Course Syllabus
MGT 3330-71
Spring 2016
Professor: Mr. Chance Haugen, M.B.A.

Class Days/Times/Location or Other Format: Online course begins on January 19, 2016
Office Location: Jack B. Kelley Student Center 136
Office Hours: Generally Monday – Friday, 8am – 5pm
Office Phone: (806) 651-2394
Email: chaugen@wtamu.edu - For emergencies only. Please use WTClass as your primary agent for communication concerning the course.
Social Media: Keep up with the latest happenings of your COB on Facebook: www.facebook.com/wtamucob and Twitter, #WTAMUCOB

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:
- Leadership
- Communication
- Critical Thinking
- Business Integration
Course Description

The purpose of this course is to provide you with an understanding of the principles, policies and practices related to managing an organization. At the conclusion of the course, you should be able to describe and apply the various areas involved in the managerial process including but not limited to the functions of:

- Planning, Organizing, Leading, and Controlling

Additionally, you should be able to:

1. Define Management,
2. Understand and apply the basic concepts of the management process, and
3. Be conversant with contemporary issues in management.

Map of COB Learning Objectives to MGT 3330 Course Objectives

Upon completion of the course the student should be able to demonstrate a sufficient command of the subject matter such as to meet the following objectives. The numbers in parenthesis designate how each course objective matches those objectives for the College of Business.

- Understand how to motivate and lead teams and individuals (1, 2, 5)
- Understand the planning and decision-making processes in relation to ethical, strategic, and global issues (5, 6, 7)
- Understand the concepts and principles of management including basic roles, skills, and functions (5)
- Understand how to recruit, hire, and develop an effective and diverse workforce (5, 6)
- Understand the importance of control and information systems for management (5, 7)

In addition to the primary objective of developing your awareness and understanding of the various aspects of management, there is an increasing need for you to develop and refine your communication skills. To this end, this course also requires you to demonstrate your ability to communicate in a variety of forms. As such, you will be required to submit all work in the form of standard business communications, i.e., letters, memoranda, and reports. All electronic communication (e-mail) with your instructor must be written in acceptable English. Instant Messaging (IM) constructs are not considered acceptable.

Students will demonstrate their knowledge and understanding of management by their scores on the various grading elements comprising this course. The end objective is to assist in preparing you for future managerial roles.
Course Materials (Text, calculator, etc.)

   b. ISBN – 10: 1285419669
   a. ISBN: 159562015X
   b. NOTE: YOU CANNOT BUY A USED BOOK. WHEN YOU PURCHASE A NEW BOOK, IT ALSO GIVES YOU A CODE TO TAKE THE STRENGTHSIFINDER ASSESSMENT. USED BOOKS MAY NOT HAVE A CODE INCLUDED.

Course Grading Policies

Your final grade will be determined by the following assignments. Your grade will NOT be curved at the end of the semester or at any other time. The grade you receive will be the direct results of your effort put into the course.

Components: Quizzes, Exams, Projects, and Assessment

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>140</td>
</tr>
<tr>
<td>Exam 1</td>
<td>450</td>
</tr>
<tr>
<td>Project 1</td>
<td>100</td>
</tr>
<tr>
<td>Project 2</td>
<td>100</td>
</tr>
<tr>
<td>Project 3</td>
<td>100</td>
</tr>
<tr>
<td>COB Assessment</td>
<td>110</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Please note that projects must be submitted to me electronically. To successfully submit an assignment you must submit a digital copy via the course website TurnItIn. Your assignment must be submitted before the 11:59pm deadline for each project. LATE WORK WILL NOT BE ACCEPTED.

Course Assignment, Examination, and or Project Policies

Exams: There will be three exams during the semester and one comprehensive final. I will count the three highest scores and drop the lowest score. All exams will open on Thursday at 12:01 am and will close the following Monday at 11:59 pm (See calendar below). Exam times are strict. Please be sure to give yourself enough time to have computer/internet/technical problems and still be able to complete the exam in time. This means that you should not wait until the last two hours of an exam to start. Please plan accordingly.

Chapter Quizzes: There will be a quiz for every chapter that consists of 10 questions. Two - three chapter quizzes will be due every two to three weeks. You may work ahead and turn these in early if you choose but they must be turned in by the specified due date. All chapter quizzes will be due on Saturdays by 11:59 pm (See calendar below). The chapter quizzes will be located under the Lessons Tab > Chapter Materials > Chapter 1 (and so on).
Projects: There will be three individual projects to be completed throughout the semester. These projects will include subjects on self-evaluation and business analyses with all focused about management as the subject matter.

Please note that projects must be submitted to me electronically. To successfully submit an assignment you must submit a digital copy via the WTClass website in each projects folder TurnItIn link. Your assignment must be submitted before the 11:59pm deadline for each project. AGAIN, LATE WORK WILL NOT BE ACCEPTED.

Grading Rubric: The grading rubric for the projects is posted on WTClass. In order to improve your chances of receiving a higher score on the project, I recommend that you do at least the following two things:

1. Pre-grade your assignment using the grading rubric as a guide.
2. Finish a draft of your project early enough to allow you to make revisions as necessary.

Formatting: Unless otherwise specified in the assignment guidelines, all of the projects must adhere to the guidelines given below. Additional formatting instructions are included in the syllabus.

- 12 pt. Times New Roman Font
- Margins no greater than 1”
- Cover Page
- Primary analysis needs to be between 2 - 3 double-spaced pages in length

NOTE: PROJECTS THAT DO NOT FOLLOW ALL OF THESE GUIDELINES WILL BE PENALIZED AS INDICATED IN THE GRADING RUBRIC.

Assessments: The College of Business is implementing an on-going assessment process in all foundation level courses, including this one. The purpose of these assessments are to both ascertain, and ultimately ensure, that students leave each course with a solid understanding of this foundational material that is the building block for their continued study and success both in their academic career and ultimately their professional career. In order to accurately gauge your grasp of the material, the assessment is administered twice. The first pre-assessment will be administered during the first week of the course. It will serve to establish a baseline of your knowledge at the beginning of the course. The final assessment will be administered at the end of the semester and will provide a measure of how successful you were in assimilating the material during the semester. The entire process is in keeping with the management philosophy of; “that which does not get measured, does not get done.”

In order to ensure that you take the assessment with the same level of seriousness that is intended, your performance in the process is also included as part of your overall grade in the course. This portion of your grade, worth 100 points (10% of your course grade) is determined as follows:

1. Your score on the pre-assessment (which is your baseline)
2. Your score on the final assessment. The final assessment grade is determined as 20% of the pre-assessment plus the final assessment, with a maximum total value of 100%.

By way of example, you scored a 50% on the pre-assessment exam, and scored an 80% on the final assessment. Your final point value for this component of the course grade would be 90%, or 90 points. 

80% + (50% * .2) = 90%

Course Due Dates
### Assignments

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell Me About Yourself; Syllabus Acknowledgment; Pre-Assessment</td>
<td>January 23; 11:59pm</td>
</tr>
<tr>
<td>Chapter Due: Chapter 1</td>
<td>January 30; 11:59pm</td>
</tr>
<tr>
<td>Managing Yourself; <strong>Strengths Paper</strong></td>
<td>February 6; 11:59pm</td>
</tr>
<tr>
<td>Chapters Due: Chapter 4, 5, 6</td>
<td>February 13; 11:59pm</td>
</tr>
<tr>
<td><strong>Exam 1</strong>; Opens on February 18 at 12:01am</td>
<td>February 22; 11:59pm</td>
</tr>
<tr>
<td>Chapters Due: Chapter 7 and 8</td>
<td>February 27; 11:59pm</td>
</tr>
<tr>
<td>Change Management; <strong>Change Management Paper</strong></td>
<td>March 5; 11:59pm</td>
</tr>
<tr>
<td>Chapters Due: Chapter 9, 10, 11</td>
<td>March 12; 11:59pm</td>
</tr>
<tr>
<td><strong>Exam 2</strong>; Opens on March 24 at 12:01am</td>
<td>March 28; 11:59pm</td>
</tr>
<tr>
<td>Chapters Due: Chapter 12 and 13</td>
<td>April 2; 11:59pm</td>
</tr>
<tr>
<td>Diversity in the Workplace; <strong>Diversity Paper</strong></td>
<td>April 9; 11:59pm</td>
</tr>
<tr>
<td>Chapters Due: Chapter 14, 16, 17</td>
<td>April 16; 11:59pm</td>
</tr>
<tr>
<td><strong>Exam 3</strong>; Opens on April 21 at 12:01am</td>
<td>April 25; 11:59pm</td>
</tr>
<tr>
<td><strong>Post Assessment</strong> Opens on May 2</td>
<td>May 9; 11:59pm</td>
</tr>
<tr>
<td><strong>Final Exam</strong>; Opens on May 5 at 12:01am</td>
<td>May 9; 11:59pm</td>
</tr>
</tbody>
</table>

### Additional Course Policies

**Grading Policies:** As mentioned earlier, grades will not be curved at the end of the semester. However, if you have a concern about a grade that you receive on any assignment, you may submit a written appeal to me within one week of receiving the grade in question. This appeal should outline your specific concerns with the grade and the evidence you have to support why it should be changed.

**Dropping the Course:** If you are having difficulty with the course during the semester, you should contact me as soon as possible. If you decide that you need to drop, the last day to do so with a guaranteed “X” is October 30, 2015. Students that drop after this date could receive a grade of “XF” if they have not communicated with me and are missing quizzes.

Finally, if you are having trouble completing the course due to health problems (yours or that of a close family member) or other personal matters, it is your responsibility to meet with me to discuss your options *as soon as possible*. It is not acceptable to wait until right before or after an assignment is due to tell me about these issues. It is also not acceptable to wait until the last week of class to tell me about these issues.

**Late Work:** All quizzes and exams are due by the specified times listed above. **Late work will not be accepted.** Because this course is flexible (you can turn quizzes in early), I expect you to plan ahead and complete quizzes on time.

**WTAMU COB Student Code of Ethics**
Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas
A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

**Code of Ethics**

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**

The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website: [http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx](http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website: [http://www.wtamu.edu/student-support/academic-study-skills.aspx](http://www.wtamu.edu/student-support/academic-study-skills.aspx). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: [http://www.wtamu.edu/academics/writing-center.aspx](http://www.wtamu.edu/academics/writing-center.aspx).

**COB Communications Component**

Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320 (Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), and MKT 3342 (Consumer Behavior).
Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

**Student Travel Opportunities**
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

**Dropping/Repeating the Course**
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

**Scholastic Dishonesty**
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

**Viewpoints/External Websites Disclaimer**
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s
Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTClass (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass environment.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; www.wtamu.edu/disability; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
• WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
• WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
• WTAMU Police Department – 806.651.2300, or dial 911
• 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
https://www.notalone.gov/
For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.
Copyright
All original content in this document, all web-based course materials (be they text, audio, and/or video), and/or classroom presentations are subject to copyright provisions. No distribution without the express written consent of the author. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of the professor.

* Syllabus template approved by COB Curriculum Committee May 2015. Annual review of the syllabus is a formal part of the COB continuous improvement process.