MGT4650.E1   Contemporary Management Issues
Winter 2021

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4650.E1 Contemporary Management Issues
Level: Undergraduate
Beginning Date of Session: Saturday, 5 Dec 2020
Ending Date of Session: Thursday, 25 Feb 2021
Student access available to the Student Portal: Saturday, 5 Dec 2020

Winter Holiday Break:
Friday, December 18th, 2020 through Friday, January 1st, 2021
(Classes resume on Saturday, January 2nd, 2021)

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: Clifton Strength's Finder For Students: Your strengths journey begins here
Author: Gallup
Publisher: Gallup Press
Year Published: 2017
Edition: 1st
ISBN: 13: 9781595621252
Note: Book MUST be purchased NEW by student in order to receive access code
Price: Available at http://amberton.ecampus.com

Title: The 27 Challenges Managers Face: Step-by-Step Solutions to (Nearly) All of Your Management Problems
Author: Tulgan
Publisher: Jossey-Bass
Year Published: 2014
Edition: 1st
ISBN: 13: 9781118725597
Price: Available at http://amberton.ecampus.com

Title: Emotional Intelligence 2.0
Author: Bradberry & Greaves
Publisher: TalentSmart
Year Published: 2009
Edition: 1st
ISBN: 13: 9780974320625
Note: Book MUST be purchased NEW by student in order to receive access code
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.

APA Requirement
APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

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.

This course provides students an in-depth exposure to the skills necessary to manage an organization in today's rapidly changing marketplace. The course will explore the general history and theory of the field of management. After reviewing the theories and foundations of the management field, students will investigate and discuss the changes and challenges in today's global marketplace. A variety of crucial management skills will be addressed. Course topics include the history and theory of management, managing differences, personality type, Emotional IQ, contemporary management challenges, ethical considerations in management, how to manage rapidly changing technologies, relationship building, and managing the multi-generational workforce.

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

1. Understanding the history and theory of management and its value within the organization.
2. Understanding the role of the manager within the organization.
3. Understanding how changes in the economy affect managers.
4. Defining the importance of being able to adapt to today's workplace challenges by creating an adaptive organization.
5. Understanding how the differences in generations affect the workplace and the need to adapt managerial approaches to those differences.
6. Discussing how being able to work with different personalities can be an asset to a manager.
7. Exploring the continuously changing landscape in business.
8. Exploring how legalities and government regulations affect a manager.
9. Exploring gender differences and the need to adapt managerial approaches to those differences.
10. Understanding how to conceptualize organizational needs in relation to change.
11. Understanding how working with Emotional IQ can be a powerful management tool.
12. Understanding the need to manage technology efficiently and effectively.
13. Understanding how to manage diversity and the need to adapt managerial approaches to that diversity.
14. Understanding how ethical dilemmas affect managers.
15. Discussing the hostile work environment and how to overcome this challenge.
16. Understanding the challenges of the entitled worker, the lazy worker, the unmotivated worker, and the overworked employee.

17.	Understanding the need for relationship building within the organization as well as within the greater business community.
18.	Understanding how to motivate and empower employees for current and future success.
19.	Discussing issues to be addressed in order to adapt quickly and efficiently to changes affecting the management of an organization.

COURSE POLICIES:
Please read this section carefully.

(1) **Late Policies:**

Late Policy for Assignments is as follows:
Late Assignments will be penalized with a 15% grade deduction for the first 2 days, unless you have made prior arrangements with me. Each additional day an assignment is late an additional 10% deduction will be applied. If an assignment is turned in **5 or more days late, NO points will be earned**. **Deadlines are defined for each assignment at the beginning of the course.** The syllabus is offered well in advance to allow students time to plan accordingly.

Special Note: No late assignments will be accepted in the last week of the course, except in extreme circumstances and arrangements have been made with the instructor prior to the due date. No assignments or exams will be accepted after the course end date.

(2) **Extra credit** will not be provided.

(3) **It is important for you to follow the naming conventions for your assignment files as defined in Moodle.**

(4) Assignments not submitted correctly will not be graded or returned.

(5) All assignments must be completed in order to receive a passing grade in this course. Even assignments that are late and do not receive a grade must be turned in. In other words, you do not have the option of skipping one or two assignments and taking a lower grade in the course. **Failure to complete all assignments as specified will result in a grade of an "F."**

(6) **Assignments that do not rise to the level of college-level work will be graded accordingly.** Please adhere to recognizable and consistent guidelines when preparing your papers, especially when citing other sources. **APA standards will be strictly enforced,** so be sure to use the latest APA Manual, rather than programs which claim to do this automatically. These programs may not be up-to-date with APA standards.

(7) **Academic Resources -** When you are conducting research for an assignment, the majority of your sources should be the **textbook** or **peer-reviewed academic journals**, such as those you find in the University library databases.

WARNING: **Internet searches will often take you to non-academic resources** such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. Keep in mind that the information you find in these sources is unreliable and may not be accurate, since it does not come under a formal oversight or peer-review process. Avoid using these types of sources. **Such sources will NOT be counted towards fulfilling assignment reference requirements.**

While you may use and cite some non-academic resources such as trade journals or an organization's website, such as when researching a company, you may not rely on them exclusively. With the exception of company Web sites for company-research, no un-authored material may be cited in this course as a fulfillment of reference requirements. If a company Web site is used, students must take strong measures to determine the *author* (corporate or individual) and *date* of the material cited, per APA guidelines.

The use of primary sources, when appropriate, is always encouraged. For example, when writing about leaders in certain industries, one may want to issue questionnaires, surveys or conduct interviews. Data from these sources is considered primary, as opposed to secondary data found in some peer-reviewed journals. Keep in mind, there are proper ways of conducting primary research and these methods go beyond the scope of this class. Therefore, quality secondary sources should be your main source of research and information.

Remember that you are responsible for the accuracy of any facts presented in your assignments and therefore should confirm the veracity of information you find on non-academic sources through further research.

Read the Research Resources section at the end of this document.

(8) A successful learning experience depends on the student's willingness to stay on schedule with respect to due dates, course readings and other requirements. You are encouraged to plan ahead and pace yourself so that adequate time is allotted for each assignment and unexpected circumstances do not hinder your success.

(9) **Feedback** – I will provide feedback for ***graded exercises/assignments*** no later than 5-6 days after the due date. Typically assignments are returned the Wednesday following Sunday due dates. Graded exercises/assignments are ***not*** the same as exercises that receive participation or extra credit grades. Exercises, such as forum postings, that count as participation will ***not*** be graded, but are merely intended to keep you on track. They will be reviewed and comments are possible. However, if you need feedback at any time regarding participation or extra credit assignments, please ask me, and I will be happy to provide it.

(10) Amberton University policy states that it is up to an instructor's discretion as to whether or not he or she grants an "Incomplete" at the end of a course. Be advised, **I do NOT grant "Incompletes"** in my courses.

Student's Responsibilities
This syllabus contains information, policies and procedures for a 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.

Attendance Policy:
Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend classes **does not** constitute an official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy
Plagiarism is using another person's work as your own. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1	Introduction to Management, The Challenges of Being a Contemporary Manager	Reading: Tulgan – Ch 1 & 2 Forum #1 Orientation Quiz	1, 2, 6	13 Dec 2020 by 11:55 pm CST
2	Class, Introductions Continued Teaching Self-Management	Reading: Tulgan – Ch 3 Forum #2; Video Assignment	2, 4, 5, 6, 7, 9, 13, 19	20 Dec 2020 by 11:55 pm CST
Break				
Break				
3	Optimizing Contributions Managing Performance, Managing Attitudes	Reading: Tulgan - Ch 4 & 5 Forum #3	1, 2, 3, 5, 7,10, 17	10 Jan 2021 by 11:55 pm CST
4	Personal & Interpersonal Effectiveness, Generations, Managing Superstars	Reading: Tulgan – Ch 6 Research Paper/Case Study	1, 2, 3, 4, 10, 14, 15, 16, 17, 18	17 Jan 2021 by 11:55 pm CST
5	Managing Despite Forces: Eliminating Conflict, Hostile Work Environment, Entitled Worker, Unmotivated Worker, Overworked Worker, Resource Constraints	Reading: Tulgan – Ch 7 Forum #4	1, 2, 3, 7, 8, 12, 13, 14, 15, 16, 18	24 Jan 2021 by 11:55 pm CST
6	Emotional Intelligence	Reading: Emotional Intelligence 2.0. Analysis & Test Assignment #1	2, 8, 10, 11, 17, 18	31 Jan 2021 by 11:55 pm CST
7	Individual Differences, Ethics & Management Renewal	Reading: Tulgan – Ch 8 Forum #5	2, 3, 4, 5, 6, 7, 10	7 Feb 2021 by 11:55 pm CST
8	What are your Strengths?	Reading: Strength's Finder Analysis & Test Assignment #2	1, 2, 3, 10, 14, 15, 16, 17, 18	14 Feb 2021 by 11:55 pm CST
9	Contemporary Management & How to Optimize the Organization	Forum #6	1, 2, 3,10, 11, 12, 18, 19 GRP - All	21 Feb 2021

Last	Make-up Week as Coordinated	Assignment Make-up	N/A	23 Feb 2021 (As required)

GRADING CRITERIA:

Assignments	Number of Assignments	Percentage per Assignment	Percentage of Course Grade
Orientation Quiz	1	4%	4%
Forum Postings	6	4%	24%
Analysis & Test Assignments	2	18%	36%
Research/Case Study	1	18%	18%
Video Assignment	1	18%	18%
Total			100%

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

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, 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.

INSTRUCTOR/COURSE EVALUATION:
Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

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.

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