

MANAGEMENT 202: INTRODUCTION TO BUSINESS MANAGEMENT – FALL 2023

SECTIONS: 015

INSTRUCTOR: Prof. Tan Kim

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OFFICE: SMC 440

PHONE: 865-974-3161 (Department of Management & Entrepreneurship)

OFFICE HOURS: Tuesday & Thursday 11:00-12:00 am (In-person & Zoom)

REQUIRED MATERIAL:

- Daily access to the *Wall Street Journal* is required. Haslam College of Business students have **free** access to the WSJ this semester. To activate your free student access, go to: [WSJ.com/UTKnoxville](https://www.wsj.com/UTKnoxville), select “student” account type, enter your first and last name, and enter your *UT email address*.
 - *Management* (Robbins and Coulter, 15th Ed.) **Inclusive access etextbook with MyLab subscription**. You must have access to MyLab to access the on-line e-textbook, required homework assignments, and study resources. The UT Inclusive Access program is the delivery method for your course materials to ensure access to MyLab at the lowest price. The required material for this course will not be available for purchase in the bookstore; it will only be available as digital content, accessed through Canvas. An optional print upgrade will be available for purchase at an additional cost after the opt-out deadline. You can opt-out if you don’t want your student account charged and may purchase your course material from another source.
 - Additional readings and various class information, assignments and announcements will be available on Canvas. Canvas will also be used for communication throughout the course via Announcements.
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COURSE OVERVIEW

LEARNING GOALS OF MANAGEMENT 202

This course is designed to introduce students to the functions of business and the practice of business management. Specifically, students will expand their understanding of how a business works through the application of the business functions and how they are applicable in all fields. Students will also be exposed to the language, concepts, and theories of modern management thinking and practice. Such exposure will help students better understand the practice of management and the organizations in which they work.

In summary, the overall objectives for this course are:

1. To expose students to the basic concepts of business.
2. To give students an opportunity to obtain factual knowledge (terminology, concepts, facts) and fundamental principles about the practice of management.

COURSE REQUIREMENTS

CLASS ATTENDANCE

Regular class attendance is necessary to do well in this class. Class time will be used to discuss assigned reading, provide examples, and engage in a more detailed discussion of the topics introduced in the text. In addition, outside material will be introduced and discussed during class, and students will be responsible for this material on the quizzes and examinations. Finally, attendance is necessary to earn In-Class Participation points (ICP; see below).

If a student is unable to attend class, it is the student’s responsibility to keep up with all due dates and assigned readings as listed in the syllabus; to obtain the class material, notes, and/or announcements from a peer; and to follow up with the professor (in office hours or in a scheduled appointment) with any specific questions. **Please do not email your professor and ask, “Did I miss anything?”**

CLASS PREPARATION & IN-CLASS PARTICIPATION “ICP” (15% of Course Grade)

Students are expected to prepare in advance for each class session by reading the assigned chapter from the text. Students are also expected to read the cover stories in the Business & Finance (“B”) section of the *WSJ* each day, as well as any other readings assigned by the professor, and to be prepared to discuss these materials in class. During the semester, students will have many opportunities to demonstrate class preparation and participation including, but not limited to, short reading checks or quizzes, in-class activities, and/or participation in class discussions. Graded In-Class Participation assignments (ICPs) will be unannounced and can occur at any point during any class period. Responses to graded ICPs may be recorded on paper, via Apps, Canvas submissions, and/or participant tracking. **To receive credit for any ICP assignment, a student must be present in the classroom (even if the activity is submitted online) and submit the ICP on time.** If a student misses an ICP assignment, the student will receive a zero on that ICP assignment. In MGT 202, instructors do not distinguish between ‘excused’ vs. ‘unexcused’ absences when recording ICP assignment grades. Instead, the lowest 2 ICP scores will be dropped to reduce the impact of absences due to illness, job interviews, travel conflicts or other reasons a student might have to miss class. **There are no make-up opportunities to complete missed ICPs - you must submit your participation activity in class to earn these points. A missed activity can count as one of your drops.**

In Class Participation (ICP) assignments are to be completed in class. Submitting an assignment/signing in on behalf of another student and/or completing the assignment outside of the classroom are forms of academic dishonesty. If you are caught engaging in these behaviors, you will be subject to the full penalties for academic dishonesty, as outlined in *UT Hill Topics*.

MyLab HOMEWORK ASSIGNMENTS (10% of Course Grade)

Students will complete an online MyLab homework assignment for each assigned chapter covered in class. MyLab assignments are open-book, and you are welcome to work with a classmate. **Homework assignments are due by 11:59pm EST (Knoxville time) on the scheduled due date.** Homework assignments open in Canvas approximately 2 weeks before they are due. It is recommended that students allow enough time to complete these weekly assignments and to allow for unforeseen complications such as computer problems, network outages, illness, and/or other emergencies. The lowest MyLab homework score will be dropped. **There are no extensions or make-up opportunities for MyLab homework assignments, and these assignments cannot be “reopened”.** If you have an emergency or conflict which prevents you from completing your MyLab assignment, that missed assignment can be used as your one drop.

APPLICATION ASSIGNMENTS (10% of Course Grade)

Students will complete four Application Assignments to help them understand how course concepts apply to real-world situations. While students may discuss these Application Assignments and work on them together, each student is responsible for submitting their own assignment in Canvas. Application Assignments this semester include:

- Industry Analysis
- SWOT Analysis
- Diversity Case
- WSJ 3-2-1

The professor will provide more specific information about each assignment and post the assignment instructions in Canvas closer to their due dates, and students are responsible for reading and following assignment instructions. Assignments must be submitted on or before the due date and **NO LATE SUBMISSIONS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES; if you miss the deadline, you will earn a zero on that assignment.**

EXAMS (65% of Course Grade)

There are three, equally weighted exams. Your instructor will discuss more specific guidance on format and policies for these exams closer to their administration. **Attendance on the day of the exams is mandatory, and you must be on time.**

Students who fail to take an exam at the regularly scheduled time must notify the professor by email within 24 hours of the missed exam to schedule a make-up, and the make-up must be taken within 3 business days of the original exam (the make-up exam will count for a maximum of 85% credit). Failure to notify the instructor and request a make-up within 24 hours of the missed exam will result in a grade of zero on that exam. Failure to follow-through with scheduling and completing the make-up exam within 3 business days will also result in a grade of zero on that exam. Failure to show up for the scheduled make-up exam will result in a grade of zero and there will be no additional opportunity to complete the test.

A make-up penalty will be applied to all make-up tests completed after the originally scheduled testing date/time so the make-up test will count for a maximum of 85% credit. In other words, if the student earns a 90% on the make-up exam, the student would receive a 76.5% for the exam (that is, $90\% * 85\% = 76.5\%$). In the event of an emergency, students can apply for an

“excused” make-up exam for which the penalty may be removed. Students will navigate to the Student Life-Absence Notification page: <https://studentlife.utk.edu/caring-for-all-vols/absence/>. Based on the type of emergency, students will follow the instructions to complete the appropriate forms and provide appropriate documentation. Students should forward confirmation that the form has been submitted to the instructor and follow-up with subsequent approval documentation.

In summary, grades will be calculated based on the following weighted components:

Grade Components	
1. Exams (3 tests, equally weighted; average of 3 scores; no drops)	65%
2. Class participation, activities and preparation (also known as “ICPs”; average score; 2 drops)	15%
3. Application Assignments (4 assignments, equally weighted; average of 4 scores; no drops)	10%
4. MyLab Chapter Homework Assignments (average score; 1 drop)	10%
Total	100%

FINAL COURSE GRADE

The student’s final weighted course average will be assigned a letter grade based on the following ranges, as uniformly established for all Management 202 sections:

Grade	Ranges	Grade	Ranges	Grade	Ranges
A	=/> 92%	C+	78-79.99%	D-	60.0-61.99
A-	90.0-91.99	C	72-77.99%	F	< 60%
B+	88-89.99%	C-	70.0-71.99		
B	82-87.99%	D+	68-69.99%		
B-	80.0-81.99	D	62-67.99%		

*As noted above, a student’s final course grade is based on the percentage of total points earned, and it is a course policy that **final grades will not be rounded up under any circumstances**. Grades of C- or below are considered unsatisfactory for any student pursuing a business major.*

UNIVERSITY REQUIREMENTS

STATEMENT OF FACULTY RESPONSIBILITY

It is an honor and a privilege to be a member of the Haslam College of Business faculty, and to teach at the University of Tennessee. Therefore, I set high standards for my conduct, including:

- Modeling the highest level of personal integrity and professionalism
- Demonstrating professional courtesy in all oral and written communications
- Being accessible during office hours and flexible for student appointments
- Setting reasonable standards, and enforcing them impartially
- Being well-prepared for each class meeting

STATEMENT OF STUDENT RESPONSIBILITY

The Haslam College of Business Administration’s mission is to provide an educational experience that fosters success in both business and non-business environments. To achieve this, it is essential that students assume responsibility for their own learning experience, which includes:

- Reading and understanding the material provided, including the syllabus and class schedule, as well as all assigned chapters, cases, and supplemental materials
- Attending class meetings on a regular basis, regardless of the attendance policy
- Actively participating in class meetings by arriving on time (or logging in on time, in the case of online/Zoom courses) exhibiting professional behavior, and respect for classmates and the instructor, and participating in class discussions

- Checking the Canvas website and your UT email account frequently to monitor announcements and retrieve course materials
- Checking your grades in Canvas regularly to ensure that you understand your overall progress in the course, and raising any questions about your grades in a timely manner (within 2 weeks of the date the grade was posted)
- Addressing emergencies or conflicts that may affect your performance in class **before deadlines and due dates**- not after

COVID-19 AND OTHER ILLNESS

CDC guidance recognizes the changing dynamics of living in a world with COVID-19. It rates COVID-19 community levels as low, medium, and high, with recommendations at each level about the use of masks and other precautions. At all levels of community spread, staying up-to-date with vaccination is the best way to protect yourself from serious illness and to limit the spread of COVID-19. Wearing a mask is always an option for any individual who chooses to do so, and the CDC recommends that those with high risk of severe illness talk with their health care providers. If you are sick, please stay in, avoid being around others as much as possible, and contact your health care provider for any symptoms that are worsening, moderate to severe, or concerning to you. For more information about vaccination or to self-report an illness and receive support, visit <https://studenthealth.utk.edu/CommunityHealth>. For more information about COVID-19, visit <https://studenthealth.utk.edu/covid-19>

ONLINE ETIQUETTE

Should we need to make a shift to online at any time during the semester, please be aware that expectations regarding academic integrity and values of mutual respect, civility and inclusion extend to online environments. All members of the UTK community are expected to exhibit these values while participating in online classes. Behavior such as cyber bullying, disruptive behavior during Zoom sessions, academic misconduct during online exams and other assessments, impersonating another student for the purpose of receiving course credit, and other behaviors that are inconsistent with the UTK Code of Conduct are strictly prohibited and may result in a student being asked to leave or be ejected from the online class session, a reduced grade or grade of zero or F on the class assessment, assignment or exam, or a grade of F for the course (at the professor's discretion) and a charge of academic dishonesty against the student(s). It is recognized that any student has the right to appeal a grading decision of a professor and/or penalties resulting from a charge of academic dishonesty.

USE OF ARTIFICIAL INTELLIGENCE (AI)

In this course, it is expected that all submitted work is produced by the students themselves, whether individually or collaboratively. However, if specifically designated and allowed by the instructor, students may be permitted to use Generative AI tools such as ChatGPT for specific assignments, as designated by the instructor. To maintain academic integrity, students must disclose any use of AI-generated material. As always, students must properly use attributions, including in-text citations, quotations, and references.

A student should include the following statement in assignments to indicate use of a Generative AI Tool: "The author(s) would like to acknowledge the use of [Generative AI Tool Name], a language model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was used in the following way(s) in this assignment [e.g., brainstorming, grammatical correction, citation, which portion of the assignment]."

Generative AI tools can be used **TO SUPPORT YOUR OWN** work, thoughts, and opinions, **but only as a support or informational tool**. It is never allowed to copy and paste responses from AI tools in your assignment submissions.

ACADEMIC & PROFESSIONAL INTEGRITY

Professionalism implies a respect and courtesy for others in our classroom setting and chosen business profession. We expect our students to maintain the highest standards of professionalism in the classroom, in group settings, in the greater university community, and in related public settings. All that you do and say, and the way you present yourself either elevates or diminishes your professional image in the eyes of others.

Furthermore, each student is responsible for abiding by the policies and honor code set forth in *UT Hill Topics* regarding academic integrity. Cheating of any sort including plagiarism and signing in another student as present will not be tolerated and will result in either a grade of F for the assignment/exam or a grade of F for the course (at the instructor's discretion) and a charge of academic dishonesty against the student(s). It is recognized that any student has the right to appeal a grading decision of an instructor and/or penalties resulting from a charge of academic dishonesty.

UT Honor Code Statement:

“An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

UNIVERSITY CIVILITY STATEMENT

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected.

Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

SYLLABUS DISABILITY STATEMENT

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact Student Disability Services (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter. The University is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

YOUR ROLE IN MAKING **TENNESSEE** A TOP 25 UNIVERSITY

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester, you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

In the event that any that any changes or updates need to be made to the course syllabus, a revised, dated version will be posted on Canvas and students will be notified.



NOT SURE WHAT TO DO NEXT? If you're not sure what to do at any point, email your instructor or simply drop into office hours to discuss the situation (see contact info & office hours on p.1 of this document). Remember that while faculty strive to answer emails within 24 hours (excepting weekends and holidays), the volume of student correspondence may not always allow this to take place.

Therefore, if you have waited beyond 36 hours (not including weekends and holidays) to receive a response from your instructor, or if you simply still have an issue even after receiving a response from your instructor, feel free to contact the MGT 202 Course Coordinator, Prof. Sara Williamson at swill163@utk.edu.

Fall 2023 Course Schedule

COURSE SCHEDULE

Please note that while we intend to stick as close to this schedule as possible, it is subject to change as needed. For example, the schedule may be altered or adjusted for changes deemed necessary by the instructor. Necessary revisions will be announced in the “Announcements” on Canvas with as much advance notice as possible. It is the student’s responsibility to read the course schedule carefully and thoroughly, and to assume responsibility for knowing any relevant deadlines and due dates, for all assignments listed on the syllabus and any alterations to this schedule of events.

Date	Topic & Required Reading	Assignments/Deliverables (ET = Eastern Time, aka Knoxville Time)
WEEK 1		
R 8/24	Course Overview and review of graded components	Possible syllabus quiz (in class)
WEEK 2		
T 8/29	Chapter 1: Managers and You in the Workplace	MyLab CH 1 Assignment due T 8/29, 11:59pm ET
R 8/31	Chapter 3: Influence of the External Environment and the Org. Culture	
WEEK 3		
T 9/5	MGT 202 Extended Labor Day Holiday – No MGT 202 class on this date!	
R 9/7	Chapter 3: Influence of the External Environment and the Org. Culture	MyLab CH 3 Assignment due R 9/7, 11:59pm ET
WEEK 4		
T 9/12	Chapter 4: Managing in a Global Environment	
R 9/14	Chapter 4: Managing in a Global Environment	MyLab CH 4 Assignment due R 9/14, 11:59pm ET APPLICATION PROJECT #1 (INDUSTRY ANALYSIS) DUE SUN 9/17, 11:59pm ET
WEEK 5		
T 9/19	Chapter 6: Social Responsibility and Ethics	
R 9/21	Chapter 6: Social Responsibility and Ethics	MyLab CH 6 Assignment due R 9/21, 11:59pm ET
WEEK 6		
T 9/26	EXAM #1 (Chapters 1, 3, 4, and 6)	
R 9/28	Chapter 8: Foundations of Planning	MyLab CH 8 Assignment due R 9/28, 11:59pm ET
WEEK 7		
T 10/3	Chapter 9: Strategy (Strategic analysis: SWOT Analysis & Porter’s Five Forces analysis of Industry Attractiveness)	
R 10/5	Chapter 9: Strategy (Corporate Level Strategy)	APPLICATION PROJECT #2 (SWOT ANALYSIS) DUE SUN 10/8, 11:59pm ET
WEEK 8		
T 10/10	UT’s Fall Break is Mon 10/9 – Tue 10/10 – no classes on those days!	
R 10/12	Chapter 9: Strategy (Competitive Level Strategy)	MyLab CH 9 Assignment due R 10/12, 11:59pm ET
WEEK 9		
T 10/17	Chapter 10: Entrepreneurial Ventures	MyLab CH 10 Assignment due T 10/17, 11:59pm ET
R 10/19	Chapter 11: Designing Organizational Structure	
WEEK 10		
T 10/24	Chapter 11: Designing Organizational Structure	MyLab CH 11 Assignment due T 10/24, 11:59pm ET
R 10/26	Chapter 12: Managing Human Resources	
WEEK 11		
T 10/31	Chapter 12: Managing Human Resources	MyLab CH 12 Assignment due T 10/31, 11:59pm ET
R 11/2	EXAM #2 (Chapters 8, 9, 10, 11, and 12)	

WEEK 12		
T 11/7	Chapter 16: Motivating Employees	
R 11/9	Chapter 16: Motivating Employees	MyLab CH 16 Assignment due R 11/9, 11:59pm ET
WEEK 13		
T 11/14	Chapter 17: Being an Effective Leader	
R 11/16	Chapter 17: Being an Effective Leader	MyLab CH 17 Assignment due R 11/16, 11:59pm ET
WEEK 14		
T 11/21	Chapter 2: Making Decisions	MyLab CH 2 Assignment due T 11/21, 11:59pm ET
R 11/23	UT's Thanksgiving Break is Wed 11/22 through Fri 11/23 – no classes!	
WEEK 15		
T 11/28	Chapter 18: Monitoring and Controlling	
R 11/30	Chapter 18: Monitoring and Controlling	MyLab CH 18 Assignment due R 11/30, 11:59pm ET
WEEK 16		
T 12/5	Chapter 5: Managing Diversity	APPLICATION PROJECT #3 (Diversity) Wednesday, December 6, by 11:59pm ET
Date & Time for Final Exam Varies By Section	EXAM #3 (CH 16, 17, 2, and 18) <ul style="list-style-type: none"> Section 15 (meets TR @ 9:45am) – Final Exam is Monday, Dec 11, at 3:30pm 	<p><i>Final Exam Times for MGT 202 are designated by the University based on the meeting time for your section of the course (i.e., the section of the course for which you are registered).</i></p> <p><i>You must attend the correct session for your Final Exam.</i></p> <p><i>View UTK's Final Exam Policies Here:</i> https://registrar.utk.edu/calendar/final-exam-policy/</p>

All assignments (unless otherwise listed) are to be completed by **11:59pm ET** (that is, Knoxville time) on the scheduled due date. No late assignments will be accepted.

WSJ 3-2-1 Assignments are due by 11:59pm on each students assigned due date. Due dates vary, with approximately 4-5 students turning in a 3-2-1 assignment the night before almost every class session. Check Canvas for more information about the schedule of assigned due dates for this assignment.