

MGT 210 Online

Organization and Management

Summer 2025

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Catalog Course Description

This course will introduce organizational theory, organizational behavior and key organizational management concepts. The course will focus on managing people and material resources to enhance organizational productivity, effectiveness and competitiveness in a highly competitive global marketplace. Specific attention and detail will be given to the key managerial functions of planning, organizing, leading and controlling.

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, and
- 7) Gain the insight, knowledge, and skills which will help you improve the progression of your own careers.

Within the Business degree, this course is designed to address communication skills, ethical awareness, global awareness, and discipline competency.

Instruction Materials

Management, A Practical Introduction, 2024 release, Kinicki, Williams, McGraw Hill (custom course pack for WKU).

AVAILABLE at the WKU bookstore. Please do not try to purchase elsewhere- you will end up paying more money.

This is available as part of the Big Red Backpack program – a WKU partnership with Barnes & Noble College for their First Day® Complete initiative. Big Red Backpack is a course materials delivery program that lowers the cost of course materials and ensures students have their required course materials on the first day of class. This book will cost \$72 through this program.

How does the Big Red Backpack work?

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 prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

IMPORTANT: A mandatory portion of your grade will require your registration on the McGraw Hill **Connect** website that pairs with your book. This can be done through Blackboard using a code THAT COMES with the book; this also gives you e-book access.

Student Registration for Connect through Blackboard

- Sign into your school's Blackboard.
- Go to your instructor's course.
- Go to the "Tools" menu.
- Click on the "McGraw-Hill Higher Education" link.
- Below "My Connect Section", click **Go to My Connect Section**.
- Follow the on-screen instructions to register.

You can also access instructions/help through the tab labeled "Connect Help" in the Blackboard course.

Instructor Policies

Your grade will be calculated using the following scale:

90-100% -	A
80-89% -	B
70-79% -	C
60-69% -	D
0-59% -	E

Grading

The course average is based on a weighted average. The weighted average is based on the following categories with the following percentages. These percentages will comprise the total and final grade.

<u>Category</u>	<u>Percentage of Final Grade</u>
SmartBook Assignments	15%
Chapter Assignments	20%
Journal entries	30%
Final Exam	35%
Total	100%

Each assignment is assigned a category from the list above.

Current Grade

I will keep a running total of your computed current grade in Blackboard. The column will be named "Overall Grade". This will be an up-to-date weighted total of all assignments that have been graded. You should always be able to tell exactly where you stand in the class for your grade. Point totals are irrelevant – it is about the weights. *DO NOT PAY ATTENTION TO ANY OTHER GRADE COLUMN IN BLACKBOARD – ONLY 'OVERALL GRADE'!*

Class Structure

This course is completely online for the three-week summer term.

SmartBook assignments made through Connect are self-paced study questions designed to help you LEARN the material. There will be one set of questions for each chapter. These are 100% completion grades if you finish the chapter.

Chapter assignments through Connect will consist of questions, self-assessments and mini-stimulation role plays – only the self-assessments are completion grades. The others will have right/wrong answers.

Journal entry (through Blackboard) instructions will be given each week.

There will be one comprehensive final at the end of the course.

A course outline is included at the end of this syllabus.

Late Work

Generally, work submitted on Blackboard past the due date is not accepted and will receive a zero. Should you have a **legitimate** reason for late work (decided on by the instructor), it is your responsibility to discuss this with the instructor and take proactive steps to communicate your issue(s). **Exceptions will be rare**—so it is your responsibility to plan accordingly. “I have to work late” the day the assignment is due is not a value reason.

Academic Honesty and Integrity

Academic dishonesty includes both cheating and plagiarism. The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (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.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, or the published or unpublished work of another person without full and clear acknowledgement. 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.

Please note that plagiarism includes using the words of a source too closely, even when it is cited in the paper (without quotations). You are responsible for ensuring that any submitted material is free from plagiarism.

Since a large percentage of this course will be online, the “copy & paste” function is covered under this prohibition of cheating and plagiarism.

If you engage in any manner of academic dishonesty for this course, a failing grade will be given on the assignment, and depending on the severity, you may receive a failing grade in the course. Additionally, your case will be referred to the Office of Judicial Affairs for appropriate disciplinary action. See the Student Handbook process for academic dishonesty at [Process for Academic Dishonesty | Western Kentucky University \(wku.edu\)](https://www.wku.edu/academic-dishonesty).

ChatGPT/Other AI resources

While students could complete some of the work in this course using any of the various AI resources now available, you should be aware that the professor does read submitted materials and randomly checks submitted work using AI detection resources. Work that is suspected of being completely AI generated could result in charges of academic dishonesty.

ADA Accommodations

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 accommodation 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/Discrimination and Harassment

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, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. 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.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's Counseling and Testing Center at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745-2548.

OTHER HELPFUL CAMPUS LINKS

Student Complaint Procedures

[Student Academic Complaint Procedure | Western Kentucky University \(wku.edu\)](#)

Student Grievance Procedures

[ADA Student Grievance Procedure | Western Kentucky University \(wku.edu\)](#)

Campus Safety and Emergency Preparedness

[Campus Safety at WKU | Western Kentucky University](#)

Food Security

[Food Security | Western Kentucky University \(wku.edu\)](#)

Active Shooter Preparedness

[Surviving Campus Violence - YouTube](#)

Tentative Course Schedule

Chapters covered	SmartBook and Assignments due
1 – What do Managers Do?	June 4
3 – Business Environment	June 6
4 – Global Management	June 6
5 - Planning	June 9
6 – Strategy	June 9
8 – Culture / Structure	June 11
9 – Human Resources	June 11
11 – Individual Differences & Behavior	June 14
12 – Motivation	June 14
13 – Groups & Teams	June 16
14 – Power, Influence, Leadership	June 16
15 – Communication	June 18
16 - Control	June 19
Exam	By midnight on June 20

Assignments due by 11:59 pm CT on the assigned date.

Course schedule may be modified at any time by the instructor – notification will through Blackboard and in emails should this happen