

Western Kentucky University
Organization & Management – MGT 210
Web Course – Fall 2024

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Zoom Meeting: By appointment.

Welcome to Organization & Management, I look forward to guiding each student through 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. Once again, welcome!

Course Requirements to Maintain Efficacy:

1. **Review:** It is imperative for students to continuously review the Syllabus and all materials on Blackboard (Bb), including contents, tabs, and links, as they provide essential guidance for achieving success in this course.
2. **Acquire:** Course Text Options:
 - a. Contact [Big Red Backpack | Western Kentucky University \(wku.edu\)](#) ***OR*** [MANAGEMENT \(WKU CUSTOM W/ACCESS\) | Western Kentucky University Bookstore \(bnccollege.com\)](#) for – Management: A Practical Introduction. By Kinicki and Soignet, 2024 Edition. (McGraw-Hill). ISBN Number: 9781264433766 (Custom Book includes CONNECT)
 - b. ***And*** students must access Packback through Blackboard. If not opted into the Big Red Backpack program through WKU, Packback is ~\$60.
 - c. A high-speed internet connection is required for this online course. No exceptions.
3. **Technical Issues / Training:** Students must be proficient in the use of Bb, Connect, & Packback.
 - a. For technical issues, or training on Bb, contact the WKU IT Helpdesk at (270) 745-7000.
 - b. For additional Connect training or technical problems, reach McGraw-Hill at (800) 338-3987.
 - c. For more Packback training or technical assistance, email the support team at help@packback.co.
4. **Efficacy of Assignment Deadlines:** I strongly urge students to submit their work early or on time and to the best of their ability. Late assignments not preemptively justified (i.e., death in the family, hospitalization, etc.) will receive a zero. Please contact me before the deadline for late submission exceptions. Weekly tasks are due by Sunday, 11:30 PM CT, with exception to Exam 4 due on the last day of the semester.
 - a. **Efficacy of Incoming Communications:** Stay updated by checking Blackboard and student WKU email for messages. Replies should go through Blackboard messages or directly to my email ensuring it's addressed correctly.
 - b. **Efficacy of Outgoing Communications:** If students cannot find answers in Blackboard or the Syllabus, feel free to email me. I will respond from Monday to Thursday within 24 hours and Friday to Sunday within 48-72 hours. [The Why - 8 Email Etiquette Tips.](#)
 - c. **Efficacy of Change and Flexibility:** The syllabus is subject to change based on class progress or other factors. Any adjustments will be communicated ahead of time.

***Students who proactively pursue the 'four' responsibilities above will best achieve course outcomes.**

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Course Grading Structure:

Course Point Breakdown Structure		
Four Online Exams	200 points (50 points each)	20%
Sixteen Smart Book Assignments	160 points (10 or 20 points each)	16%
Six Boeing Case Studies	140 points (20 or 30 points each)	14%
Six Packback Discussion Boards	300 points (50 points each)	30%
Week 9: Packback Deep Dive - Content only	50 points (Week 9: Packback Deep Dive -Individual Application Paper First Submission – Content only)	5%
Individual Application Paper Final Submission	150 points (Week 14: Individual Application Paper-Final Submission)	15%
Total	1000 points	100%
Final Grade Breakdown Structure		
A	900-1000 points	90-100%
B	800-899 points	80-89%
C	700-799 points	70-79%
D	600-699 points	60-69%
F	599 points or below	Below 60%

McGraw Hill Content Assignments: 50% of student's grade.

1. **Online Exams:** The online exams are each timed for 90 minutes. Once students open the exam in Connect, the clock starts. Students will have the opportunity to take each exam twice and Bb will record a student's highest score. The exam questions randomly chose 50 Multiple-choice questions from a large test bank for every single exam – this means that no two exams will contain the same questions.
2. **Smart Book Assignments:** Assignment details are within McGraw-Hill Links. These may be completed an unlimited number of times before the due date.
3. **Boeing Case Studies:** Assignment details are within McGraw-Hill Links. These can only be completed one time before the due date and are open book.

Packback Written Assignments: 50% of student's grade. My goal in incorporating Packback is to enable students to productively engage with Artificial Intelligence with the aim of enhancing their curiosity, self-assurance, and written communication skills. Given that this online course operates asynchronously without the opportunity for live conversation, it is imperative that student's key assertions in every assignment demonstrate analytical depth, thoroughness, and precision.

1. **Packback Discussion Boards:** Assignment details are within the Packback Links. Please be professional and respectful in responses to two peers. **For best Discussion Board grade outcomes please cite at minimum one reputable source in APA format (i.e., course text, Harvard Business Review, Google Scholar, WKU library resources).**
2. **Individual Application Paper Development:** Students should initiate the development of their Week 9: Packback Deep Dive content in Week 5 and complete submissions by Week 9. Following this, students should integrate their submissions from the Week 9: Packback Deep Dive into the APA Paper Format starting in Week 10 as outlined. The Final Individual Application Paper Prompt and Rubric are in the Week 14 Folder for reference.

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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.

PREGNANT AND PARENTING STUDENTS

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir, via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix/.

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

The Artificial intelligence (AI) tool "Packback" must be used for all written assignments only.

Any other AI tools are prohibited:

Artificial intelligence (AI) tools are not permitted for any type of work in this class unless outlined above. If you choose to use ANY other tools (i.e., ChatGPT, Quizlet, Course Hero, etc.), your actions will be considered academically dishonest and a violation of the [WKU Student Code of Conduct](#). Academically dishonest students will receive a zero in this course and be reported to a board for review.

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INCLUSION STATEMENT

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

LAND ACKNOWLEDGEMENT

The history of our community and land gives us the opportunity to recognize, respect, and appreciate our place within that history. Western Kentucky University (WKU) honors and acknowledges the Indigenous peoples' land on which this University was built. All land in the state of Kentucky was once Indigenous territory, which is why it is our duty to acknowledge that WKU exists on Native land. This particular region of Kentucky was home to both the Shawnee (Shawandasse Tula) and Cherokee East (ᏌᏍᏊᏁᏐᏔᏂ Tsalaguwetiyi) tribes.

We also honor and acknowledge the former residents of Jonesville. According to the [Jonesville History Project](#), "Jonesville was a predominantly African American community in Bowling Green, Kentucky, that was demolished in the 1960s to make way for the expansion of the WKU campus. This incident echoed a pattern across the country where the power of eminent domain was utilized to seize property from minority communities for large public works projects under the guise of urban revitalization."

BIG RED BACKPACK

The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students **MUST** carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month before the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.
3. Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

REGULAR AND SUBSTANTIVE INTERACTION

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Discussion Board Participation

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- Individual Application Paper / Feedback
- Announcements
- Direct Messages
- Zoom Meetings

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.