

Management Concepts 3312
Fall 1, 2020, 1st 8 weeks
SYL_MNGT_3310_783_2208_6001029015



Syllabus

Basic Information

Instructor: Dr. Michele Harmon

OFFICE: by appointment

OFFICE PHONE: no office phone so please email

EMAIL: harmon_m@utpb.edu

OFFICE HOURS: by appointment

This course is a Web Course and is conducted within Canvas

<http://utpb.instructure.com>

REACH Web Page URL: <http://www.utpb.edu/online/reach>

Course Dates: Aug 24, 2020, to Oct 16, 2020

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description: Fundamental concepts of management, including principles of administration, modern organization theory, goal setting, leadership, and decision-making.

Measurable Learning Outcomes:

1. Students will learn about management based on the management tasks of planning, organizing, leading, and controlling.

2. Students will learn how to do management tasks that are needed for planning, organizing, leading, and controlling.
3. Students will enhance their writing skills through the completion of narrative assignments.
4. Students will understand and apply concepts through reading, analyzing, and communicating solutions to cases.
5. Also, these activities develop critical thinking about issues important to managers.

Prerequisites: None

Required Materials:

The textbook is "Essentials of Contemporary Management" by Jones & George, 9th Edition., McGraw-Hill Irwin.

Hardback Bound edition: ISBN: 978-1-260-26153-0

or

Loose LeafText ISBN: 978-1-260-68157-4

or

Ebook access card online ISBN: 9781264156122

Recommended Materials: None

Other materials: None

UTPB [Academic Calendar](#)

Course Overview

This course is divided into 3 Modules

Readings and web links: Some modules have an assigned article to read. There are also several other web videos and links associated with the online portion of the lesson. This is testable material.

Exams: Three multiple-choice exams (including the final) are drawn from textbooks, lectures, and readings/web links. Final Exam 3 will be comprehensive; it will be primarily over Module 3 with selected areas from Modules 1 & 2. This is a timed open book/notes

exam administered through Canvas. Exams may be taken two times and are open book.

Quizzes: There is a single quiz over the Syllabus, which is due the first week of class. Additional quizzes are short multiple-choice exams on the chapters. They are to help ensure you have the key points from the reading or presentation. Quizzes may be taken two times and are open book.

Assignments: These are designed to be short assignments to be answered in paragraphs and double spaced. There are several assignments per module. You must upload your assignments in Canvas, or they will not be counted.

Research Projects/Case Study: A case should be thoroughly answered based on the lessons. The case should be about two to three pages long and double spaced. No cover page is required, but you should include your name at the top. Your answers should include a reference with an exact source for the answer (could be text or lecture).

Discussion Topics: We will have several discussion sessions supported by Canvas. The topics are relative to the textbook chapters. Students are graded on the constructiveness and thoughtfulness of your comments. **Students are required to post their first POST and ANSWERS to ALL discussion board questions on the Wednesday of the week the Discussion is due on that Sunday. Students must respond to at least two other students in your group by Sunday.**

Final Exam: see above for exams

Presentations: None

Grading: I use a point system to grade all student work and assessment.

Course Activity	Count	Point Value of each	Percent of Total Grade
Discussion	4	10	40
Assignment	4	15	60
Quiz	8	15	120
Case	1	80	80

Exams	3	100	300
Total			600

Grading Scale:

Total points at the end of the semester will determine the final grade using the following table:

Grade Range	Letter Grade
540 and above	A
480 to 539	B
420 to 479	C
360 to 419	D
359 and below	F

****Unless otherwise stated, all materials, activities, and assessments are required and are not optional.***

Communication, Grading & Feedback:

The preferred means for communicating typical concerns are by emailing the instructor and coach.

Time Management:

Students are expected to spend 8-12 hours per week, working on class assignments.

Coach:

Depending on the class size, students may be assigned a course coach to assist in specific questions, assignments, and grading.

Email: Response time to emails is 48 hours or less.

Discussions, Feedback:

Assignments will be graded within seven days after the due date. If your assignment has not been graded by Day 8 after the due date, it is the student's responsibility to contact the coach and Dr. Harmon IMMEDIATELY ON Day 8 if you have concerns.

Announcements:

I will post announcements occasionally, but I generally will email students within Canvas reminders. Students are responsible for reading all of Dr. Harmon's emails.

Policies

Discussion Board

Discussion Board is primarily for discussing course-related topics and issues. Best practices are:

- Read all message postings in online Discussion.
- Respond to the question directly
- Reply to a minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea,' etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior (below)**.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial concerning gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities/assignments must be submitted before or on set due dates and times. No assignments, including Discussions, will be accepted after the due date.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with severe consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to, cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and disciplinary procedures, consult the [University's Handbook: Scholastic](#)

Dishonesty.

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give an unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned. Notify the instructor **IMMEDIATELY (NO MORE THAN 24 HOURS)** when emergencies arise.

Tracking

The learning management systems have a tracking feature. Statistics are collected that quantify how often and when students are active in the course and provide information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates, the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact the instructor immediately in case of an emergency medical situation.

Students must Participate at least 8-12 hours per week to be successful. I monitor your participation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Only those students, whom an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762

Voice Telephone: 432-552-4696

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

Students can use a cloud version of Word, PowerPoint, and other Microsoft products through the use of their UTPB Outlook 365 and UTPB email addresses. For more information, refer to [UTPB Office 365 Page](#).

Computer Technical Requirements: This course requires the use of a computer and an internet connection

See [Technical Requirements](#).

Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses, students must log in to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by Proctored exams using an approved photo ID*.

- Presentation of approved photo ID* through a webcam and video recorded proctoring during the assessment (Respondus Monitor)

*Approved photo identifications are passports, government-issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#).

To take an online test, open LockDown Browser, which opens Canvas and navigate to the Exam. (You cannot access the Exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you are in a location where you will not be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity, completely email your instructor. Immediately. However, the instructor cannot correct your technical issues. The best thing to do is NOT wait until the last evening to complete your work.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g., virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files. Submitting files to the incorrect location on Canvas is not considered an excuse if the assignment is late.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email, notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link, you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after your login. The survey is anonymous, and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-4696
Advising	UTPB E-Advisor (432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Outlook 365, my.utpb.edu	Information Resources Division (IRD)
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635

SERVICE	CONTACT
Student Services	Dean of Students (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB, the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for the online course).

Disclaimer & Rights

Information contained in this Syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use at the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. **They may not be further retained or disseminated**, such as Course hero.

Schedule

The assignments open at midnight and close at 11:59 pm on the dates specified below.

Lesson	Chapter Title	Assignment/Exam/Quiz	Release	Due
Start Here	Read Syllabus and browse the course	Syllabus Quiz and Submit Info Sheet	Aug 24, 2020	Aug 30, 2020
Module 1			Aug 24, 2020	
Chapter 1	Management Process Today	Chapter 1 readings and videos Chapter 1 Quiz	Aug 24, 2020	Sept 6, 2020
Appendix	Appendix A: History of Management Thought	Appendix readings and videos Appendix Quiz	Aug 24, 2020	Sept 6, 2020
Chapter 2	Values, Attitudes, Emotions, and Culture	Chapter 2 readings and videos Individual assignment Chapter 2	Aug 24, 2020	Sept 6, 2020
Chapter 3	Managing Ethics and Diversity.	Chapter 3 readings and videos Group Discussion on Chapter 3	Aug 24, 2020	Sept 6, 2020
Exam 1		Chapters 1-3, Appendix A, and all video clips in Module 1	Aug 24, 2020	Sept 6, 2020

Module 2			Aug 24, 2020	
Chapter 4	Managing in the Global Environment	Chapter 4 readings and videos Group Discussion on Chapter 4	Aug 24, 2020	Sept 13, 2020
Chapter 5	Planning, Decision Making, Learning, and Creativity	Chapter 5 readings and videos Chapter 5 Quiz	Aug 24, 2020	Sept 13, 2020
Chapter 6	Planning, Strategy and Competitive Advantage	Chapter 6 readings and videos Individual Assignment Chapter 6	Aug 24, 2020	Sept 20, 2020
Chapter 7	Designing Organizational Structure	Chapter 7 readings and videos Chapter 7 Quiz	Aug 24, 2020	Sept 20, 2020
Chapter 8	Organizational Control and Change	Chapter 8 readings and videos Group Discussion on Chapter 8	Aug 24, 2020	Sept 20, 2020
Exam 2		Chapter 4-8 and all video clips in Module 2	Aug 24, 2020	Sept 20, 2020

Module 3			Aug 24, 2020	
Chapter 9	Motivation	Chapter 9 readings and videos Group Discussion 9	Aug 24, 2020	Sept 27, 2020
Chapter 10	Leaders and Leadership	Chapter 10 readings and videos Chapter 10 Quiz	Aug 24, 2020	Sept 27, 2020
Chapter 11	Effective Team Management	Chapter 11 readings and videos Individual Assignment Chapter 11	Aug 24, 2020	Sept 27, 2020
Chapter 12	Building and Managing Human Resources	Chapter 12 readings and videos Chapter 12 Quiz	Aug 24, 2020	Oct 6, 2020
Chapter 13	Effective Communication	Chapter 13 readings and videos Individual Assignment Chapter 13	Aug 24, 2020	Oct 6, 2020
Chapter 14	Operations Management: Managing Vital Operations and Processes	Chapter 14 readings and videos Chapter 14 Quiz	Aug 24, 2020	Oct 6, 2020
Case Study	Jones and Jones		Aug 24, 2020	Oct 11, 2020
Exam 3		Chapters 9-14	Aug 24, 2020	Oct 16, 2020

Students are required to meet all deadlines, and nothing is accepted late.