

# MGNT 3600-N – MANAGEMENT

## Spring 2020

Instructor: Mrs. Samantha White      Office Hours: M/W 1:00-3:30 PM  
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### Required Text:

Williams, Chuck. MGMT10. South-Western Cengage Learning.

Prerequisite: BUSA 2106, ECON 2105 or permission of department chair

### NOTE:

**You will complete this course via CourseDen. Due dates are critical, NO MAKEUPS or LATE ASSIGNMENTS WILL BE ACCEPTED. You are required to complete an in-class midterm & final exam (dates/time in schedule).**

### Course Description:

This course consists of a study of the basic concepts and processes of management. The course includes the study of legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations. ([http://www.westga.edu/mgmtbus/index\\_13934.php](http://www.westga.edu/mgmtbus/index_13934.php))

### Learning Objectives Related to Learning Goals:

- Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
- Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
- Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
- Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6) ([http://www.westga.edu/mgmtbus/index\\_17238.php](http://www.westga.edu/mgmtbus/index_17238.php))

### Credit Hour Policy (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

### Student Rights and Responsibilities:

Please carefully review the information at the following link:

[Student Rights & Responsibilities](#)

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

### Academic Dishonesty:

Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, failing grade in the course and/or referral to the Vice President for Student Affairs (<http://www.westga.edu/undergrad/1762.htm>).

### Wolf Pact:

Students in this course are expecting to behave ethically and professionally, with integrity and honesty, in all activities.

### Requests for Modifications

Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations. The Office of Accessibility Services can provide assistance with requesting and arranging accommodations. Accessibility Services can be accessed at:

[Counseling & Accessibility Services](#).

### CourseDen:

**This is an on-line class. You will attend class virtually through CourseDen. You will be required to come to campus or an approved proctored exam facility & bring your student ID for the midterm & final exam.** Announcements and changes in the schedule will be made through CourseDen. The PowerPoint notes, lecture notes, articles, videos, quizzes, on-line assignments, exams, etc. will be posted on CourseDen.

CourseDen is accessible at [CourseDen](#).

### Exams:

There will be four online exams during the semester. The lowest online exam grade will be dropped. In addition, **a required midterm & final exam will be given in-class, which are each worth 15% of your final grade.** Students that need an alternate time to take the midterm or final exam must schedule that at least two weeks in advance. Students who do not make prior arrangements and miss the midterm exam will only be allowed to make up the midterm exam in class on the same day as the final exam.

Exams 1-4 will be completed on-line in CourseDen. You will have one attempt at each exam. You must submit your exam in the time allowed. **The exam will be available from 12:00AM to 11:59 PM on the exam date. You will have 1.5 hours to complete the exam.** You will only be allowed to make-up an exam if you notify the instructor IN ADVANCE and have a documented reason for missing the exam (i.e. death of immediate family member, serious illness, etc.). The instructor reserves the right to make determinations on an individual basis of whether the reason for missing the exam is reasonable.

**PREPARE IN ADVANCE FOR YOUR TEST TAKING ENVIRONMENT. It is your responsibility to ensure that you have adequate technological capabilities, including a reliable internet connection, prior to the exam.** You may wish to take the exam in one of the RCOB computer labs or the library. **Technological issues on an individual basis will not permit a make-up exam.**

### Quizzes:

Students will be required to complete an online quiz for each chapter. **Quizzes covering a particular test will be available until 11:59 PM the date prior to the exam covering those chapters. You will have 30 minutes to complete each quiz. NO LATE SUBMISSIONS WILL BE ACCEPTED.** The lowest quiz grade will be dropped. The average of the remaining quizzes will be the quiz portion of your grade. The Orientation Quiz does NOT count toward your quiz average.

### Article Reviews:

You will prepare four article reviews during the semester. You will be required to summarize an article related to a group of chapters and respond to a classmate's post. Details of each assignment will be posted well in advance of the due date in order to give you adequate time to complete the assignment. The average of your article reviews will be the article review portion of your grade. **Assignments should be turned in via CourseDen by 11:59 PM on the date due. NO LATE SUBMISSIONS WILL BE ACCEPTED.**

### Communication Expectation

The Management Department and this faculty member believe in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.

### Office Hours

My office hours are posted on the syllabus. I will generally be available in my office (Miller Hall #2220) during those times. Outside of those times, students may request an appointment to meet. My goal is effective and timely communication with students, and this may take the format of face-to-face meetings, emails, or other forms of communication.

### Grading:

Online Exams 1-4 (lowest grade dropped): 50%

Mandatory In-Class Midterm Exam: 15%

Mandatory In-Class Final Exam: 15%

Quizzes: 10%

Article Reviews: 10%

### Grading Scale

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: <60

### Important Links:

- [CourseDen \(D2L\) Home Page](#)
- [CourseDen Help & Troubleshooting](#)
- [Textbook Website](#)
- [UWG Online Student Page](#)
- [SITS](#)
- [Ingram Library Services](#)
- [Distance Learning Services](#)
- [University Bookstore](#)

## Tentative Schedule

<b>Week of:</b>	<b>Topic</b>	<b>Assignments Due</b>
January 6 <sup>th</sup>	Orientation, Chapter 1	Complete Profile on CourseDen Complete Orientation Module
January 13 <sup>th</sup>	Chapter 2 & 3	<b>*Orientation Quiz must be completed with a score of 100% by 1/15 to be counted as “attending”.</b> Students who have not completed the Orientation Quiz or who have a score of less than 100% will be counted “never attending”*
January 20 <sup>th</sup>	MLK Day, Chapter 4	
January 27 <sup>th</sup>	Exam 1	<b>Quizzes 1-4 due by 11:59PM on 2/1</b> <b>Article Review #1 due by 11:59PM on 2/1</b> <b>Exam 1 available 12:00AM to 11:59PM on 2/2</b>
February 3 <sup>rd</sup>	Chapter 5 & 6	
February 10 <sup>th</sup>	Chapter 7 & 8	
February 17 <sup>th</sup>	Chapter 9 & Exam 2	<b>Quizzes 5-9 due by 11:59PM on 2/22</b> <b>Article Review #2 due by 11:59PM on 2/22</b> <b>Exam 2 available 12:00AM to 11:59PM on 2/23</b>
February 24 <sup>th</sup>	<b>Midterm</b>	<b>Required In-Class Midterm Exam</b> <b>Friday, February 28<sup>th</sup> Time: 12:30-2:00 PM</b> <b>Miller Hall Lecture Hall (#1201)</b> <b>*Make sure to bring your student ID*</b>
March 2 <sup>nd</sup>	Chapter 10 & 11	
March 9 <sup>th</sup>	Chapter 12 & 13	
March 16 <sup>th</sup>	Spring Break	
March 23 <sup>rd</sup>	Chapter 14, Exam 3	<b>Quizzes 10-14 due by 11:59PM on 3/28</b> <b>Article Review #3 due by 11:59PM on 3/28</b> <b>Exam 3 available 12:00AM to 11:59 PM on 3/29</b>
March 30 <sup>th</sup>	Chapter 15	
April 6 <sup>th</sup>	Chapter 16 & 17	
April 13 <sup>th</sup>	Chapter 18, Exam 4	<b>Quizzes 15-18 due by 11:59PM on 4/18</b> <b>Article Review #4 due by 11:59PM on 4/18</b> <b>Exam 4 available 12:00AM to 11:59PM on 4/19</b>
April 20 <sup>th</sup>	<b>Final Exam</b>	<b>Required In-Class Exam</b> <b>Friday, April 24<sup>th</sup> Time: 12:30-2:00 PM</b> <b>Miller Hall Lecture Hall (#1201)</b> <b>**Make sure to bring your student ID**</b>

\*\*Changes to the schedule will be posted on CourseDen. It is the student’s responsibility to check CourseDen for any schedule changes.\*\*