DEPARTMENT OF
MANAGEMENT AND BUSINESS SYSTEMS
COURSE SYLLABUS
SUMMER SESSION 2013

COURSE NUMBER: MGNT 4626: SOC 4103

COURSE TITLE: Women and Work

INSTRUCTOR: Dr. Mary-Kathryn Zachary

OFFICE: Room 2219, Richards College of Business
Office Phone: 678-839-4832
E-Mail Address: mzachary@westga.edu
and through Courseden (preferred)

OFFICE HOURS: M, T, W, Th, F: 12:00 p.m. to 12:30 p.m.; 5:00 p.m. to 5:30 p.m.; other hours by appointment

REQUIRED TEXTS: Women and Men in Management, 4th ed.. Gary N. Powell
Additional assigned readings throughout the course.

COURSE DESCRIPTION:
A course designed to familiarize students with the history of women and work, the present role of women in the workplace, and current issues affecting working women; and to develop in students skills and strategies for dealing with issues related to women and work.

LEARNING OUTCOMES:
1. Describe the history of women in the work force.

2. Explain and give examples illustrating the factors that have determined the roles that women have played in the workforce at different times.

3. Describe the current status of women in the workplace, including information about the types of work being performed, the types of positions held, and the economic position of women as related to salary and benefits.

4. Develop understanding of current issues involving women who work, including sex differences, the socialization process, dilemmas involved in selection and pursuit of a career path, workplace dynamics, interpersonal relationships, international and cultural diversity work issues, and legal issues affecting women, and give examples illustrating such issues.

5. Recognize, analyze, and evaluate scenarios involving issues that affect women and work.
6. Develop awareness of global implications for women in the workplace. (BBA 5)

7. Briefly describe the major laws and current legal issues affecting women who work, for example, sexual harassment, pregnancy discrimination, fetal protection policies, and leave policies. (BBA4)

8. Identify a potential issue involving women in a given business situation; apply content covered in the course to the situation; and create, organize, and present in written and oral form a course of action. (BBA1)

9. Interpret, analyze, and evaluate materials affecting working women, such as employment applications or interview questionnaires, and revise to meet legal requirements and business interests. (MGT 1)

10. Write a well-organized and well-written paper on an issue involving women and work using library resources and personal interviews. (BBA1)

11. Write a short summary and analysis of an article dealing with women and work in an area covered in the course, using library resources. (BBA 1)

Apply selected computer skills.

**PREREQUISITES:**
There are no prerequisites for this course.

**METHOD OF INSTRUCTION:**
A variety of instructional methods will be used in this course, with the primary method being lecture/discussion. The subject matter will be drawn primarily from the text, outside sources, and current issues in the news. Numerous exercises, both individual and group, will be utilized to demonstrate concepts discussed in class and to develop skills. All students are expected to participate on a regular basis and to be prepared to discuss assignments that have been made. Written assignments and unannounced quizzes may be part of the learning process.

**COMMUNICATION:**
Communication between student and instructor will be through a combination of university e-mail and use of CourseDen. Distribution of course materials, the syllabus, syllabus amendments, announcements, etc., will be through CourseDen. If time-sensitive, the university e-mail account (mzachary@westga.edu) should be used; for regular communications and assignments, the e-mail feature in CourseDen should be used. Students are required to check their MyUWG account and CourseDen at least daily and to keep their MyUWG inbox free of clutter to avoid auto-reject messages.

**COLLEGE, DEPARTMENT, AND COURSE POLICIES:**
The use of recording devices is not permitted in the classroom without prior approval. Cell phones, pagers, mp3 players, iPods, and all other electronic devices must be
rendered silent during class times and **shall not** be used during class times. Computers are not allowed in the classroom without instructor approval. No food and drink are allowed in the classroom under RCOB policy. Do not ask your instructor for legal advice. Please read this syllabus carefully. Your instructor is available, during class and during posted office hours to answer any questions you may have regarding the meaning of any part of this syllabus. Consequently, excuses for failure to fulfill course requirements, based upon non-understanding or misunderstanding of this syllabus, will not be heard. The instructor reserves the right to make appropriate amendments to this syllabus. With the exception of minor changes to the tentative course schedule, all such amendments will be announced sufficiently in advance of the effectiveness of the amendment and published in CourseDen. If you have a disability and wish to request an accommodation, please contact Disability Services in the Student Development Center, located in Parker Hall, and follow their procedures.

**EVALUATION AND GRADES:**

2 examinations  

100%

There will be two examinations given during the session. All students are expected to take examinations at the scheduled time. The first exam will be given on Wednesday, June 12, and the second on Monday, June 24. The examinations will primarily be multiple choice in format and will include questions on the textbook, the exercises, presentations, current events, and any other material covered in class and/or assigned. All students are expected to take exams at the scheduled time. Students are personally responsible for all material covered, distributed, and/or assigned. No make-up tests will be given. However, alternate examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time, when all three of the following conditions are met: (1) the absence is a University-authorized or instructor-authorized absence, (2) arrangements are made in advance of the absence, and (3) the student provides genuine documentation, to the instructor, from the appropriate University employee or official, physician, or other relevant individual, of the date(s), time(s), and purpose(s) for the absence. The instructor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control and only on one occasion. Failure to comply with these requirements will result in a zero for that test grade. The alternate examination time, as described above, is on the date and time of the final, June 27 from 5:30 p.m. to 7:30 p.m., and there will be no exceptions made to this date and time. In some instances, a student may be required to take a comprehensive examination to compensate for an exam missed in the above circumstances. No part of any exam may be removed from the classroom at any time. Failure to abide by the foregoing will result in a zero for that test grade. Each test will cover approximately half of the text. Students are urged to take comprehensive note and to read the chapters covered in class before coming to class.

**Quizzes**

Quizzes are designed to encourage students to come to class on time, to prepare for class by reading the text assignments, to thoroughly review and learn from previously administered examinations, and to evaluate student knowledge of the material and the ability of the student to explain it. Any quizzes given may be used to determine the final grade in borderline cases.
Papers and Projects

Article Review - Each student will be required to read, review, and present an article dealing with a course topic during the session and to submit a one-page abstract and analysis of the article, with a copy of the article attached, as well as a proposed multiple choice question and a proposed true/false question.

Catalyst Report - Each student will be required to present a brief Catalyst report dealing with an assigned current issue involving women and work and to submit a proposed true/false and a proposed multiple choice question.

Other Projects As Assigned

All written assignments are to be professionally prepared and punctual. Grades will be adjusted for lateness. Written assignments will be evaluated on organization, clarity, grammatical and factual correctness, and content.

Attendance and Participation

Students will be assigned a designated place on a seating chart and roll will be called each class period. Students are expected to be on time for class, and students who leave class early will not be given credit for that class. Additionally, students who are obviously unprepared or are caught using electronic devices during class will be counted absent for the class session. Students will not be allowed to enter the classroom after class has started and students who leave the class will not be allowed to reenter the class except at break time. Students are expected to be prepared for class and actively participate in the class, while not dominating the class. Participation includes not only the quantity, but the quality of participation. Students may be called upon to recount knowledge of the subject matter, analyze a situation, apply knowledge to particular situations, and effectively present a point of view. All students are expected to take exams at the scheduled time. Students are personally responsible for all material covered, distributed, and/or assigned in this course. Students with no absences will receive an additional THREE POINTS on their final course grade. Students with one excused absence will receive an additional TWO POINTS on their final course grade. Students with two excused absences will receive an additional ONE POINT on their final course grade. Students with any unexcused absences or more than three excused absences are not eligible for attendance points. Any student missing more than 3 class sessions may be dropped from the course. Additionally, they may have points deducted from their final average.

Final Grade

Your grade will be the average of the two test scores and attendance points (either positive or negative). Additionally, participation, and performance on class assignments and quizzes will be taken into consideration, with the final grade adjusted upward or downward appropriately. The following is the grade scale for this course:

A = 90-100
B = 80-89.9
C = 70-79.9
D = 60-69.9
F = below 60
**COURSE CONTENT:**
The following subject matter areas will be covered.

History of women in the workplace, including the various factors that have determined the roles that women have played at different points in time.

Current status of women in the workplace, including data about the type of work being performed by women, the types of positions being held by women within organizations, and the economic position of women in the workplace as related to salary and benefits. Comparative data will be introduced related to women of different ages, educational levels, races and nationalities, and related to men in the workplace.

Current issues involving women who work, including the following: the effect of the socialization process, including the pressures of female sex roles and gender stereotypes; the existence and nature of gender differences and how they affect work; dilemmas involved in choosing, developing, and altering a career path; barriers to advancement such as a glass ceiling or a "mommy track"; changes in workplace etiquette; problems associated with handling multiple roles; mental and physical health of the working woman; time and stress management; complexities of work in an international setting; the effect of race or culture on women and work; relationships within and without the workplace, including mentoring and romantic ties; and legal issues involving women who work, including sexual harassment, pregnancy discrimination, fetal protection questions, and other forms of sex discrimination.

Skill development and strategy formulation for dealing with common problems, such as those encountered in assuming and handling managerial roles and functions, in plotting and altering a career path, in dealing with barriers to advancement, in image projection and communication, in self-management, and in interactions with others within the workplace.

**ACADEMIC HONESTY:**
Receiving or giving help on exams or papers can result in failure in this course and dismissal from the University. Receiving or giving help on exams or papers can result in failure in this course and dismissal from the University. For the purposes of this class, the following statements contained in the student handbook will be applied.

1. No student shall give or receive, or otherwise furnish or procure assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.

2. No student shall take, attempt to take, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or any program or degree requirements, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored data.
3. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

CLASSROOM BEHAVIOR:
Any student who engages in disruptive behavior during any meeting of this course is subject to administrative disenrollment from this course. Students are advised that this course deals at times with controversial material. Students will treat each other and the professor with the utmost respect and professionalism at all times.

STATEMENT OF ETHICAL EXPECTATIONS:
Richards College of Business community members are committed to: honesty and integrity in interactions and undertakings; respect for rights, differences, and dignity of others; accountability for personal behavior.

COURSE CALENDAR

TEST 1 - Wednesday, June 12
TEST 2 – Monday, June 24
Graduate Presentations and Administrative Matters – Tuesday, June 25
Reading Day – Wednesday, June 26
FINAL/MAKE-UP DAY – Thursday, June 27, 5:30-7:30 p.m.

Students, please carefully review the following information at the link below. It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf