

MGMT 4381.DS2: Special Topics

Spring 2022

Instructor Information and Office Hours

Instructor:	Nolan A. Sosa, MBA
Email:	Nolan.Sosa@angelo.edu
Office Hours:	Online, by appointment only via Calendly (information on Course Homepage) <u>Note</u> : Additional online open office hours may be scheduled on a weekly basis. Times and video conferencing links will be updated on the Course Homepage.

Required Course Materials and Technology

- Internet Access
- Proficiency in Microsoft Word and Microsoft PowerPoint
- There is no required textbook for this course. All required and recommended reference material (e.g., readings, videos, etc.) will be posted to the Learning Management System (BlackBoard) for each module. It is the student's responsibility to check the Learning Management System daily for updates and course information.

Grading Procedures

Component	Percentage
Syllabus Quiz	5 %
Discussion Board Posts	20 %
Writing Milestone Assignments	20 %
Practical Application Assignments	20 %
Final Paper	15 %
Final Presentation	15 %
Course Reflection Paper	5%
Total	100 %

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	59 % and below

Grade Appeals

Success in this course requires thoughtful self-evaluation of your performance. A student wishing to contest a grade must present the professor with a typed (email), professional, and well-thought-out case regarding the evaluation within one week of the grade posting in the Learning Management System. The student's appeal must focus only on the assignment as presented and how the student's submission compared to the assignment's criteria. Once the student submits their appeal, I will make every effort to respond within seven business days. No appeals will be accepted following the deadline for the Final Assignment.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Apply relevant concepts within a sub-field of management or business.
2. Gather relevant information, evaluate it critically and communicate it effectively in written and oral forms.
3. Apply knowledge and skills obtained through the study of the selected topics to problems and issues arising in organizations and professional situations.

Course Schedule

The course schedule will be made available in the Learning Management System and is subject to change at the discretion of the professor. It is the student's responsibility to check the Learning Management System and institutional email system daily for any updates.

Contact Standards and Response Time

This is an upper-level course offered in a College of Business. I expect all students to demonstrate a high standard of accountability, responsibility, and professionalism in their correspondence with the instructor. Please demonstrate the same courtesy and respect in your communication that one would expect in a professional setting.

Please submit all non-personal questions regarding this course to the "Instructor's Office" discussion board as other learners may reasonably have the same question or share the same concerns. For personal or private matters, please email me with the course and section number (MGMT 4381.DS2) listed in the subject line.

I strive to address student inquiries within two business days of receipt. Correspondence received outside of normal business hours (i.e., after 5:00 PM Monday-Friday, during weekends) will be addressed at the earliest practicable opportunity. All email correspondence must originate from an institutional (i.e., Angelo State University) email.

Online Citizenship

This class is primarily asynchronous, meaning there is no defined class meeting time. There are materials that you must review in order to engage in meaningful discussions and adequately participate in individual assignments. Students are expected to participate in all class activities and submit work before the listed due dates and times (Central Time). Students should make substantive contributions that reflect an integration of assigned materials and any outside references as appropriate.

Late Work

Late work will not be accepted. Work submitted after the assigned deadline (including grace periods) will receive a grade of 0. The responsibility for punctual submission of electronic documents, including filetype issues (e.g., docx, pdf, ppt, etc.), corrupted files, and/or other issues that could cause delay in the assessing of work, is borne by the student, not the instructor.

The instructor reserves the right to make exceptions for approved University functions, government-mandated events, and other extreme circumstances (documentation required). Exceptions for technical problems will only be considered if the problem is with the Angelo State University Learning Management Systems or Network.

Grace Period

I understand that extenuating circumstances may prevent you from submitting an assignment before the required deadline. Unless otherwise noted on the assignment page, I provide a 24-hour grace period on most assignments before counting the assignment late.

Grade Forgiveness, Make-Up Assignments, and Extra Credit

I forgive the lowest grade for each of the following assignment categories: Discussion Board Posts, Writing Milestone Assignments, and Practical Application Assignments. Therefore, I will not accommodate requests for extensions, make-up assignments, or extra credit.

Policy on Server Unavailability and Other Technical Difficulties

Angelo State University is committed to providing a reliable online course delivery system to all users. However, in the event of any unexpected system outage or other ASU technical difficulties which prevents students from completing a time-sensitive assignment, I will modify the due date and provide appropriate accommodations based on the situation. Accommodations will be considered as soon as the ASU IT Department confirms that such outage or technical difficulties occurred. Students should report such issues to the instructor immediately through their ASU email account and also email elarning@angelo.edu and helpdesk@angelo.edu.

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911. You may also contact the TSC via email at helpdesk@angelo.edu. Please note that this policy does not apply to individual technical difficulties. It is the responsibility of the student to plan ahead and work on a reliable computer with stable internet connection.

Reservations

Anything not covered explicitly in this syllabus or governed by University Policy remains the sole discretion of the instructor. I reserve the right to modify the syllabus or course schedule to accommodate learner needs or to address unfortunate mistakes, oversights, or unforeseen events. Any modifications to the syllabus or course schedule will be announced via the Learning Management System. Thus, students are expected to regularly check course content in the Learning Management System.

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the University Academic Honor Code, which is available in both print and web version of the Angelo State University Student Handbook.

Students are expected to maintain complete honesty and integrity in all work. The professor assumes that all students can be trusted. Please do not violate this trust. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. This includes, but is not limited to, any form of cheating, collusion, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials.

It is the professor's intention to be as fair and impartial as possible. Therefore, all students will adhere to the same guidelines and rules unless there are disabilities or documented extenuating circumstances on record with the professor and the Student Life Office. It is the student's responsibility to inform the professor as soon as any situation arises that warrants accommodation. Do not wait until a problem is compounded by poor class performance.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford, Director of Student Disability Services

Dallas.Swafford@angelo.edu

325-942-2047

Houston Harte University Center, 112

Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: angelo.edu/title-ix.

General Policies Related to this Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#) for more information.

Student Absence for Observance of Religious Holidays

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 [Student Absence for Observance of Religious Holy Day](#) for more information.

Mental Health Resources

There may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. If you or someone you know is experiencing mental health challenges at Angelo State University, please contact the University Counseling Center at 325-942-2371 or call the 24/7 [ASU Crisis Helpline](#) at 325-486-6345. If you are experiencing a life-threatening situation, call 911 immediately or visit your nearest emergency medical facility.

College of Business Code of Ethics

Students, faculty, administrators, and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behaviors to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Civility

Courtesy and respect are essential ingredients. We respect each other's opinions and respect other's points of view at all times in all communications and course channels. Incivility of any kind will not be tolerated. The use of offensive language, including, but not limited to profanity or harassment is strictly prohibited and may result in a lower grade, dismissal from the course, or referral to the appropriate University authorities.

Disclaimers

This course incorporates multimedia from various sources. Incorporation of content is for educational purposes only and does not imply an endorsement of the source, its linked content, creators, or the opinions thereof.

This class will address practical applications related to the subject matter being discussed. Class discussions are intended to provide an overview of the general relationships of content with professional life and are not intended as professional advice.

Course Outline

Week	Topic	Assignments
1	Introduction	<ul style="list-style-type: none">• Discussion Board 1• Writing Milestone Assignment 1• Practical Application Assignment 1• Syllabus Quiz
2	Employee Relations	<ul style="list-style-type: none">• Discussion Board 2• Writing Milestone Assignment 2• Practical Application Assignment 2
3	Performance Management	<ul style="list-style-type: none">• Discussion Board 3• Writing Milestone Assignment 3• Practical Application Assignment 3
4	Ethical Considerations for Managers	<ul style="list-style-type: none">• Discussion Board 4• Writing Milestone Assignment 4• Practical Application Assignment 4• Mid-Term Course Evaluation
5	Diversity, Equity, and Inclusion in the Workplace	<ul style="list-style-type: none">• Discussion Board 5• Writing Milestone Assignment 5• Practical Application Assignment 5
6	Crisis Management	<ul style="list-style-type: none">• Discussion Board 6• Writing Milestone Assignment 6• Practical Application Assignment 6
7	The Shifting Dynamics of the Workplace	<ul style="list-style-type: none">• Discussion Board 7• Writing Milestone Assignment 7• Practical Application Assignment 7
8	Final Deliverables	<ul style="list-style-type: none">• Final Paper• Final Presentation• Course Reflection Paper

Note: This tentative course outline is subject to change at the sole discretion of the professor. It is the responsibility of the student to check the Learning Management System, assignment pages, and their institutional emails for course updates.