

UNIVERSITY of NORTH TEXAS
G. BRINT RYAN COLLEGE OF BUSINESS

COURSE ID AND TITLE

MGMT 3820 – Management Concepts
Sections 001 and 026 – May 2021 – Online

INSTRUCTOR CONTACT INFORMATION

Name: Professor Michael Sexton
Office: 385a Business Leadership Building
Phone: 940-565-4925 Office; 940-565-3803 Fax
Email: Michael.sexton@unt.edu. Please do **NOT** contact me through Canvas.
Email checked daily except Sunday.
ZOOM Hours: **Tuesday & Thursday: 1:00 pm – 2:00 pm.** Other times available by appointment.

COMMUNICATION EXPECTATIONS

Assignment and Exam due dates will be clearly stated on the course schedule, under each online category, and within the module system. You can expect returned grades and comments (if any) within seven days.

Online communication with other students (if any) is expected to be respectful and bias-free. Please follow the tips expressed in this link. <https://clear.unt.edu/online-communication-tips>.

I will communicate with you using Canvas course Announcements and Messages to your default email account such as EUID@unt.edu, EUID@my.unt.edu, or EUID@students.unt.edu. You can expect a response within 24 hours. It is your responsibility to check your default e-mail account three times weekly. Remember, I do not have administrative access to change your default e-mail account. Only you can make changes. Please consider the following example.

To: Michael.Sexton@unt.edu
From: Good.Student@my.unt.edu
Title: MGMT 3820.00x Question About the RTP Assignment.

Dear **Mr. S** or **Mr. Sexton**:

May I use Porter's Generic Model of Competition in my term paper?
Best, G.S.

WELCOME TO UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with

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whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE DESCRIPTION

(3 Hours.) Management philosophy; planning, organizing and controlling; entrepreneurial processes; organizational performance; structure and design. Includes an overview of organization theory and strategic management.

COURSE STRUCTURE

This course will be taught online during a compressed mini-semester. We will cover 15 chapters as outlined on the course schedule. Modules in the course will be conducted using the textbook, research, videos, articles and cases. Articles and cases will deal with issues related to Management problems. Recognize that each article/case is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

COURSE PREREQUISITES OR RESTRICTIONS

Prerequisites: None. Open to all highly motivated and self-disciplined students.

COURSE OBJECTIVES

At the end of the course, the student should be able to:

- 1.) Understand the value of taking a general manager's view of the firm
- 2.) Comprehend Management concepts by focusing on the key management functions
- 3.) Visualize the relationships that exists between various organizational functions
- 4.) Identify current management issues confronting today's managers
- 5.) Build a foundation for advanced work in the field of Management

REQUIRED ACCESS TO TEXTBOOK AND SOFTWARE

Robbins, S.P., and Coulter, M.A., (2021). Management (15th Ed.). Upper Saddle River, NJ: Pearson Education, Inc. Additional readings may be assigned by the instructor. (Additional videos, readings, cases, and exercises will be distributed through Canvas LMS®) MyLab is *NOT* required. Rent or purchase used.

Microsoft Office Suite®, Adobe PDF Reader, and www.Grammerly.com are the official software packages for this class. You are enrolled in a College of Business

class therefore; you may obtain a free-of-charge copy of MS Office at <https://cob.unt.edu/students/microsoft-campus-licensing-agreement>. Do not send me assignments in PDF, HTML, Pages®, Word Perfect®, linked to Microsoft 365®, linked to Sharepoint.com®, or linked to Google Docs®.

TEACHING PHILOSOPHY

My approach to teaching Management is through theory and application. Students will be guided through the body of knowledge, lessons, and videos on the subject. You will learn to recognize situations and the correct methods of applying concepts at work. I will teach you practical skills sets that transfer to employment.

COURSE TECHNOLOGY AND SKILLS

You will also need access to a **Windows or Apple compatible PC/ Tablet/ Smartphone** connected to an electrical source and the Internet. Additional requirements include a screen, web cam, microphone, keyboard, mouse, speakers, printer, and video codec software. Most computers less than five years old have the necessary codec software. Campus access labs (Perches) are also fully equipped.

Course-specific technical skills learners must have to succeed in the course include:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Uploading completed Word and Excel assignments to Canvas

TECHNICAL ASSISTANCE

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability: 1) Sunday: noon-midnight, 2) Monday-Thursday: 8am-midnight, 3) Friday: 8am-8pm, and 4) Saturday: 9am-5pm.

Laptop Checkout: 8am-7pm

UNT WRITING CENTER

MGMT 3820 is based on the understanding that every student has completed English and writing composition classes. Though, some of us have developed poor writing habits due to the extended use of Instant Relay Chat and text messaging while driving. Both mediums incorporate short script languages and acronyms that are not appropriate in proper Business communication.

Also, keep an eye out for passive voice. I was listening to Channel Four news the other night and heard, "The mother of Michael Jackson". Nope, she is "Michael Jackson's mother." Please visit the UNT Writing Lab for suggestions at <https://writingcenter.unt.edu>.

COURSE REQUIREMENTS

Your grade in this course will be determined by your performance on a syllabus quiz, 16 individual chapters quizzes submissions, four exams, and a research term paper. Your grade will be calculated by adding the points earned (not percentage). The point distribution will be as follows:

Element	Points
Syllabus Quiz (SQ)	10
Chapter Quizzes (CQ#, 16 @ 5 each)	80
Exam 1 (E1)	100
Exam 2 (E2)	100
Exam 3 (E3)	100
Exam 4 (E4)	100
Research Term Paper (RTP)	60
Total Points	550

<u>Final</u>	<u>Grade</u>
495 to 550	A
440 to 494.9	B
385 to 439.9	C
330 to 384.9	D
329.9 and below	F

ONLINE CLASS ATTENDANCE AND COVID-19 POLICY

Students are required to log into the on-line class to check UNT email, class announcements, check grades, and upload assignments ***Five*** times a week. We will take on-line exams on specific days and times outlined in the course schedule.

All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related

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absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals).

In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Michael.Sexton@unt.edu (faculty account).

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

STATEMENT ON FACE COVERINGS

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

EXAM POLICY

Four non-cumulative examinations will be administered online. I will also be online as a virtual proctor monitoring your progress and to troubleshoot any problems. Each exam can consist of multiple choice and/ or true-false questions. **Exams will open on Monday, May 10 and remain open until 9:59 PM (CST) on the due date (see schedule).** The timing is dictated by UNT's semester structure. We must finish by [May 27 @ 10:00 pm](#). You will complete all exams online within the time allotted. Each of the four exams may have different time limits (i.e. 50, 60 minutes). *Modify your pop-up blocking software including the new Yahoo and Google browsers!* Books, neighbors, Social Media, Quizlet, and notes are *NOT* permitted!

DSL, cable, or better connections are preferred for exams. Most homes and apartments have robust Internet service. Using wireless connections in your home will be OK. Dial-up and cellular wireless connections have proven unsatisfactory and problem laden in the past. Exam times will always be stated in Central Standard Time (CST) and will be located under the “[Quizzes](#)” tab (left side navigation menu) on the home page. You can also access exams via the modules function.

ASSIGNMENT POLICY

SYLLABUS QUIZ: Each student will complete an on-line syllabus quiz (SQ) by the designated due date. This will familiarize you with how to take an on-line exam within Canvas LMS®.

RESEARCH TERM PAPER: There will be one synopsis research term paper (RTP) submitted this term. There is more information located on the RTP assignment page in Canvas. *Late assignments will not be accepted unless covered by University policy.*

CHAPTER QUIZZES: 16 Chapter Quizzes (CQ) will be made throughout the semester. It is the student’s responsibility to be aware of, complete, and submit quizzes as required. **Quizzes are due as assigned by 9:59 PM (CST)**, and are located under the Canvas LMS® “Modules or Quizzes” tabs on the home page. *Late assignments will not be accepted unless covered by University policy.*

CANVAS LEARNING SYSTEM AND OUTRAGES

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

STUDENT ATHLETES

Student athletes have the difficult task of maintaining grades and high levels of physical performance. Due to these simultaneously competing values, I ask student athletes to identify themselves to me via email message and provide a game schedule. This will help me support you when needed.

CANVAS LEARNING SYSTEM GRADES AND ANNOUNCEMENTS

Grades posted in the Canvas Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against

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hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should be equivalent (match). Please contact me to discuss discrepancies. Check your grades and announcements three times weekly.

SUNDOWN RULE

You have three days (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades weekly in the Canvas Learning System.

EUID ACCESS AND PASSWORDS

Enterprise User Identification numbers (EUID's) and passwords are required to access this course. It is the student's responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.untsystem.edu>.

USE OF PERSONAL COMPUTERS

The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Help Desk Support Services are available to help solve personal computer issues and is located at <http://it.unt.edu/helpdesk>. You may call them at 940-565-2324. The help desk web page has contact information and hours of operations displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

USE OF THE CANVAS LEARNING SYSTEM

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Canvas Learning System. Tutorials are located at <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.

DROPPING THE COURSE

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the *2020 - 2021 Schedule of Classes – the University of North Texas*.

PANDEMIC AND DISASTERS POLICY

The word "Pandemic" refers to health related emergencies as declared by the proper authorities. The word "Disaster" refers to either natural and man-made activities, or

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states of emergency affecting the population, as declared by the proper authorities. We will continue to operate through normal Internet connections (Canvas). Course timing and due dates adjustments will be made as required. I will contact you via telephone, through Canvas and Eagle Connect email platforms.

The University of North Texas has an emergency Notification System, <https://www.unt.edu/eaglealert/> which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, [KNTU 88.1 FM](http://KNTU.88.1FM) and website <http://www.unt.edu>, will provide updated information during an emergency situation.

INCOMPLETE GRADES

Professors in the College of Business must seek authorization to grant incomplete grades. Requests must go through the Professor's department and be approved by both the Chair and the Dean. After approved by the Dean, an incomplete grade may be entered into the Registrar's grade repository. In addition, the terms and conditions under which an incomplete grade may be granted are extremely narrow. Please consult the student handbook for more information.

SITUATIONS NOT COVERED BY STUDENT HANDBOOK POLICY

Faculty grade books are monitored by the University, AACSB International, the State, and Federal agencies. However, every semester a student will ask me for a deal that is not available to all students. A common mistake is to ask to extend deadlines for assignments and/or exams. Under no circumstances will I grant such a request (unless covered by University policy) for it is unfair to other students. Missed assignments are assigned a 0. And the most unethical mistake is to ask for a higher grade at the end of the course when you did not earn it. There are points available in the course. In effect, act professionally.

NON-CONFIDENTIAL EMPLOYEES

Due to changes in Texas state law, faculty and staff are now considered **non-confidential** employees. Individuals/ students sharing that they suffer from depression, are contemplating suicide, involved in sex trafficking (Sugar Babies), or are victims of crimes (to include domestic violence) must be referred to the proper UNT office. Faculty and staff that fail in this requirement are subject to criminal prosecution and termination.

COLLEGE EMERGENCY EVACUATION PROCEDURES (F2F)

Severe Weather. In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If

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unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire. In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

UNIVERSITY POLICIES

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term **cheating** includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university. This also includes taking pictures of or posting exam questions on the Internet (i.e., Social Media).

The term **plagiarism** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at <https://vpaa.unt.edu/ss/integrity>. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

***Please Note:** I will use a plagiarism detection service (i.e. Turnitin.com) to scan your term paper. This will be done in full compliance with university policy.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see <https://studentaffairs.unt.edu/office-disability-access>.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year.

Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available to provide students with an opportunity to evaluate how this course is taught.

Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the

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email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT web site at <https://vpaa.unt.edu/spot/students> or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance.

UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus.

UNT's Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation. To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads. (G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class.

An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance. To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

WARNING: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

ACADEMIC SUPPORT AND STUDENT SERVICES

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)

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- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

MGMT 3820 – Management Concepts
Course Outline - May 2021¹

Week	Date	Topic	Reading/Assignment
1	May 10 Mon	- Introduction & Overview - Management and You in the Workplace	Syllabus Quiz is open. Text: Chapter 1
1	May 11 Tue	- Making Decisions - Influence of the External Environment and the Organization's Culture	Text: Chapter 2 Text: Chapter 3 Chapter Quiz 1 Due Today
1	May 12 Wed	- Managing in a Global Environment - Managing Diversity	Text: Chapter 4 Text: Chapter 5 Chapter Quiz 2 Due Today Chapter Quiz 3 Due Today
1	May 13 Thr	- Exam #1 (chaps. 1 - 4, videos, and cases.) - Managing Social Responsibility and Ethics	Text: Chapter 6 Chapter Quiz 4 Due Today Chapter Quiz 5 Due Today Syllabus Quiz due 5-13-2021
1	May 14 Fri	- Managing Change and Disruptive Innovation	Text: Chapter 7 Chapter Quiz 6 Due Today
2	May 17 Mon	- Foundations of Planning	Text: Chapter 8 Chapter Quiz 7 Due Today
2	May 18 Tue	- Exam #2 (chaps. 5 - 8, videos, and cases.) - Managing Strategy	Text: Chapter 9 Chapter Quiz 8 Due Today
2	May 19 Wed	- Entrepreneurial Ventures	Text: Chapter 10 Chapter Quiz 9 Due Today

¹This schedule is not absolute. While every effort will be made to follow the schedule as listed, changes may be made as needed. It is your responsibility to be aware of any announced changes.

UNIVERSITY of NORTH TEXAS
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2	May 20 Thr	- Designing Organizational Structure - Managing Human Resources	Text: Chapter 11 Text: Chapter 12 Chapter Quiz 10 Due Today
2	May 21 Fri	- Exam #3 (chaps. 9 - 12, videos, and cases.) - Managing Groups and Teams	Text: Chapter 13 Canvas exam. Chapter Quiz 11 Due Today Chapter Quiz 12 Due Today
3	May 24 Mon	- Managing Communication	Text: Chapter 14 Chapter Quiz 13 Due Today Research Term Paper Due Today
3	May 25 Tue	- Being an Effective Leader	Text: Chapter 17 Chapter Quiz 14 Due Today
3	May 26 Wed	- Monitoring and Controlling	Text: Chapter 18 Chapter Quiz 17 Due Today Chapter Quiz 18 Due Today
3	May 27 Thr	- Final Exam Today (chaps. 13, 14, 17, & 18, videos, and cases.)	Canvas exam.
3	May 28 Fri	Grades Posted.	

I wish you Success and Peace!