

Western Kentucky University
Organization & Management – MGT 210
Web Course – Fall 2023

Instructor: Jacob R. Sherfey, MBA
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Zoom Meeting: By appointment

Course Requirements:

1. Students must read and re-read the Syllabus as it will serve as your guide for this course. **Please review your Blackboard (Bb) Calendar or Bb Gradebook tab for content due dates.** You as the student in this online course must accept this responsibility.
2. A high-speed internet connection is required for this course. No exceptions.
3. Text: Management: A Practical Introduction. By Kinicki and Soignet, 10th Edition, 2022. (McGraw-Hill). ISBN Number: 9781266649226 (Custom Book)
4. You will use CONNECT in this course. Bb contains instructions on how to obtain a code if you purchase a used textbook.

Instructor's Expectations:

1. All late work 'not' given reasonable justification of late submission, in advance, will result in a grade of 'zero'. Please reach out via email 'before' the due date for approval.
2. If you find your question or concern unavailable on Bb, then please add your general inquiries to the Q&A Discussion Forum within Bb. If you find yourself with an individual/personal concern, please review [The Why - 8 Email Etiquette Tips](#) video before sending your email.

MGT 210 Course Description:

An introduction to organization theory and organizational behavior. The course focuses on managing people and material resources to enhance organizational productivity and effectiveness. Attention is given to the managerial functions of planning, organizing, leading, and controlling.

MGT 210 Course Objectives:

This course will work to develop a student's understanding of business within a framework of social intelligence. More specifically students will:

1. Learn key foundational management terms,
2. Gain knowledge of teams that leads to effective teamwork and associated skills,
3. Develop a basic comprehension of managerial planning and decision-making.
4. Develop an understanding of the basics of Organizational Behavior
5. Understand the importance of international business and global awareness
6. Develop an understanding of social responsibility and ethical processes associated with jobs and organizations.

The class material will include both theory and practical application of management. Managing today's dynamic organizations presents opportunities for success. However, managers will also face the challenge of handling unique problems. Graduates of this course can prepare to meet these opportunities and challenges by gaining competency in the management discipline. The goal of the class is to help individuals prepare for this environment by focusing on and enhancing communication skills, ethical awareness, and global awareness.

Points Breakdown		Percentage of Grade
Four Online Exams	200 points (50 points each)	20%
Ten Quizzes	100 points (10 points each)	10%
Fourteen Assignments	140 points (10 points each)	14%
Fourteen Smart Book Activities	140 points (10 points each)	14%
Intro Discussion Board	20 points	2%
Four Discussion Boards	200 points (50 points each)	20%
Individual Application Paper	200 points (50-point draft, 150-point final)	20%
Total	1000 points	100%

Grading Breakdown		
A	90-100%	900-1000 points
B	80-89%	800-899 points
C	70-79%	700-799 points
D	60-69%	600-699 points
F	Below 60%	599 points or below

Exams: 50 points each. The online exams are timed. This means you will have a limited time duration to complete the questions. Once you open the exam in Connect, the clock starts. Multiple Choice questions will be the format for the exams. You will have the opportunity to take each exam twice and Bb will record your highest score. The exam questions randomly chose 50 questions from a large test bank for every single exam – this means that no two exams will contain the same questions.

Written assignments: All students must complete THEIR INDIVIDUAL WORK. Sharing work in ANY manner will result in a failing grade and dismissal from the course. Student work will be checked using plagiarism detection software. Each written assignment is to be typewritten and free from grammatical and spelling errors. Written assignments containing such errors will receive substantially lower grades.

- **Individual Application Paper:** Details of the draft and final paper for this course will be within the Week 5 folder, you are expected to begin your paper at that time. By Week 9 your paper will be a semi-finished product, as the grading criteria for the draft and final are the same. Your Individual Application Paper is 50 points for the draft and 150 points for the final.
- **Discussion boards:** 50 points each. Please review the grading rubric before submittal. You must post your original content before receiving access to respond to your peers. Please be professional and respectful in your responses. After the due date passes no additions or edits to posts can be made. In general, original posts should be around 200-250 words, and responses to peers should be around 100-125 words (excluding citations/references). When in doubt regarding how to proceed in writing, always incorporate the 5 W's (who, what, when, where, why, 'and most importantly the why'). Please reinforce your viewpoints by searching and citing 2 sources in APA format from either the course text or filter Peer Reviewed Journals on our [WKU Libraries | Western Kentucky University](#) link. Responses to classmates should incorporate 1 source/personal experience.

MAINTAIN EFFICACY

1. You need to be proficient in the use of Bb. Please familiarize yourself by going through the various tabs. Check Bb and your WKU email daily for announcements and updates. This will be the e-mail address that I will use to contact you.
2. Please read all the information available on Bb – many times your questions are answered there. Utilize the Q&A Discussion Forum for general questions.
3. If you have a technical problem, contact the IT Helpdesk at Western Kentucky University at 270-745-7000.
4. Content will be available in 4-week increments allowing you to work ahead in part. All weekly corresponding assignments are due on Sundays @ 11:59 PM CT, less the intro discussion and final exam. ***Please review your Bb calendar or grade book tab for expected due dates. All late items will result in a '0'.**
5. The best way to contact me is through the Bb messages tab or e-mail Monday through Thursday; on those days I intend to respond to you within 24 hours.
6. The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for an instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

ADA ACCOMMODATION STATEMENT

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

TITLE IX MISCONDUCT/ASSAULT STATEMENT

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.



[Sexual Assault Resources](#)

CHATGPT & GENERATIVE AI STATEMENT

AI tools prohibited:

Artificial intelligence (AI) tools are not permitted for any type of work in this class. If you choose to use these tools, your actions will be considered academically dishonest and a violation of the [WKU Student Code of Conduct](#).

ADDITIONAL SOURCES OF ASSISTANCE

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159.