

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**MGT4650.E1 – CONTEMPORARY MANAGEMENT ISSUES
WINTER 2018**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4650.E1 – CONTEMPORARY MANAGEMENT ISSUES

Level: Undergraduate
Beginning Date of Session: Saturday, December 2, 2017
Ending Date of Session: Thursday, February 22, 2018

Holiday Break: Tuesday, December 19, 2017 through Monday, January 1, 2018
Student access available to the Student Portal: Saturday, December 2, 2018.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Management: An Integrated Approach
Plus recommended course supplement: MindTap® Management, 1 term (6 months)
Author(s): Gulati, Mayo & Nohria
Publisher: Cengage
Year Published: 2016
Edition: 2nd
ISBN-13: 9781305931015
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

COMPETENCY	ASSIGNMENT
Understanding the role of the manager within the organization	Class Discussion
Understanding how changes in the economy affect managers	Class Discussion
Defining the importance of being able to adapt to today's workplace challenges by creating an adaptive organization	Class Discussion & Exam #1
Understanding how the differences in generations affect the workplace	Class Discussion & Exam #2
Discussing how being able to work with different personalities can be an asset to a manager	Class Discussion & Exam #2
Exploring gender differences	Class Discussion & Exam #1
Understanding how to conceptualize organizational needs in relation to change	Class Discussion & Exam #1
Understanding how working with Emotional IQ can be a powerful management tool	Class Discussion & Exam #1
Understanding the need to manage technology efficiently and effectively	Class Discussion & Exam #2
Understanding diversity within the workplace and how it affects managerial decision making	Class Discussion & Case Study
Understanding ethics	Class Discussion & Ethics Paper
Discussing the hostile work environment and how to overcome this challenge	Class Discussion & Exam #2
Understanding the challenges of the entitled worker.	Class Discussion & Exam #2
Understanding the challenges of the unmotivated worker.	Case Study & Exam #2
Understanding the challenges of the overworked employee	Class Discussion & Exam #2

COURSE POLICIES:

1. Read and complete all assignments, exercises, and exams by the scheduled due date. Assignments are due **no later than midnight**, Central Standard Time (time in Dallas, TX) on the published due date.
2. Late Assignments: An assignment submitted after the due date will be assessed a penalty of **5%** for each day or partial day that it is late. Work submitted more than five (5) days after the scheduled due date will **NOT** be accepted without written permission from Dr. Stephenson. There are no options for extra-credit or make-up work in this course.
3. Assignments must be submitted through Moodle Course Management System and Dr. Stephenson must be able to open each assignment in order for it to be considered on time.

4. Assignments will typically be available at one (1) minute after midnight on the first day the assignment is open on Moodle; and will close at one (1) minute (23:59) until midnight on the last day the assignment is open on Moodle.
5. When submitting an assignment as an attachment to an email or an attachment to a Moodle assignment, please include your name, MGT4650.E1, and the assignment number in the subject line of the email as well as on the first page or title page of the assignment. **If required, file attachments may be submitted in Word 2003, Word 2007, or Word 2010 for this course.**
6. The last day to submit all assignments is **February 20th 2018**.

Student's Responsibilities

This syllabus contains information, policies and procedures for this specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes. **All reference citations to source material must follow guidelines provided in the course materials, namely "Citing Online & Traditional References" or APA Guidelines.**

COURSE OUTLINE AND CALENDAR:

E-Mail Contact: Send e-mail via Moodle to Dr. Stephenson by December 8th to verify your ability to send and receive e-mails via the Moodle MGT4650.E1 course's e-mail function. Your email should confirm that you have read and understand the course syllabus, course expectations, and Moodle Communications Guide. *To send an email through Moodle, log onto this course in Moodle; click on "Participants" in the left navigation bar; select my name; click on "Send a Message"; type your email message in the box provided; and click "Send Message".*

- See **Course Calendar** and **Moodle Course** for Weekly Assignment Due Dates.
- See **Moodle Weekly Assignments** for the Content of Specific Assignments, Readings, and Links to Reference Materials.

This course is offered as a Distance Learning course via Amberton's Moodle Learning Platform.

Ethics Assignment: The course will require one (1) written ethics assignment (3-5 pages in length) regarding ethical awareness and ethical decision-making in the modern business organization. Instructions will be provided for the written assignment in the course outline on Moodle.

Exams: The course will require two (2) non-comprehensive exams covering the assigned chapters in the text. These assessments will include a selection of essay-type questions based upon the assigned readings.

Case Study: The course will require one (1) written case study (5-7 pages in length) that will provide a real-world scenario for the student to apply knowledge from the content of the course. Instructions will be provided for the case study in the course outline on Moodle.

Discussion Forum Participation: At various points in the course, the Moodle Discussion Forum will be used to review various topics focused on contemporary management issues. Details regarding Discussion Forum participation will be provided in MOODLE.

Week 1: December 02, 2017 – December 09, 2017

Topic: Introduction to Management

Readings: Text Chapter: 1

Read and become familiar with the course expectations, syllabus and materials

Assignments:

Expectations Acknowledgement (via Moodle email): Due 12/09

Complete Personal Profile and Post Personal Introduction: Due 12/09

Week #1: Discussion Forum Welcome & Introductions: Posts & Responses due 12/09.

Week 2: December 10, 2017 – December 16, 2017

Topic: Global Business Environment, Ethics, and Corporate Social Responsibility

Readings: Text Chapters: 2 - 3

Assignment: Week #2: Discussion Forum: Posts & Responses due by 12/16.

Christmas Break: December 19, 2017 – January 01, 2018

Week 3: December 17, 2018 – January 06, 2018

Topic: Organizational Structure, Design, and Culture

Readings: Text Chapters: 7 - 8

Assignment: Submit Ethics Research Paper. **Due 1/06/18** (Minimum 3 to 5 pages)

1. You must submit this assignment through Moodle as a WORD document in one file.
2. This assignment must be a **minimum of 3 pages** in length (**NOT** including the title page, table of contents, and/or bibliography page).
3. This ethics paper should contain the following: Title Page, Introduction, Discussion (re: ethical awareness and decision-making as it relates to gender differences in the workplace), Conclusions, and Bibliography.
4. Provide at **least three (3) outside source references** (other than the textbook, a dictionary, or Wikipedia) that you think would be applicable to support your discussion.
5. Filing naming format: "1st Initial-Last Name-MGT4650.E1-Ethics-Report-Date"

Week 4: January 07, 2018 – January 13, 2018

Topic: Managing Human Capital and Performance Management

Readings: Text Chapters: 9 - 10

Assignment: Review for Exam #1

Week #4: Discussion Forum: Posts & Responses due by 1/13.

Week 5: January 14, 2018 – January 20, 2018

Topic: Organizational Change

Readings: Text Chapter: 11

Assignment: Exam #1: Chapters 1-3, 7-11. **Exam #1: Due 1/20/18**

Week 6: January 21, 2018 – January 27, 2018

Topic: Leadership in Organizations and Becoming a Leader

Readings: Text Chapters: 12 - 13

Assignment: Week #6: Discussion Forum: Posts & Responses due by 1/27.

Week 7: January 28, 2018 – February 03, 2018

Topic: Power, Influence, and Decision-Making

Readings: Text Chapters: 14 - 15

Assignment: Discussion on Chapters 12 - 15

Week #7: Discussion Forum: Posts & Responses due by 2/03.

Week 8: February 04, 2018 – February 10, 2018

Topic: Conflict, Negotiation, and Leading Teams

Readings: Text Chapters: 16 - 17

Assignment: Review Chapters 16-17 for Final Exam

Prepare Case Study

Week 9: February 11, 2018 – February 17, 2018

Topic: Motivation and Communication

Readings: Text Chapters: 18 - 19

Assignment: Case Study Paper – **Due by 2/17/18** (Minimum 5 to 7 pages)

Week 10: February 18, 2018 – February 20, 2018

Topic: Summary and Wrap Up

Readings: None

Assignment: Exam #2: Text Chapters 12 – 19. **Exam #2: Due 2/20/18**

GRADING CRITERIA:

Since the exams, discussion forums, and research papers in this course contain written assignments, Dr. Stephenson expects each student to present his/her material with well-written, coherent, properly structured English appropriate for a high level, Undergraduate course with reference citations included correctly. The thoughts and material presented should be original, well-developed and relevant to the specific topic(s) of the assignment. An assignment that is too brief or sparse will typically **NOT** provide an adequate basis for assessing a student’s knowledge and research effort on that particular assignment topic. English grammar, spelling, word choice, and usage are a part of your grade.

Grading for this course will be as follows:

Ethics Paper	10%
Case Study	20%
Discussion Forums (5)	10%
Mid Term Exam #1	30%
Final Exam #2	30%

Undergraduate Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

Moodle Course Chat Room

Courses offered on the Moodle platform are provided with a Chat Room area. During the semester, **Dr. Stephenson will be available for online chat each Tuesday evening from 8:00 to 8:30 p.m. CST.** This online chat will be an opportunity for students to exchange ideas and ask questions. This time is provided as a resource to students in this course. Participation is optional; but Dr. Stephenson does encourage each student to take advantage of this option for personal interaction with other students and the instructor. These chat sessions offer an opportunity to gain insight and clarification regarding Dr. Stephenson’s expectations – and occasionally, hints that might improve a student’s grade. Just sayin’!

Moodle Discussion Forum

Courses offered on Moodle are also provided with a Discussion Forum area. During this semester, Dr. Stephenson will post a weekly discussion topic, along with urgent notices and important information on the Moodle Discussion Forum. During the following week, students are expected to post their thoughts and responses regarding the posted topics. These postings will be graded (10 points during the semester); and they provide an excellent tool for interaction and discussion regarding contemporary management topics of interest.

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789

Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor. **For this course, any attachment submitted for grading must be contained in one (1) Microsoft Word file (not multiple files). Files may be submitted in Word 2003, Word 2007, or Word 2010 for this course.**

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – **you must acknowledge the source**. Failure to do so violates Amberton University's ethics policy. All reference citations to source material must follow guidelines provided in the course materials, namely "**Citing Online & Traditional References.**" – **OR APA Guidelines.**

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "Research Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html