

**UNIVERSITY of NORTH TEXAS  
G. BRINT RYAN COLLEGE OF BUSINESS**

**MGMT 3820 – Management Concepts  
Canvas LMS Sections 801 and 826, 3W1 Spring 2020  
Course Outline**

**Instructor:** Professor Michael Sexton  
**Office:** 385a Business Leadership Building  
**Phone:** 940-565-4925 Office; 940-565-3803 Fax  
**E-mail:** [Michael.Sexton@unt.edu](mailto:Michael.Sexton@unt.edu) (faculty account), I will contact you via Eagle Connect mail. Faculty e-mail checked daily except Sunday. Please contact me directly and not through Canvas.  
**Office Hours:** [Tuesday 1:30 – 2:30 pm](#) and [Thursday 1:30 – 2:30 pm \(CST\)](#). Additional times by appointment.

**INTRODUCTION:**

**Management Concepts** (MGMT 3820 INET) is a **Junior** level course that will introduce the student to Management Theory, the different functions of management, and how managers interact with internal/external environments. Students will be introduced to several important topics such as ethical issues, managing information, global management, managing change, innovation, special projects, processes, teams, and a short introduction to manufacturing management.

Offering this course through Canvas LMS creates new opportunities and challenges. Canvas LMS offers you the convenience of an Internet based class meeting the standards set forth by the G. Brint Ryan College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business International (AACSB). Please do not suggest that Internet translates into “easy A.” The keys are to stay current and communicate. In addition, we will meet by scheduled appointment in the office.

Prerequisites: Open to all highly motivated and self-disciplined students.

**COURSE OBJECTIVES:**

To develop the students' understanding of:

- 1.) The value of taking a general manager's view of the firm
- 2.) Management concepts by focusing on the key management functions
- 3.) The relationship that exists between various organizational functions
- 4.) Current management issues confronting today's managers
- 5.) Provide a foundation for more advanced work in the field of Management

**REQUIRED ACCESS TO TEXTBOOK:**

Robbins, S.P., and Coulter, M.A., (2018). Management (14<sup>th</sup> 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®)

## REQUIRED SOFTWARE AND COMPUTER:

**Microsoft Office Suite® and Adobe Reader® 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 Pages®, Word Perfect®, or linked to Google Docs®.

You will also need access to a Windows or Apple compatible PC/ Tablet/ Smartphone connected to an electrical source and the Internet. In addition, a screen, keyboard, mouse, speakers, printer, and video codec software (i.e. VLC, Adobe, Windows Media Player, Mac Pro Video or similar) are required for this course.

## METHOD OF INSTRUCTION:

Modules in the course will be conducted using the textbook, research, exercises, articles, videos, and cases. [Canvas LMS announcements will be used to elaborate on and extend the content of the readings, developing conceptual ideas and applying them to business situations.](#) Additional videos, articles and cases will deal with issues related to managerial 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.

For this method of instruction to work effectively, **you must have read, viewed and thought about all assigned material prior to logging on.** A good rule of thumb is to spend as much time analysing and preparing the material as you do reading it.

## PERFORMANCE EVALUATION AND GRADING:

Your grade in this course will be determined by your performance on one syllabus quiz, sixteen weekly assignments, four exams, a summary term paper, and the level and quality of your participation. **Your grade in this class will be calculated by adding the total points earned (not percentage) during the term.** The point distribution will be as follows:

Chapter Quizzes (CQ#): 16 @ 5 each	80
Syllabus Quiz (SQ)	10
Research Term Paper (RTP)	60
Exams: 4 @ 150 each	<u>600</u>
Maximum Points Possible	750

<u>Final</u>	<u>Grade</u>
675 to 750	A
600 to 674.9	B
525 to 599.9	C
450 to 524.9	D
0 - 449.9	F

## EVENT TIMING:

All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

## IMPORTANT NEWS FOR F-1 VISA HOLDERS:

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 [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

## 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. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

## STUDENTS WITH DIFFERENT ABILITIES:

The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, ***please contact me***. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their

instructor(s) within the first week of class that an accommodation will be needed.

## OFFICE OF DISABILITY ACCESS:

The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Access (ODA). On-line exams will be administered by the Professor of record. Printed exams can be administered by the ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met.

## STUDENT ATHLETES:

Student athletes have the difficult task of maintaining grades and high levels of physical performance. Due to these simultaneously difficult tasks, 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.

## STRUCTURE:

There are about 50 students enrolled in this on-line section of MGMT 3820. You will be assigned to a Graduate Assistant (GA). These are graduate students that work directly for the instructor. Each GA will maintain physical office hours, virtual office hours, and will answer e-mail regularly (except Sunday). Our goal is to provide a high level of customer service so that you are not alone in cyber space. Note: **You will usually contact your GA BEFORE contacting the instructor.** Contact information will be displayed on the class homepage. Please contact me at [Michael.sexton@unt.edu](mailto:Michael.sexton@unt.edu) (faculty account) with personal issues.

## COURSE RELATED E-MAIL MESSAGES\*

I will use the announcement and messages tools within the course to contact you. Canvas LMS® delivers my messages to your default [EUID@unt.edu](mailto:EUID@unt.edu) or [EUID@my.unt.edu](mailto:EUID@my.unt.edu) email account. 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.

To: [Michael.Sexton@unt.edu](mailto:Michael.Sexton@unt.edu)  
From: [Good.Student@my.unt.edu](mailto:Good.Student@my.unt.edu)  
Title: MGMT 3820 Question About CQ#7.

Dear Professor Sexton:

Did you receive my CQ#7 on Friday night?  
Best, G.S.

\*Please keep in mind that my name is **Professor Sexton** or **Mrs. S.**

## 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. The instructor will present more information about these surveys and the summary in a timely fashion to allow proper completion. There is more information located at the end of the syllabus. *Late assignments will not be accepted.*

## CHAPTER QUIZZES:

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 10:00 PM (CST)**, and are located under the Canvas LMS® "Modules or Quizzes" tabs on the home page. *Late assignments will not be accepted.*

## EXAMS (1, 2, 3, and 4): 12/19, 1/02, 1/07, and 1/10.

The four (4) exams are "knowledge-acquisition-application" oriented. That is they are designed to "quickly" test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students "are on board" and are "staying up-to-date" with the instructor and the rest of the class. **Using textbooks and/or notes on exams is NOT permitted.**

Exams On-line: We will offer all exams on-line (timed) in multiple choice and true/false format. In addition, the exams will remain open until the due date at 10:00 PM (CST). You will have one shot at the exam regardless of what you see in Canvas LMS Learn®. Direct Broadband (not wireless) connections are **REQUIRED** for the quiz and exams. Regular content is usually not effected by DSL access or wireless connections. If you get knocked off an exam, contact the help desk, then me A.S.A.P. at [Michael.Sexton@unt.edu](mailto:Michael.Sexton@unt.edu) (faculty account) and leave a message at 940-565-4925. **Modify pop-up blocker software and clear cache for the exam.**

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas LMS®, student unplugged the phone line, etc.). I will make a determination to allow you to continue or not based on that advice, University policy, applicable law, and my past practice.

## EXAM MAKE-UP REQUEST:

There are very few make-up opportunities for exams. Exam make-up requests must be made prior to the exam and comply with University policy (read legal and legitimate). Please contact your coordinator and submit a request packet.

## PAPER AND PENCIL EXAMS:

Any student may request a paper and pencil exam in lieu of the on-line exam. The exam will be administered in my office during normal business hours and by appointment on a specific date and time. E-mail requests must be timely and sent to the instructor at [Michael.Sexton@unt.edu](mailto:Michael.Sexton@unt.edu) (faculty account).

## SUNDOWN RULE:

You have three (3) days (from the due date) to inquire about your grade on an exam, assignment, or presentation. The exception to this is the final exam where inquiries 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 every week.

## 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.

## CANVAS LMS GRADES:

Grades posted in Canvas LMS® are **unofficial**. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas LMS® system and destruction of grade reports. Official grades and Canvas LMS grades should be equivalent (match). Please contact your coordinator to discuss discrepancies. Check your grades weekly.

## USE OF PERSONAL COMPUTERS:

The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Direct Broadband connections are **REQUIRED** for the quiz and exams. ISP issues will be dealt with on an individual basis and will require documentation. Canvas LMS® utilizes pop-up windows to display content. Please modify pop-up blocker software.

In addition, your enrollment in this class signifies that you possess basic personal computer skills (BCIS 2610) and have a rudimentary knowledge of Canvas LMS®. This includes, but is not limited to, logging onto the class home page, navigating through class content, uploading assignments, and sending e-mail messages to the instructional team. Help can be found at <https://it.unt.edu/helpdesk>.

## EUID ACCESS AND PASSWORDS:

Enterprise User Identification Numbers (EUID's) and passwords are required by the University of North Texas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at <https://ams.unt.edu/acctreq.php>.

## **USE OF THE CANVAS LEARNING MANAGEMENT SYSTEM®:**

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Canvas LMS®. My office can offer general advice for students possessing basic personal computer (BCIS 2610) and Canvas LMS® skills. Help can be found at <https://it.unt.edu/helpdesk>.

## **ANNOUNCEMENTS FUNCTION:**

I will share quick news and course updates with the class using the announcements functions. Announcements can be accessed via the left hand navigation menu. It is your responsibility to check announcements daily.

## **BROADCAST E-MAIL AND DISCUSSION TOOL MESSAGES:**

Students may not send broadcast e-mail messages (CC: All Students) to the class without my permission. Sending messages without permission is a violation of the **UNT Student Handbook 2019-2020 and the Code of Conduct**. Violations will be reported to the Provost and the Office of Student's Rights and Responsibilities.

## **PANDEMIC, DISASTER, OR WEATHER CONDITIONS:**

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 states of emergency affecting the population, as declared by the proper authorities (to include Zombie attacks). Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via telephone, Ham Radio, signal fires, semaphore flags, Canvas LMS Learn® or www.My.Unt email platforms. No Carrier Pigeons will be used or harmed in this process. If you miss an assignment or exam, please refer to the class attendance policy.

## **EMERGENCY ALERTS:**

The University of North Texas has an emergency Notification System, [Eagle Connect Alert](#), 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](http://my.unt.edu). The university's radio station, [KNTU 88.1 FM](#) and website <http://www.unt.edu>, will provide updated information during an emergency situation.

## **COLLEGE EMERGENCY EVACUATION PROCEDURES:**

**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 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 let them know you are safe and 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.

### **ATTENDANCE AND ASSIGNMENTS POLICY:**

Students are required to log into the on-line class to check UNT email and class announcements, check grades, and upload assignments **\*Four\*** 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 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](mailto:Michael.Sexton@unt.edu) (faculty account).

### **UNT WRITING LAB:**

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 <http://www.unt.edu/writinglab/>.

### **DROPPING THE COURSE:**

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the [\*2019-2020 Schedule of Classes-University of North Texas\*](#).

### **STUDENT PERCEPTIONS OF TEACHING (SPOT):**

Student Perceptions of Teaching (SPOT) is the new student evaluation system for UNT implemented to comply with the State of Texas House Bill 2504. Developed and offered by the University of Washington ([\*IASystem®\*](#)), this proven system offers both online and paper administration options, as well as evaluation forms that support different

pedagogical formats (e.g., large lecture, online, studio). This system also offers many benefits to obtain an overall assessment of the course and instructor. This is an assessment of measuring instructor ability and that course goals were met. This is not intended to be a popularity contest. All students are encouraged to participate in order to provide a larger sample (better picture). You may access SPOT at <https://my.unt.edu> and selecting the SPOT banner.

### **SCHOLASTIC DISHONESTY POLICY:**

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 including e-mail messages and on-line chat tools; (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 includes posting exam questions on social media.

The term “**plagiarism**” includes, but is not limited to, the use, by paragraph 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. (Source: Code of Conduct and Discipline at the University of North Texas.)

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://policy.unt.edu/policy/06-003>. 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.

NOTE: I will submit your work to an electronic plagiarism monitoring service such as [www.Turnitin.com](http://www.Turnitin.com). Proper action will be taken if significant plagiarism is evident.

### **UNT COLLEGE of BUSINESS STUDENT ETHICS STATEMENT\*\*:**

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be

performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

**\*\* I did not write this policy which displays terrible use of passive voice, sentence structure issues and other crimes against good writing. All COB courses are required to display this policy.**

Student Standards of Academic Integrity

[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

Code of Student Conduct and Discipline

[http://conduct.unt.edu/sites/default/files/pdf/code\\_of\\_student\\_conduct.pdf](http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf)

Computer Use Policy

<http://policy.unt.edu/policy/3-10>

## **BE PROFESSIONAL:**

Every semester a student will ask me for a deal that is not available to all students. It is unethical to ask me to give you points that have not been earned and speaks poorly of your integrity and mine if I were to grant your request. A common mistake is to ask to extend deadlines for assignments and/or exams, because you missed the deadline. Under no circumstances will I grant such a request for it is unfair to other students. Missed assignments are assigned a 0. And the most ridiculous and 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. Take advantage of them, because at the end of the course is too late. In effect, act professionally and be treated as such.

## **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, 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.

**MGMT 3820 – Management Concepts  
Course Outline<sup>1</sup>**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Reading/Assignment</b>
<b>1</b>	Dec 16 Mon	- Introduction & Overview - <b>Management and You in the Workplace</b>	Syllabus Quiz is open. Text: Chapter 1
<b>1</b>	Dec 17 Tue	- <b>Making Decisions</b> - <b>Managing the External Environment and the Organization's Culture</b>	Text: Chapter 2 Text: Chapter 3 <b>Chapter Quiz 1 Due Today</b>
<b>1</b>	Dec 18 Wed	- <b>Managing in a Global Environment</b> - <b>Managing Diversity</b>	Text: Chapter 4 Text: Chapter 5 <b>Chapter Quiz 2 Due Today</b> <b>Chapter Quiz 3 Due Today</b> <b>Syllabus Quiz due 12/18/2019.</b>
<b>1</b>	Dec 19 Thr	- <b>Exam #1 (chaps. 1 - 4, videos, and cases.)</b> - <b>Managing Social Responsibility and Ethics</b>	Text: Chapter 6 <b>Chapter Quiz 4 Due Today</b> <b>Chapter Quiz 5 Due Today</b>
<b>1</b>	Dec 20 Fri	- <b>Managing Change and Innovation</b> - <b>Planning Work Activities</b>	Text: Chapter 7 Text: Chapter 8 <b>Chapter Quiz 6 Due Today</b> <b>Chapter Quiz 7 Due Today</b>
<b>0</b>	Dec 23 -Jan 01	<b>Holliday!</b>	<b>Enjoy the family.</b>
<b>2</b>	Jan 02 Thr	- <b>Exam #2 (chaps. 5 - 8, videos, and cases.)</b> - <b>Managing Strategy</b>	Text: Chapter 9 <b>Chapter Quiz 8 Due Today</b>
<b>2</b>	Jan 03 Fri	- <b>Entrepreneurial Ventures</b> - <b>Designing Organizational Structure</b>	Text: Chapter 10 Text: Chapter 11 <b>Chapter Quiz 9 Due Today</b>
<b>3</b>	Jan 06 Mon	- <b>Managing Human Resources</b> - <b>Creating and Managing Teams</b>	Text: Chapter 12 Text: Chapter 13 <b>Chapter Quiz 10 Due Today</b> <b>Chapter Quiz 11 Due Today</b>

<sup>1</sup>This 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.

3	Jan 07 Tue	- Exam #3 (chaps. 9 - 12, videos, and cases.) - <b>Managing Communication</b>	Text: Chapter 14 <b>Chapter Quiz 12 Due Today</b> <b>Chapter Quiz 13 Due Today</b>
3	Jan 08 Wed	- <b>Being an Effective Leader</b>	Text: Chapter 17 <b>Chapter Quiz 14 Due Today</b> <b>Research Term Paper Due Today</b>
3	Jan 09 Thr	- <b>Monitoring and Controlling</b>	Text: Chapter 18 <b>Chapter Quiz 17 Due Today</b>
3	Jan 10 Fri	- <b>Final Exam Today</b> <b>(chaps. 13, 14, 17, &amp; 18,</b> <b>videos, and cases.)</b>	<b>Chapter Quiz 18 Due Today</b> On-line exams for all! Paper and Pencil exams in the office.
4	Jan 13 Mon	Grades Posted.	

I wish you Success and Peace!

## MGMT 3820 INDIVIDUAL RESEARCH TERM PAPER (RTP):

To assist in the synthesis of the course, a summary term paper is required. You will select one *public* company to research and write about. Here are a few of the top publicly traded companies in the DFW area for the 2019 physical year (you can select any public company – these are just examples):

- Southwest Airlines, Exxon Mobil, AT&T, Fluor Corporation, American Airlines, Kimberly-Clark, Texas Instruments, J.C. Penney Co., GameStop Corp., Commercial Metals Co., DR Horton Inc., Keurig/ Dr. Pepper Inc., Atmos Energy Corporation, Sally Beauty Holdings, Fossil Group, Lennox International, Rent-A-Center, Zale Corporation, and others.

There is a lot of information available on public companies including the company's website, the Wall Street Journal, Dallas Morning News (if local), etc. Also, the UNT Library Online provides access to books, online articles, databases, and e-Journals that will help you in your research (<http://www.library.unt.edu/>). If you have a personal connection at the company, you could even interview a manager to get additional information.

Research the company's mission, their competitors/external environment, company strengths and weaknesses, company management style, motivation tools used by their managers, the company's culture, the company's goals, and any challenges the company faces (competition, growth, etc.) You will then summarize the trends you observe in the term paper.

Use this as an opportunity to learn about companies you may be interested in working for full time or as an intern! Be thinking about why the company interests you, what training and development opportunities they provide their employees, and what benefits they provide. Doing this research can help you prepare for your internship and/or job search as well as give you up to 60 points towards your final grade in the course!

The paper should be submitted using the assignment tool within Canvas LMS® by **Jan 08, 2020 at 10:00 pm**. All projects will be submitted to a plagiarism service similar to [www.turnitin.com](http://www.turnitin.com). The document should be titled **Lastname\_Firstname\_RTP.docx**.

The submission will consist of a cover page (see example on Canvas LMS under Assignments), plus six to eight pages manuscript, plus works cited along with appropriate appendix materials (see below). You will utilize normal character and line spacing (1.1), 12 point Arial font, 1" margins, ¼" Indentions, and APA within the document parenthetical citations i.e. (Robbins, 2018).

Remember, the cover page is **NOT** included in the page count. **Paragraph headings** should be used to provide the reader with transitions in thought. It is also a good idea to check for spelling and grammar issues. The manuscript should include the following sections:

## Cover Page

- Title (give me the name of the company you researched for the paper!)
- Prepared for:
- Prepared by:
- Date

## Introduction

- Introduce the Company – Where are they headquartered? Global or Domestic Company? Service Provider or Manufacturer? What industry are they in? Has this industry experience any recent trends and/or innovations?
  - Explain any pre-existing relationships (employer, friend of family, family member, etc.) and why the company interests you.
  - Tell me how you researched the company.
  - This portion should take no more than 1 page.

## Main Body

- An overview of the Company, Products, Services, and Markets Served
  - This should include a description of any of the items you find particularly salient from the research.
  - Use the Boston Consulting Group diagram to designate product/ service positioning within the market.
  - Tell me about the company's mission and goals. Do these match company actions?
  - This should be a 3 to 4 pages section.
- An overview of the Organizational Strategy for the company.
  - This should include a description of relevant observations as well as related textbook sections on leadership and strategy.
  - This should be a 2 to 3 pages section.
- An overview of Ethics and Social Responsibility Activities of the Company.
  - This should include description of the relevant observations as well as related textbook sections on goal setting and motivation.
  - This should be a 1 page section.

## Conclusion

- A statement summarizing your impression of the company's management style and culture.
  - Is the management strategy working?
  - Do you have any recommendations on how they could improve motivation or strategy?
  - This portion should take no more than 1 page

## Appendix

- Any charts, tables, and figures referenced in the body of the paper
- Create a "Works Cited Section" containing any APA citations for sources used including the Robbins text.
- Do not cite [www.Wikipedia.com](http://www.Wikipedia.com). College students do not use unreliable sources.

For the leadership and motivation sections above, you should consider relevant chapters and concepts from the text when selecting which aspects are 'most important,'

but realize that this is a personal subjective call on your part. I want you to attempt to integrate course concepts and practitioner practices. There isn't a RIGHT or WRONG answer here provided you demonstrate: (A) effort and (B) an attempt to link concepts. This suggests that you should identify which concepts from the text you observed (or expected to observe), including terminology, chapter, and sections as appropriate. Even if you are somewhat 'off track,' the practice of trying to synchronize these elements is a learning exercise itself.

**Grading Criteria** – The paper will be graded using the following guidelines:

- Cover page
- Writing quality
- Adherence to structure
- Thoroughness and accuracy
- Logical flow of conclusion
- Works cited page
- Summary Term Paper submitted through "Assignments" in Canvas LMS®.

The paper is worth 60 points total. Grading criteria will be as follows:

CONTENT.....	35 points
FORMAT.....	10 points
GRAMMAR, SPELLING, SENTENCE STRUCTURE, WORD USE, PROPER CITATION STYLE, ETC.....	15 points