

College of Charleston
School of Business
MGMT 301-05: Management & Organizational Behavior (11408)
Location: Zoom and (when able) Jewish Science Center 333 (COVID Capacity 40)

Instructor: Carrie Blair Messal, PhD
Office Hours: T/TH 9:30 – 12:00 (appointment required; meeting may be virtual)
Office: 5 Liberty Street (Beatty Suite 300)
Contact: messalc@cofc.edu

Textbook & Course Materials:

- Jones, G. R. & George, J. M. (2019). Essentials of Contemporary Management (8th Edition). McGraw Hill. (~\$125.00) <https://connect.mheducation.com/class/c-messal-mgmt-301-2020-fall>
- Register at HBSP to purchase the case analysis (~\$5.00) <https://hbsp.harvard.edu/import/748414>

Course Description: This course approaches management as that process of reaching organizational goals by working with and through people and other resources. Organizations are treated as dynamic entities affected by individual and group behavior as well as structural and environmental factors. International as well as domestic situations are examined.

Prerequisite: Junior standing.

This course is housed in the School of Business (SB) at the College of Charleston. Several SB Learning Goals are addressed in this course.

COMMUNICATION SKILLS: Students demonstrate the ability, via both written and spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner. *A case analysis, discussion board posts, and exam essay answers are required, assessing written communication skill.*

QUANTITATIVE FLUENCY: Students will demonstrate competency in logical reasoning and data analysis skills. *This is address via case analysis assessment of logical reasoning and analysis.*

GLOBAL AND CIVIC RESPONSIBILITY: Students identify and define social, ethical, environmental and economic challenges at local, national and international levels. Students will also be able to integrate knowledge and skills in addressing these issues. Students will also be able to integrate knowledge and skills in addressing these issues. *The course includes discussions and essays regarding social and ethical dilemmas related to the 21st century workplace.*

INTELLECTUAL INNOVATION AND CREATIVITY: Students demonstrate their resourcefulness and originality in addressing extemporaneous problems. *Students will be faced with problems to solve throughout the semester, specifically in the form of class exercises and case analysis. In addition, students are expected to integrate current event readings into the discussion board posts.*

SYNTHESIS: Students integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks. *Addressed via essay and case analysis.*

Technology Requirement

All students must have access to a computer equipped with a web camera, microphone, and internet access. Resources are available to provide students with these essential tools. If you need to be connected to these resources, do not hesitate to ask!

Assignment	Points		Grade Distribution	
Case Analysis	20		A	94%
Resume Assignment	20		A-	90%
Current Event Presentation	20		B+	87%
LearnSmart Quizzes (14 quizzes x10 points)	140		B	84%
Exam 1	50		B-	80%
Exam 2	50		C+	77%
Exam 3	50		C	74%
			C-	70%
			D+	67%
			D	64%
			D-	60%
TOTAL	350		F	59% and below

Assessment:

- **McGraw Hill Connect Learn Smart.** Each chapter will include an on-line quiz completed via McGraw Hill LearnSmart.
- **Resume.** All MGMT 301 courses require a resume as a portion of the class. Students are required to work with the Career Center or Student Success Center to get feedback on his/her resume, and submit the final resume for review. The resume assignment is pass/fail. That is, a resume with grammatical/spelling errors that is also not approved by the Career Center of Student Success Center will receive a "0" for the assignment.
- **Current Event Presentation.** Each student will be responsible for making a brief integration between a current event and a topic, and sharing that in class discussion. Students will be assigned dates and topics for discussion.
- **Case analysis.** One case analysis assignment is due during the semester. More information will be given regarding the nature of the assignment and expectations.
- **4 Exams.** The exams are multiple-choice and essay-based. They are on-line, open-note, and open-book... but are NOT collaborative. For each exam, you will answer a number of multiple-choice items plus essay/short-answer questions. The answers may seem simple, but to get full credit, you must justify your answer with **information from the textbook with citation, and give examples from current events to show understanding of the concept.** More information will be given regarding the nature of the assignment and expectations.
- **Class preparation, participation, and presentation.** Students are expected to be present, punctual, and participating in class meetings; this is true whether meeting in-person or via Zoom. It is expected that you dress business casual for each meeting (whether in-person or via Zoom) and avoid behaviors that distract your peers from class discussion. If our participation is via Zoom (whether by choice or by mandate), then that means being visible, dressed, and center screen. While there is not a formal attendance policy, attendance and participation is always tracked, and is considered in cases of borderline grades.

Center for Student Learning: I encourage you to utilize the Center for Student Learning's (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and they are available to you at no additional cost. For more information regarding these services please visit the CSL website at <http://csl.cofc.edu> or call (843)953-5635.

College of Charleston Honor Code and Academic Integrity.

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student's actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This status indicator will appear on the student's transcript for two years after which the student may petition the XX to be expunged. The F is permanent.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the *Student Handbook* at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

Disability Accommodation

The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

Continuity of Learning

This class is scheduled to meet face-to-face, should we be allowed to return to campus. Even still, due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. More specifically:

- Even once we are able to meet face-to-face, students may choose to participate in the class meeting via Zoom.
- Once we are able to meet face-to-face, I will determine how many students plan to attend class regularly, and their preferred meeting day to be on campus (Tuesday or Thursday). Students who want to attend class in-person will be designated a meeting day; others may attend regularly via Zoom.
- While Zoom sessions will NOT be recorded and posted, I have pre-recorded lectures for each chapter to aid in student learning. While attendance is expected at all class meetings, the pre-recorded lectures are available to help students prepare for exams or make-up missed class time given emergency situations.
- If I have an emergency, or symptoms/exposure to COVID-19, we will continue class meetings via Zoom as soon as possible.

	Dates	Components
Tuesday	Aug 25	Introduction. Orientation to Connect, OAKS, and class communication tools.
Thursday	Aug 27	OPENING EXERCISE: What's changed in Business?
Monday	August 31	LAST DAY TO DROP ADD
Tuesday	Sept 1	Chapter 1: The Management Process Today READ Chapter 1 & DUE Chapter 1 McGraw Hill LEARNSMART
Thursday	Sept 3	Chapter 2: Values, Attitudes, Emotions, and Culture: The Manager as a Person READ Chapter 2 & DUE Chapter 2 McGraw Hill LEARNSMART
Tuesday	Sept 8	Chapter 2 (Cont'd)
Thursday	Sept 10	Chapter 3: Managing Ethics & Diversity READ Chapter 3 & DUE Chapter 3 McGraw Hill LEARNSMART
Tuesday	Sept 15	Chapter 3: (Cont'd)
Thursday	Sept 17	Chapter 4: Managing in a Global Environment READ Chapter 4 & DUE Chapter 4 McGraw Hill LEARNSMART
Tuesday	Sept 22	Chapter 5: Decision Making, Learning, Creativity, & Entrepreneurship READ Chapter 5 & DUE Chapter 5 McGraw Hill LEARNSMART
Thursday	Sept 24	Exam 1 (Ch 1 – 5)
Tuesday	Sept 29	SPEAKER: Cory Werkheiser, Associate Director Career & Professional Development
Thursday	Oct 1	Chapter 6: Planning, Strategy, and Competitive Advantage READ Chapter 6 & DUE Chapter 6 McGraw Hill LEARNSMART
Tuesday	Oct 6	Chapter 7: Designing Organizational Structure READ Chapter 7 & DUE Chapter 7 McGraw Hill LEARNSMART
Thursday	Oct 8	Chapter 8: Control, Change, & Entrepreneurship READ Chapter 8 & DUE Chapter 8 McGraw Hill LEARNSMART
Tuesday	Oct 13	Chapter 9: Motivation READ Chapter 9 & DUE Chapter 9 McGraw Hill LEARNSMART
Thursday	Oct 15	Chapter 9: (Cont'd)
Tuesday	Oct 20	Chapter 10: Leaders & Leadership READ Chapter 10 & DUE Chapter 10 McGraw Hill LEARNSMART
Thursday	Oct 22	Chapter 10: (Cont'd)
Tuesday	Oct 27	DUE: Resume Assignment SUBMIT Career Center (or Student Success Center) reviewed and approved resume via Dropbox
Thursday	Oct 29	Exam 2 (Ch 6-10)
Tuesday	Nov 3	NO CLASS – Election Day
Thursday	Nov 5	Chapter 11: Effective Team Management READ Chapter 11 & DUE Chapter 11 McGraw Hill LEARNSMART
Tuesday	Nov 10	Chapter 11 (Cont'd)
Thursday	Nov 12	Chapter 12: Building and Managing Human Resources READ Chapter 12 & DUE Chapter 12 McGraw Hill LEARNSMART
Tuesday	Nov 17	Chapter 13: Effective Communication & IT Management READ Chapter 13 & DUE Chapter 13 McGraw Hill LEARNSMART
Thursday	Nov 19	Chapter 13: (Cont'd)

Tuesday	Nov 24	SUBMIT Case Analysis via Dropbox Case Analysis Discussion
Thursday	Nov 26	THANKSGIVING
Tuesday	Dec 1	Chapter 14: Operations Management: Managing Vital Operations & Processes READ Chapter 14 & DUE Chapter 14 McGraw Hill LEARNSMART
Thursday	Dec 3	Summary & Conclusion Exercise
Friday	Dec 4	READING DAY
Tuesday	Dec 8	FINAL EXAM, 10:30 AM – 12:30 PM (Chapters 11 – 14)

Netiquette Rules

1. Remember that you are communicating with a person. Be polite.
 2. Avoid all capitals (THAT LOOKS LIKE SHOUTING!) and personal attacks.
 3. Use good grammar and spelling in all online communications.
 4. Respond to all personal communication within 1-business day.
 5. Be concise. No one is counting your words, but say what you need to say in a concise way.
 6. Be respectful of information shared within this class. While engaging in management discussions, you or your peers may share information that is personal in nature. You should not repeat information shared by others.
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