MGNT 4626: SOC 4103 (M-F - 5:30 p.m.–7:45 p.m.; M, T, Th face-to-face; W, F online assignments) (Note: Wednesday, May 31, class will be face-to-face)

Women and Work
Dr. Mary-Kathryn Zachary
RCOB 2219, Richards College of Business
678-839-4832
678-839-5041
mzachary@westga.edu (do not use CourseDen email!)
M, T, Th – 12:00 p.m. to 12:30 p.m., 2:45 p.m. to 3:15 p.m.; 5:00 p.m. - 5:30 p.m., 7:45-8:15 p.m.; other times by appointment.

Women & Men in Management
Author: Powell
Edition: 4th
Publisher: Sage

You can purchase your book several ways:
The UWG bookstore:  http://www.bookstore.westga.edu/buy_courselisting.asp?
Used $65.20
New $95.03
New Rental $75.50
Used Rental $51.75
Amazon.com
Rent $22.58 + (Prime)
Buy $78.54 + (Prime)
Used $37.48+
Chegg.com
Rent $22.49
Or directly from  http://www.sagepub.com

Additional assigned readings throughout the course.

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:

Describe the history of women in the work force.

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

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.

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.

Recognize, analyze, and evaluate scenarios involving issues that affect women and work.

Develop awareness of global implications for women in the workplace.

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.

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.

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

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

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

Apply selected computer skills.

PREREQUISITES:

There are no prerequisites for this course.

METHOD OF INSTRUCTION:
This course is classified as a hybrid course, which means that it is a combination of face-to-face sessions and on-line assignments and activities. Delivery of information and concepts will be primarily by way of lecture and CourseDen assignments, with supplemental class discussions. The subject matter will be drawn primarily from the course textbook, outside sources, and current issues in the news. Exercises 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.

COMMUNICATION:

Communication between the professor and the entire class will be primarily through CourseDen, Distribution of course materials, the syllabus, important announcements, grades, and individual and group messages from me to the entire class will be sent through CourseDen. Communication between an individual student and professor will be primarily through stated office hours and the student’s and professor’s official university addresses. Any email sent to the professor should have in the subject line the appropriate class (BUSA 2106-02 or BUSA 2106-03) and be sent to mzachary@westga.edu. Students are required to check CourseDen daily M-F to stay apprised of important announcements, and to keep their MyUW e-mail inbox free of clutter to avoid auto-reject messages. In this course, students are required to set their CourseDen notification settings to send email messages to them whenever the course is updated. The professor believes in a balanced lifestyle for both herself and her students. As such, e-mails during the professor’s weekends off from work or on holidays/university breaks should be limited to time-sensitive or emergency matters only.

Communication Expectation for Management Department:

The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours, usually sooner during business hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks. If you have not heard back from the professor within 24 hours during the workweek, assume your e-mail was not received and resend it.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

- The use of recording devices is not permitted in the classroom without prior approval.
- Cell phones, mp3 players, iPods, and all other electronic devices must be rendered silent during class and shall not be used during class. Laptops may be used only for class-related activity such as taking notes. Texting, social media, e-mailing, and web browsing are prohibited during class.
- Students are not allowed to have food or drink in the classroom. This is RCOB policy.
- Your professor is a licensed attorney, but please do not ask your professor for legal advice.
- Please read this syllabus carefully. Your professor 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 professor 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 effective date of the amendment and published in CourseDen.

- If you have a disability and wish to request an accommodation, please contact Accessibility Services in the Counseling & Career Development Center and follow their steps to apply.

**EVALUATION AND GRADES:**

Grades will be calculated and assigned on the basis of points earned on examinations, online discussions, written assignments, and participation/attendance (either positive or negative), as follows:

<table>
<thead>
<tr>
<th>Type of Graded Event</th>
<th>No. of Graded Events</th>
<th>Possible Points per Graded Event</th>
<th>Total Possible Points for the Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>3</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Written Assignments</td>
<td>3 sets of activities</td>
<td>50 per set of Activities</td>
<td>150</td>
</tr>
<tr>
<td>Discussion List Assignments</td>
<td>Varies</td>
<td>Varies</td>
<td>150</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Total Possible Points for this Course:</td>
<td></td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>

Grades will be assigned on the basis of points earned as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>630-700</td>
<td>A</td>
</tr>
<tr>
<td>560 – 629.9</td>
<td>B</td>
</tr>
<tr>
<td>490 – 559.9</td>
<td>C</td>
</tr>
<tr>
<td>420 – 489.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 420</td>
<td>F</td>
</tr>
</tbody>
</table>

Extra credit, if available at all, will be discretionary on the part of the Professor, and opportunities will be to the class as a whole and not to individual students upon request. Work completed for another course will not be accepted to meet the requirements of this course.

**Examinations: 300 points**

Three examinations will be given during the session. All students are expected to take examinations at the scheduled time. The first exam will be given on Monday, June 12, the second on Monday, June 19, and the third on June 26. The examinations will primarily be multiple choice in format, with some possible short answer, and will include questions on the
textbook, exercises, online discussions, articles, current events, writing assignments, 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 in this course. 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. 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 one third of the text. Students are urged to take comprehensive notes and expected to read the chapters covered in class before coming to class.

Written Assignments: 150 points

The standards for the Written Assignments will be announced in class and posted in CourseDen. They consist of three sets of up to eight varied activities per set designed to enhance and supplement classroom instruction. The activities include, but are not limited to, interactive online assignments, videos and documentaries, reaction papers, and research assignments. You may begin at any time. The assignments are due on the posted date and time and will not be accepted late. All written assignments are to be professionally prepared. The assignments are due on the posted date and time and will not be accepted late. You must submit your written assignment as a single file attachment through the assignment drop box in CourseDen. In the event of technical difficulties with CourseDen, the writing assignment may be submitted by e-mail in advance of the deadline in CourseDen and must contain your name and the words “Written Assignment” in the subject line of the e-mail. For example, the subject line for the written assignment submitted by a student named Jane Doe would read “Jane Doe- Written Assignment.” E-mailed written assignments that do not comply with these requirements will not be accepted.

Discussion List Assignments: 150 points

Discussion list assignments are to be professionally prepared and punctual. The assignments are due on the posted date and time and will not be accepted late.

Article Review -- Each presenting student will be required to post a link to a current (within the past two years) article dealing with a course topic and begin a discussion of the article on the CourseDen discussion list. The presenting student will submit a proposed multiple choice or true/false test question to the Professor through CourseDen email. All other students will read the article and post comments on the CourseDen discussion list.
Catalyst Report -- Each student will be required to review an assigned Catalyst short take dealing with current information involving women and work and to submit a one paragraph summary on the appropriate discussion list. Each student will also submit a proposed multiple choice or true/false test question to the Professor through CourseDen email.

Attendance: 100 points (up to 10 points per class--five for attendance; five for participation)

Roll will be taken at the beginning or end of each class session. Students arriving late for class will not be allowed to enter unless prior arrangements have been made. “Late” is defined as any time after the scheduled start time for class. Students who leave during class are not allowed to return during the same class and may lose credit for that day’s class. Students are expected to be prepared for class and actively participate. Participation includes both quantity and quality components. Students may be called upon to discuss case law, recount knowledge of the subject matter, analyze a situation, or effectively present a point of view. Students are personally responsible for all material covered, distributed, and/or assigned in this course. Students who are obviously unprepared for class or are caught using electronic devices during class will be counted absent for the class session.

Any student missing more than 3 class sessions may be dropped from the course. Additionally, they may have points deducted from their final points total.

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, homework or papers or using unauthorized sources on the writing assignments will result in failure of this course and may result in dismissal from the University. For the purposes of this class, the statements in the Student Handbook and Honor Code and the Student Code of Conduct will apply, including but not limited to the following:

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 degree requirement, 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.

Failure to observe these standards will result in an “F” grade in the course and possible disenrollment from UWG. Use of electronic devices during an examination will be deemed a violation of provision 1, above, and will result in a grade of “F” for the course. Use of unapproved sources on the writing assignments will be deemed a violation of provision 1, above, and will result in a grade of “F” for the course. UWG now utilizes an academic dishonesty database, and instances of academic dishonesty become part of the student’s permanent file; this may affect graduate school admissions and future employment checks.

CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disorderly conduct as defined in Section 4.00 of the UWG Code of Conduct or disruptive or disrespectful behavior during any meeting of this course is subject to disenrollment from this course with a grade of “F.” Disruptive and disrespectful behavior includes, but is not limited to, inattentiveness, disrespectful or threatening words or actions toward classmates or the professor, moving about the classroom during class (including entering and exiting the classroom), cursing or yelling at others, sleeping in class, using electronic devices in class, and the like. Students will treat each other and the professor with the utmost respect and professionalism at all times. The professor is available after class and during office hours to hear any concerns you may have concerning the class.

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.

ADDITIONAL STUDENT RESOURCES/POLICIES:

UWG Online HelpDesk Services: 678-839-6248 or online@westga.edu  
Accessibility Services: 678-839-6428 or ccd@westga.edu  
Center for Academic Success (formerly Excel Center): 678-839-6280 or helpme@westga.edu  
UWG University Writing Center: 678-839-6513 or writing@westga.edu  
UWG Online Student Guide (contains a variety of information and resources for online learning)  
UWG Mandatory Syllabus Policies (required information for all UWG course syllabi)

CREDIT HOUR POLICY STATEMENT (3 Credit Hour Course):

For approximately 15 weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside the classroom each week. On-line and out-of-class work may include, but is not limited to, discussions, readings, assignments, projects, group work, research, and test preparation. For the abbreviated summer courses, adjust accordingly.

COURSE CALENDAR: Assignments and announcements will be made in class and in CourseDen.

IMPORTANT DATES: The nature of this course requires a flexible timeline. This is an estimated timeline for the course and is subject to amendment.

Course Introduction:  
Wednesday, May 31 – First Day of Class – Introduction and Lecture

Written Assignment and Discussion List Due Dates:  
These due dates will be located in CourseDen. Late Assignments will not be accepted!

Test Dates:  
Monday, June 12 – Test 1  
Monday, June 19 – Test 2  
Monday, June 26 – Test 3; Graduate Presentations