



## MGMT 2215 Team Project

### COURSE SYLLABUS

Online

Fall Semester 2021

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20099

Preferred Method of Contact: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tina Jernigan

Campus/Office Location: Vidalia/Gillis Building Office 807

Office Hours: 9:00-11:30 a.m. Monday-Thursday. Contact instructor via email to make sure of availability.

Email Address: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu).

Phone: (912) 538-3123

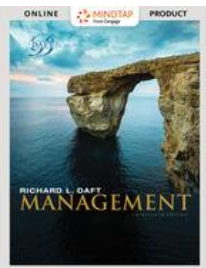
Fax Number: (912) 538-3106

#### SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf.php) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf.php>).

#### REQUIRED TEXT

Management loose-leaf book + MindTapV2, 13<sup>th</sup> edition, Daft, Richard, CENGAGE, Bundle ISBN: 9780357209226.



**Note:** Students may choose to purchase the book bundle (book w/MindTap) from the STC Bookstore **OR** purchase the Cengage Unlimited Access Code to obtain the e-book with MindTap. Students who purchase a Cengage Unlimited Access code/subscription and use a digital course solution such as MindTap will be offered the ability to order a print-rental for the cost of shipping (\$7.99). Cengage, not the bookstore, will handle the Cengage Unlimited print rental fulfillment process.

## REQUIRED SUPPLIES & SOFTWARE

Students will be required to complete weekly “book” assignments in MindTap. There will be a variety of assignments to complete. Students must have MindTap to successfully complete this course. The MindTap links are now linked in your individual blackboard courses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

## COURSE DESCRIPTION

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices, which have been studied during the management program.

## MAJOR COURSE COMPETENCIES

Topics include current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation.

## PREREQUISITE(S)

Program Admission

## COURSE OUTLINE

1. The Team Process
2. The Manager’s Job
3. Employee behavior, motivation, and morale
4. Selection and training of employees
5. Health and safety
6. Effective Communication
7. Performance Appraisals
8. Problem identification, resolution, and decision making
9. Organizational ethics and politics
10. Union and protected groups
11. Career development
12. Productivity

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Assigned work for this course will be completed in MindTap. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class. **All tests and assignments are due at 11:59 p.m. on Monday of each week.** Students must have MindTap to successfully complete this course. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can be accessed in the menu of your Blackboard course.

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Daphne Scott [dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Daphne Scott [dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### PROCTORED EVENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

### PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times:**

**Swainsboro Campus: Wednesday, November 3, 9 a.m.-12 Noon, Building 2, Room 2113.**

**OR**

**Vidalia Campus: Thursday, November 4, 9 a.m.-12 Noon, Gillis Building, Room 809.**

## EXIT EXAM

All Business Management degree and diploma students are required to take the Exit Exam when enrolled in MGMT 2215. The test is an objective-based exam taken in Blackboard covering competencies from other management courses. Students are required to score a minimum of 70 percent on the exam to pass. Students who do not pass this exam will not be able to graduate and the capstone course will need to be repeated and passed along with the exit exam. This course is only offered during fall semester.

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student

life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

#### **ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

#### **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

#### **ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

#### **TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

<b>Assessment/Assignment</b>	<b>Percentage</b>
MindTap Assignments	10%
Team Project	15%
Peer Evaluations	5%
Discussion Boards	5%
Tests	10%
Exit Exam	35%
Proctored Event/Exam	20%

## GRADING SCALE

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59



**MGMT 2215-Team Project**  
**Fall Semester 2021 Lesson Plan**

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Monday August 17		<b>First Day of the Semester!</b>	<b>Complete the Getting Started items</b> -Pledge Acknowledgement -Student Introduction -COVID Presentation -Make contact with instructor via email to reserve spot and intent on completing the class. <b>All are required to stay enrolled in the course. MUST be completed within the first few days of the semester.</b>	
Week 1 August 17-23	Chapter 1	The World of Innovative Management	-Read Chapter 1 -Chapter 1 MindTap assignments -Discussion Board 1 -Chapter 1 Test <b>Chapter 1 assignments, test, and Discussion Board 1 due Monday, August 23, 11:59 p.m.</b>	2 a,c
Week 2 August 24-30	Chapter 2	The Evolution of Management Thinking	-Read Chapter 2 -Chapter 2 MindTap assignments -Discussion Board 2 -Chapter 2 Test <b>Chapter 2 assignments, test, and Discussion Board 2 due Monday, August 30, 11:59 p.m.</b>	11 a,c

Week 3 August 31- September 6	Chapter 3	The Environment and Corporate Culture  <b>LABOR DAY HOLIDAY-MONDAY, SEPTEMBER 6</b>  <b>NOTE: SHIFT IN DUE DATE FOR WEEK 3 DUE TO HOLIDAY</b>	-Read Chapter 3 -Chapter 3 MindTap assignments -Discussion Board 3 -Chapter 3 Test <b>Chapter 3 assignments, test, and Discussion Board 3 due Tuesday, September 7, 11:59 p.m.</b>	2,10 a,c
Week 4 September 7-13	Chapter 4	Managing in a Global Environment	-Read Chapter 4 -Chapter 4 MindTap assignments -Discussion Board 4 -Chapter 4 Test <b>Chapter 4 assignments, test, and Discussion Board 4 due Monday, September 13, 11:59 p.m.</b>	12 a,c
Week 5 September 14-20	Chapter 5	Managing Ethics and Social Responsibility	-Read Chapter 5 -Chapter 5 MindTap assignments -Discussion Board 5 (last one) -Chapter 5 Test <b>Chapter 5 assignments, test, and Discussion Board 5 due Monday, September 20, 11:59 p.m.</b>	9 a,c
Week 6 September 21-27	Chapter 6	Managing Start-Ups and New Ventures	-Read Chapter 6 -Chapter 6 MindTap assignments -Chapter 6 Test <b>Chapter 6 assignments and test due Monday, September 27, 11:59 p.m.</b>	9 a,c

Week 7 September 28 October 4	Chapter 7	Planning and Goal Setting	-Read Chapter 7 -Chapter 7 MindTap assignments -Chapter 7 Test <b>Chapter 7 assignments and test due Monday, October 4, 11:59 p.m.</b>	2 a,c
Week 8 October 5-11	Chapter 8	Strategy Formulation and Execution	-Read Chapter 8 -Chapter 8 MindTap assignments -Chapter 8 Test <b>Chapter 8 assignments and test due Monday, October 11, 11:59 p.m.</b>	2 a,c
Week 9 October 12-18	Chapter 9	Managerial Decision Making	-Read Chapter 9 -Chapter 9 MindTap assignments <b>Chapter 9 assignments due Monday, October 18, 11:59 p.m.</b>	8 a,c
Week 10 October 19-25	Chapter 10	Designing Organization Structure	-Read Chapter 10 -Chapter 10 MindTap assignments <b>Chapter 10 assignments due Monday, October 25, 11:59 p.m.</b>	1 a,c
Week 11 October 26- November 1	Chapter 11	Managing Change and Innovation	-Read Chapter 11 -Chapter 11 MindTap assignments <b>Chapter 11 assignments due Monday, November 1, 11:59 p.m.</b>	3 a,c
Week 12 November 2-8	Proctored Exam	<b>Proctored Exam Dates:</b> <b>Swainsboro Campus: Wednesday, November 3, 9 a.m.-12 Noon, Gillis Building 2, Room 2113.</b> <b>OR</b> <b>Vidalia Campus: Thursday, November 4, 9 a.m.-12 Noon, Gillis Building, Room 809.</b>	-Proctored Exam (Chapters 9, 10, and 11)  *No assignments due this week just proctored exams.	

<p>Week 13 November 9-15</p>	<p>Chapter 12  Chapter 13</p>	<p>Managing Human Talent  Managing Diversity</p>	<p>-Read Chapter 12 and 13 -Chapter 12 MindTap assignments -Chapter 13 MindTap assignments -Chapter 12/13 Test <b>Chapter 12 and 13 assignments and test due Monday, November 15, 11:59 p.m.</b></p>	<p>4,5,7 a,c</p>
<p>Week 14 November 16-22</p>	<p>Chapter 14  Chapter 15</p>	<p>Understanding Individual Behavior  Leadership  <b>Exit Exam available November 16-December 2, 11:59 p.m.</b></p>	<p>-Read Chapter 14 and 15 <b>Graded:</b> -Chapter 14 MindTap assignments -Chapter 15 MindTap assignments -Chapter 14/15 Test <b>Chapter 14 and 15 assignments and test due Monday, November 22, 11:59 p.m.</b></p>	<p>2,8 a,c</p>
<p>Week 15 November 23- December 2</p>	<p>Chapter 16  Chapter 17  Chapter 18</p>	<p>Motivating Employees  Managing Communication  Leading Teams  <b>THANKSGIVING HOLIDAYS- NOVEMBER 24 AND 25</b></p>	<p>-Read Chapter 16, 17, and 18 <b>Graded:</b> -Chapter 16 MindTap assignments -Chapter 17 MindTap assignments -Chapter 18 MindTap assignments -Chapter 16/17/18 Test -Team Projects Due -Peer Evaluations Due <b>(Email to instructor)</b> -Exit Exam Due <b>Chapter 16, 17, and 18 assignments, team project, evaluations, and test due Thursday, December 2, 11:59 p.m.</b></p>	<p>1,3,6 a,c</p>

Thursday December 2		<b>FALL SEMESTER ENDS</b>		
---------------------------	--	---------------------------	--	--

**MGMT 2215 Competency Areas:**

1. The Team Process
2. The Manager's Job
3. Employee behavior, motivation, and morale
4. Selection and training of employees
5. Health and safety
6. Effective Communication
7. Performance Appraisals
8. Problem identification, resolution, and decision making
9. Organizational ethics and politics
10. Union and protected groups
11. Career development
12. Productivity

**General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## **REMINDERS:**

- Assignments from the textbook for this class will be completed in MindTap. The MindTap assignments links are now in each blackboard course. Assignments will be open all semester meaning students may choose to work ahead; however, the due dates are in place as shown on the course lesson plan and in MindTap. Students will only be allowed one attempt and cannot be completed after the due date. Any assignments not completed are assigned grades of zero. Also, in MindTap, students will have access to the e-book for this course.
- Five discussion boards will be completed weeks 1-5 in Blackboard. These count 5 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- Chapter tests will be taken in Blackboard for this class. Chapter tests will be objective type tests including question types such as true/false, multiple choice, matching, etc. No books or notes are allowed when you take your exams.
- Proctored exam is scheduled during week 12. No study guide will be provided. The proctored exam for this class is over Chapters 9, 10, and 11.
- The exit exam will be an objective-based exam with 100 questions. This counts 35 percent of the final course grade.
- A team project will be completed in this course counting 15 percent of the final course grade. The information for the team project is in the Blackboard course under the Team project information link on the course menu and also attached to this syllabus/lesson plan.

**\*REVISED FALL SEMESTER 2021**

**\*\*INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**MGMT 2215 DISCUSSION BOARD GRADING RUBRIC**

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.



## MGMT 2215-TEAM PROJECT

### Team Project Assignment

#### Overview of topic:

Students will work in teams (members assigned by instructor). Each team will pick a company below and do a thorough analysis of the company's top three or four competitors, including the following: the competitor's strengths and weaknesses, key financial information (total sales, gross profit, and net income, etc.), target markets (both geographic and demographic), and key product lines (what do they sell)? The following are the companies teams may choose from:

Walmart

Amazon

Apple

Netflix

Hulu

YouTube TV

Microsoft

General Motors

Ford

Once the team has chosen the company, each member will begin working together on completing the assignment. The following are the required deliverables to be completed by the team:

#### 1. Research Paper (see grading rubric below):

- **MLA Format (no cover page is required). \*\*Research MLA format on the Web if needed. Doing a simple Google search will populate a bunch of examples/research on this.**
- **Paper should be 12-point font size, Times New Roman, double-spaced, 1-inch margins, at least 8-10 pages in length including the Works Cited page. Key paper using Microsoft Word.**
- **Works Cited page with at least six sources. They should be in MLA format. Use scholarly type sources.**

The following are considered examples of valid sources:

Newspapers

Encyclopedias

Books

Magazines

Internet News Sources (Fox, Newsmax, CBS, etc.)

Company's websites

Databases (see librarian if you need help with Galileo, etc. on the library page)

**\*\*Note: Internet resources are considered websites and web pages. Journals, newspapers, encyclopedias, etc. magazines are not considered internet sources as long as the article has appeared in print. For example, an article at [www.wdt.net](http://www.wdt.net) (Watertown Daily Times) is not considered an Internet source because it appeared in print; it is a print version available online. However, sites such as Wikipedia are considered Internet sources because the information does not appear in print. In addition, Wikipedia is NOT a valid source because the information can be changed by anyone.**

***DO NOT USE WIKIPEDIA AS A SOURCE!***

## 2. PowerPoint Presentation (see grading rubric below):

- Minimum of **six** content slides giving an overview of your paper, plus **one** Works Cited slide at the end and include a title slide at the beginning to include name of project/company, team member's names, and date of submission. Total of **eight** gradable slides.
- My suggestion would be to have at least two slides cover an overview of each competitor of the company you chose. This would give a good overview of the information. The purpose of the PowerPoint is to give a summary of your paper, not to "rewrite" your paper in slide form.
- Slide designs in PowerPoint are acceptable, but be mindful of using ones with "darker" colors/backgrounds to ensure text keyed can be read.
- **\*\*Be creative. Do not be nervous about using pictures, graphs, transitions, etc. they are encouraged to better explain information, but do not overuse them.** The key is to summarize your paper through the slides. Use them wisely!

## 3. Peer Evaluations

- Each team member will fill out **ONE** peer evaluation form evaluating themselves and each team member on their team and **email** it to the instructor at the end of the semester. Do NOT email this until after the project is completed. Based on the evaluations, each student's grade may be adjusted to reflect participation on the project. Peer evaluations count 5 percent of the final course grade.

## Thoughts on how to complete this team project and reminders!

- This will be up to the team on how to meet. Since this is an online class, at times it may be difficult to meet in person; however, there are many online apps and/or tools to use to have virtual meetings, etc. In addition, communication through email and/or text is a good way to keep up with what each member is doing. Each team will be assigned a team letter and have their own discussion boards in Blackboard as another way to communicate with each other. Instructor will be monitoring these and this will a good place to ask me questions so I can respond to the entire team.
- Set deadlines for yourself/team and this process should go smoothly. Each team member should work with others to do their part. Remember your peers will evaluate you on your team. Each team member should be "assigned" to complete a task whether it's some research, dividing up sections on the paper for each member, or assigning the completion of the slides...whatever the assignments are for each member, all should be working together to complete this project.
- Be mindful of copying information from the Web and pasting it into your paper and/or slides. **DO NOT do this.** Make sure all is keyed in the proper font size and type. Remember you are using others ideas and thoughts and they must receive credit for that. **I will be watching carefully for this! This means do your own work!**
- Teams will have all semester to work on this project. I would start early and have it ready to submit by the end of the semester. Early submissions are allowed. Team members will be assigned the beginning of week 2 after rosters are finalized and No Shows, if any, are removed.

All members on the team will receive the same grade based on the grading rubrics for the paper and presentation since this is a team effort. The only difference in grades will be based on the peer evaluations.....points for a student may vary based on this. For example, if a student doesn't submit their peer evaluation/review or other members of the team all said very similar comments about a student's participation, etc.

**MGMT 2215 — RESEARCH PAPER RUBRIC**

<b>Objectives</b>	<b>0</b>	<b>5 or less</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>Score</b>
<b>MLA Format</b>	<b>No submission</b>	Some MLA errors. Missing <u>four</u> or <u>more</u> of the following: correct font size, font type, heading, 1-inch margins, ten pages in length, double-spaced and 6 work-cited sources per instructions.	Some MLA errors. Missing <u>three</u> of the following: correct font size, font type, heading, 1-inch margins, ten pages in length, double-spaced and 6 work-cited sources per instructions.	Some MLA errors. Missing <u>one</u> of the following: correct font size, font type, heading, 1-inch margins, ten pages in length, double-spaced and 6 work-cited sources per instructions.	No MLA errors. Contain all parts including correct font size, font type, heading, 1-inch margins, 8-10 pages in length, double-spaced and 6 work cited sources per instructions.	
<b>Works Cited Page</b>	<b>No submission</b>	No Works Cited page added to end of paper.	Works Cited page is incomplete and labeled incorrectly. Missing at least two or more sources.	Works Cited page is done but incomplete in parts. Some errors in form. Missing at least one source.	Works Cited page is completed and in correct form. Contains the minimum number of sources.	
<b>Writing Mechanics and Readability</b>	<b>No submission</b>	More than fifteen (15) spelling errors and/or grammatical errors	More than twelve (12) spelling errors and/or grammatical errors	More than five (5) spelling errors and/or grammatical errors	Less than five (5) spelling errors and/or grammatical errors	
<b>Description and Content</b>	<b>No submission</b>	Team includes minimal information describing the team project. Team does not demonstrate knowledge of the subject.	Team includes essential information describing the team project. Student demonstrates minimal knowledge of the subject.	Team includes essential information describing the team project. Student demonstrates adequate knowledge of the subject.	Team successfully describes the most important points of the company researched including strengths and weaknesses of the companies, key financial information, key target markets and product lines.	
<b>Organization</b>	<b>No submission</b>	Report has no organization	Report is poorly organized and confusing at times	Report has adequate organization. It has a beginning, middle, and ending.	Report is well organized with a strong beginning, middle, and ending.	
<b>Possible Points</b>	<b>100</b>					
<b>NOTES:</b>						

**MGMT 2215 — POWERPOINT PRESENTATION RUBRIC**

<b>Component</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>Score</b>
<b>Content</b>	<b>No submission</b>	Incomplete. The main idea/topic is unclear. Details are nonexistent or random and irrelevant.	Somewhat incomplete. The main idea/topic is unclear. Much of the details were irrelevant.	Generally completed. The team conveyed the main idea/topic, but did not provide adequate relevant details to support it.	The team clearly conveyed the main idea/topic and provided details that are relevant and interesting.	
<b>Effort</b>	<b>No submission</b>	Does not fulfill the minimum requirements of the assignment or provide evidence of thoughtful input.	Fulfills the minimum requirements of the assignment but does not show evidence of thoughtful input.	Fulfills the minimum requirements of the assignment and provides evidence of thoughtful input.	Exceeds the minimum requirements of the assignment and provides evidence of thoughtful input.	
<b>Accuracy (slides)</b>	<b>No submission</b>	Slides have four or more spelling errors and/or grammatical errors; font formatting makes it very difficult to read the material.	Slides have three or more misspellings and/or grammatical errors, font-formatting complements the content but is slightly hard to read.	Slides have no more than two misspellings and/or grammatical errors, font formats have been carefully planned to enhance readability.	Slides have no misspellings nor grammatical errors, font formats (e.g., color, bold, italic) have been carefully planned to enhance readability/content.	
<b>Originality</b>	<b>No submission</b>	Presentation is a rehash of other people's ideas and/or graphics and shows very little attempt at original thought.	Presentation shows an attempt at originality and inventiveness on 1-2 slides.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.	
<b>Use of Graphics</b>	<b>No submission</b>	Several graphics are unattractive and detract from the content of the presentation.	All graphics are attractive but a few do not seem to support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive (size and colors) and support the theme/content of the presentation.	
<b>Possible Points</b>	<b>100</b>					
<b>NOTES:</b>						