

This course uses Canvas, which provides the instructor with analytics and data on student engagement with the Canvas page, including page views, participation, submissions, timeliness, etc. I will be monitoring student activities on Canvas to ensure successful engagement and participation in the course. If I notice that a student's activities on Canvas indicate issues with pedagogically appropriate engagement, I may reach out to the student to discuss improving course engagement and participation.

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 in your major. 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 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 policies 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, frivoleed away. Read (do not skim) your assignment well in advance of the class so you can follow along in class, be meaningfully engaged, participate, and learn for a lifetime. If you only attend lectures without reading thoroughly, only skim the reading material, or wait until after the lecture to read the textbook material, you are leaving value you paid for unused--value you paid for in tuition and interest both 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 the syllabus schedule 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.

CREDIT HOURS AND STUDENT WORK FOR THIS COURSE

(LA)

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 (15 credits), 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 commitment.)

NETWORK WITH YOUR PEERS

In this classroom there will be people with amazing experiences in travel, activities, culture, life, knowledge about countries, 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

(LA)

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

(LA)

UNC Charlotte is committed to accessibility and inclusion in education. If you have a disability and need academic accommodations, send me your Accommodation Letter through the DS Portal as early as possible. I encourage you to meet with me to discuss the accommodations outlined in your letter. For more information about accommodations, contact the Office of Disability Services at 704-687-0040 or disability@charlotte.edu.

Students in this course seeking accommodations for 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 704-687-0040 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 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

(LA)

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

(LA)

Re: incidents of sexual harassment, sexual assault, dating violence, domestic violence, or stalking:

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, 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 legal protective orders, and more.

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) Center for Counseling and Psychological Services (CAPS) (caps.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.

FACUTLY TARDINESS

(LA)

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

(LA)

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 do not hesitate to contact me.

HATS

No hats please, except for religious or medical purposes. Professional business etiquette applies to our classroom. Engagement & Participation points will be lost for failing to remove a hat for quizzes or exams-and should be expected that the subject quiz or exam will receive an F grade.

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 must remind you of this it will result in a reduction of your Engagement & Participation grade.)

TAKE NOTES BY HAND FOR BETTER COMPREHENSION

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

Source: <http://www.psychologicalscience.org/index.php/news/releases/take-notes-by-hand-for-better-longterm-comprehension.html#>

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>

I prefer you take notes by hand given research and my experience with students' performance levels. Students using a computer and the professor must be able to interact visually unencumbered by the computer screen. 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 Engagement & Participation grade or your overall grade). In our class, appropriate computer use is allowed-if a signed agreement is approved by the instructor- and it is subject to being disallowed. See Computer Use-Cell Phone use.

COMPUTER USE-CELL PHONE USE

The 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. If you are discovered using one of these devices your overall grade will be diminished by -1 point for the initial occurrence and gradually increasing for each additional incident.

There will be an available way in Canvas you may request to use your computer in class exclusively for class purposes-and that it will not distract you from engaging and participating in our learning environment. If you agree to the syllabus policies outlined herein related to class expectations, I will approve it; but approval may be rescinded at any time I perceive you are not following the agreed upon policy.

Computers are prohibited during class-unless you have requested and received approval to do so, except at times you may be instructed to use internet access in class (with advance notice so you may bring it with you), if you are discovered using one of these devices your overall grade will be diminished by -1 point for the initial occurrence and gradually increasing for each additional incident.

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.

Students who feel another student's use of a cell phone or computer is distracting to them 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 or may not 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.

CELL PHONE, AND ALL PERSONAL ELECTRONIC COMMUNICATION DEVICE ALERT

The non-class use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class.

If you are discovered using one of these devices your overall grade will be diminished by -1 point for the initial occurrence and gradually increasing for each additional incident.

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. Do not 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 consequence for ringing cell phones: your overall grade will be diminished by -1 point for the initial occurrence and gradually increasing for each additional incident, dismissal for the rest of the class period.

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 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 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

You should expect a reply from me during my next scheduled office hours. This may not be as prompt as you like; feel free to join me during 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.

Continued....

LATE WORK

Late Assignment Submission Policy: *Plan well to be on time with assignments; don't give up if you are late.*

Our late policy is designed to be fair to all students while still allowing flexibility and understanding that sometimes you might need an extra day or two to submit an assignment. Have no fear! If you forget an assignment or otherwise fail to submit it on time and by the due date, you can still get credit for it! However, you will lose 10% off your grade automatically for each day that it is late (each day of the week, not just class days). Therefore, if you submit it late on the day of the assignment it is counted as having entered the one-day late stage-your maximum score will be a 90. If you submit it three days late, your maximum score will be a 70. Better than a 0! You do not need to ask for permission or provide a reason for using this late submission policy. It is available to all students for any reason.

Thank you for your cooperation in submitting your work one time and adhering to this Late Work Policy.

EXAMS OR QUIZZES: MAKE UP

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 at the instructor's discretion, it may or may not be returned for completion-it is your responsibility to be clear before you leave the room of what the outcome of your actions may be.
- 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 cheating.
- 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 always protected from the view of others.
- If you have a question during the testing period raise your hand-do not get out of your seat. Communicate with the professor privately.

EXAM AND QUIZ RULES (2)

- 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 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.

READING DAY-University Policy all Faculty must adhere to

- Reading day is your day to study and prepare for your exams. You will not have exams or required activities on this day.

FINAL EXAM CONFLICT

- It is the policy of the University that students having three exams on the same day should be allowed 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 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 <https://ninercentral.uncc.edu/courses-registration/exam-schedules>

ACADEMIC INTEGRITY <https://legal.charlotte.edu/policies/up-407>

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.**

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 Accountability & Conflict Resolution website](#). The Code is available from the Dean of Students Office or online at legal.charlotte.edu/policies/up-407. Additional resources are available on the [Student Accountability & Conflict Resolution website](#). I 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. (LA)

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.
14. Any other act of dishonesty.

Students are expected to report cases of academic dishonesty to the instructor.

WARNING: KNOW WHAT PLAGIARISM IS, AVOID IT, PREVENT IT. PREVENT ACADEMIC INTEGRITY VIOLATIONS

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 because 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.**

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.

ChatGPT and OTHER ARTIFICIAL INTELLIGENCE TOOLS

(LA)

Artificial intelligence tools, materials, equipment, or websites are prohibited for completing course assignments, quizzes or examinations, or other academic exercises unless I explicitly permit such use for legitimate pedagogical purposes. I do not foresee allowing this during the semester. Unauthorized use will result in a zero score for the work and a potential plagiarism academic integrity charge for the subject assignment.

UNIVERSITY POLICY ON COURSE WITHDRAWALS

(LA)

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](#). See: provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy

FINAL GRADES

Final grades will be posted on the Canvas web site, then in Banner. 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, SCORING 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. Each assignment will have a corresponding rubric you will receive in advance. 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

Continued...

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 and OTHER ASSIGNMENTS

The assignments to be handed in **must be typed** 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: <https://legal.charlotte.edu/policies/up-409>

TEAM PROJECT (when part of the course)

Teams are created using CATME or selected of your own accord dependent on the course and project. Research using specifically identified books, 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

(LA)

Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, 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

(LA)

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. I generally take attendance every day for this course. And if I don't, 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.*

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

WEATHER

Weather: POLICY STATEMENT #13: CAMPUS OPERATION IN ADVERSE WEATHER OR DURING 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.

For more weather information: <https://emergency.charlotte.edu/ninerready/operating-conditions>

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

(LA)

My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. 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](#), or [University Policy 407, Code of Student Academic Integrity](#). 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.

VIOLATION OF SYLLABUS POLICIES

(LA)

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.

MENTAL HEALTH SERVICES

(LA)

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 clkane@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.charlotte.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.
- Contact the Center Wellness Promotion at (704) 687-7407, by email at wellness@charlotte.edu or visit the website at wellness.charlotte.edu for more information on how to develop healthy attitudes and behaviors as it relates to relationships, mental health, alcohol, tobacco, or other drugs and sexual health.
- Mental health concerns or stressful events may reduce a student's ability to participate in daily activities or diminish academic performance. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Counseling & Psychological Services (CAPS) website at caps.charlotte.edu.

WELLBEING RESOURCES FROM THE CENTER FOR INTEGRATED CARE (CIC)

The [Center for Integrated Care \(CIC\)](#) is a one-stop shop for referral and linkage to wellbeing resources both on and off campus. CIC is a front-facing clinical case management department providing coordination of care and continuity of care services, and follow-up for students. CIC provides outreach and programming to encourage and provide more access to care for students who may be ambivalent, unsure or do not have the desire to seek more formal wellness services. In addition, CIC serves as a triage department for faculty and staff to refer students who may not be experiencing crisis but instead may need clinical guidance and direction. Currently, CIC is housed in the Counseling and Psychological Services Building, occupying a dedicated corridor of offices.

For more information, scan this QR code:



BASIC NEEDS STATEMENT

UNC Charlotte defines "basic needs" as those needs that, when unmet, can hinder students' ability to focus on and successfully complete their academic studies. Basic needs include food security, housing security, transportation, health and wellbeing, technology, and childcare. Any student who experiences difficulty in one or more of these areas is urged to contact the Student Assistance and Support Services (SASS) Office for support with navigating campus and community resources. Students can also consult the Niner Needs website for a list of helpful resources designed to address student needs.

FERPA Notification

(LA)

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 assists 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.

Resources available to you,
free of further cost (*your tuition & fees paid for these services; use them often to gain value from them.*)

University Center for Academic Excellence: At, <https://ucae.charlotte.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: <https://wrc.charlotte.edu/> "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.charlotte.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](tel:704-687-7928) | Email: adtruesd@charlotte.edu | Visit: Atkins 138E.

Police & Public Safety. Location: 9151 Cameron Blvd. **Emergency:** 704-687-2200 **Non-Emergency:** 704-687-8300

NinerParatransit: 704-687-5636 <https://ds.charlotte.edu/students/saferide>

LiveSafe app: <https://servicecatalog.charlotte.edu/service/emergency-notification/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. <https://ds.charlotte.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. <https://veterans.charlotte.edu/>

What is NinerCare? <https://ninercare.charlotte.edu/>

NinerCare is a network designed to bring together information 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 <https://accountability.charlotte.edu/report-incident/> or 704-687-0345.
- If a student is exhibiting behavior that suggests psychological problems and you seek guidance on how to understand or respond to the behavior, contact the Counseling Center at 704-687-0311.
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Covid 19, PANDEMIC INSTRUCTION (2023-2024) –always see current University policies.

