Instructor: Dr. Mary-Kathryn Zachary
Office Hours: T/TH 4:00-5:30PM; other times by appointment
Office: (UWG) Miller Hall, Rm # 2219
Phone: 678-839-4832
Email: mzachary@westga.edu
Prerequisites: There are no prerequisites for this course.

Required Text:
Managing Cultural Differences, Neil R. Abramson and Robert T. Moran, 10th ed. (various formats available, but make sure it is the 10th ed.); Intercultural Effectiveness Survey (pre- and post-) (Students MUST purchase the two IES surveys - this is MANDATORY for the course. Additional readings as assigned.

Course Description:
A course designed to enable students to become more competitive in their chosen career fields by developing in them an understanding of the importance of increasing global economic interdependence and the challenges of relating to people from other countries or cultures.

Course Learning Objectives:
• Demonstrate an understanding of the importance of increasing global economic interdependence and its impact on business. (BBA 4, BBA 5, BBA 6).
• Demonstrate an understanding of the challenges of relating to people from other countries or cultures and its implications for business. (BBA 4, BBA 5, BBA 6, MGT 2).
• Demonstrate the ability to understand and apply major areas of law and management affecting business in the subject matter area, incorporating the influence of globalization, the impact of demographic diversity, and the use of appropriate quantitative techniques, within an ethical framework. (BBA 4, BBA 5, BBA 6, MGT 1, MGT 2).
• Demonstrate the ability to analyze issues and situations having cultural management implications and assess the consequences of courses of action. (BBA 4, BBA 5, BBA 6, MGT 1, MGT 2).

• Demonstrate the ability to gather and analyze relevant cultural information about specific countries and to communicate this information effectively in oral presentations and in writing. (BBA1).

• Demonstrate familiarity with various online resources related to the subject matter and the ability to use them. (BBA 4, BBA 6, MGT 1).

• Demonstrate the ability to organize and present their work in an effective and professional manner. (BBA 1, BBA 3).

Relationship of Learning Objectives to Learning Outcomes for the B.B.A Degree in Management:
Achievement of the Learning Objectives for this course will advance the student toward meeting the standards articulated in the Learning Outcomes for the B.B.A. Degree in Business Administration and the B.B.A. Degree in Management.

Method of Instruction:
Delivery of information and concepts will be primarily by way of class discussions and presentations, as well as outside assignments. The subject matter will be drawn primarily from the texts, outside sources (including online resources and guest speakers), and current issues in the news.

Communication:
Communication between the professor and the entire class will be primarily through CourseDen Announcements. The preferred communication method between an individual student and the professor will be through CourseDen mail. Distribution of course materials will be through CourseDen. Students are required to check CourseDen and their UWG e-mail daily. In this course, students are required to set their CourseDen notification settings to e-mail and/or text the student whenever an Announcement is posted. Students also are required to subscribe to the course calendar.

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 email was not received and resend.

Failure to observe these standards will result in failing the course. Use of electronic devices during an examination will be deemed a violation and will result in a grade of “F” for the course.

Office Hours:
My office hours are posted on the syllabus. I will generally be available in my office (Miller Hall 2219) during those times. Outside of those times, students may request an appointment to meet. My goal is effective and timely communication with students, and this may take the format of face-to-face meetings, emails, or other forms of communication.

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, as well as by email, 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.

• Links to a variety of other policies and student resources are available elsewhere in this syllabus.

• The course content is provided to students for the purposes of receiving credit for MGNT 3627/SOCI 3273 only. All intellectual property belongs to the professor and/or UWG. Students may not reproduce, save, or copy course content for purposes of sale or distribution to others outside the class. Students who do so may be subject to legal liability in addition to discipline for academic dishonesty.

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. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation. For the abbreviated summer courses, adjust accordingly.

Evaluation and Grades: Type of Graded Event - Points
Intercultural Effectiveness Project - 150 points
Journal Parts 1 and 2 - 150 points (75 for each part)
Attendance/Participation - 100 points (70 attendance; 30 participation)
International Week - 100 points (Individual Country Report (50); Presentation to Group (50))
Test – 100 points
Total Possible Points - 600
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>540-600</td>
<td>A</td>
</tr>
<tr>
<td>480-539.9</td>
<td>B</td>
</tr>
<tr>
<td>420-479.9</td>
<td>C</td>
</tr>
<tr>
<td>360-419.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt;360</td>
<td>F</td>
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</tbody>
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Extra credit, if available at all, will be discretionary on the part of the Instructor, and opportunities will be to the class as a whole and not to individual students. Work completed for another course will not be accepted to meet the requirements of this course.

**Intercultural Effectiveness Project: 150 points:**

Students are required to timely purchase and complete two Intercultural Effectiveness Surveys. This is mandatory for this course. This device assesses various intercultural competencies. The first survey will be completed at the beginning of the course. Failure to purchase and complete the first survey by the required date will result in the student being dropped from the course. Each student will receive an individualized report assessing his or her competencies, as well as general suggestions for improving those competencies. The student will then make an overall plan for strengthening intercultural competencies and state specific tactics for achieving them. At the end of the course the scale will be administered again and a comparison made. Failure to purchase and complete the second survey by the required date will result in a zero grade for the IES project.

Part of this project requires the student to engage in at least 15 hours of cultural experiences outside of class throughout the semester involving at least 5 different types of experiences. These may include such projects as learning foreign words, interviewing a foreign student, attending international night, viewing a foreign film and/or television programming in another language or dealing with another culture, attending a cultural diversity workshop, attending a foreign or multicultural festival such as the Atlanta Greek Festival, visiting a foreign market, cooking an international meal, going to an authentic international restaurant, watching travel videos, reading travel guides or books from different countries, watching a sport characteristic of another country, and so on. Students should document their activities with dates and proof of involvement and the number of hours spent in each activity. Additionally, students should describe each experience in their project notebook and explain how each experience fit into their plan
for increasing intercultural competencies. You will also be called upon in class to share your experiences with the other students.

A final part of the project involves the student comparing the results of the first and second surveys and analyzing the overall project.

A project notebook containing all of the parts of the project will be submitted the latter part of the semester.

Failure to turn in the IES project by the assigned date will result in a grade of zero.

Journal: 150 points (75 points for Part 1; 75 points for Part 2)
The journal consists of your chapter discussions and reflections, class commentaries (including guest speakers, news articles, country reports, outside assignments, and cultural experience discussions), and outside of class observations. The chapter discussions and reflections should be completed before class coverage of that chapter. They are not intended to be a summary of the chapter. Rather, they should be a reaction to it. The content should reveal to me that you have read the chapter, thought about it, and have something to say about it. For example, you could discuss what caught your attention most, what experiences you were reminded of, etc. The class commentaries should be written after the classes in question. You are encouraged to submit your Chapter 1 discussions and reflections and corresponding class commentaries to me for feedback.

Failure to turn in the journal by the assigned dates will result in a grade of zero.
Attendance/Participation: 100 points (70 for attendance; 30 for participation)
Attendance and interaction are vital in this course. Participation points require active involvement in the class. Students should be prepared to discuss assigned material and to engage in class discussions.

International Week: 100 points

Individual Country Report: 50 points
Individuals will be responsible for coming up with a country fact sheet/report for their designated country, consisting of basic information about that country (brief history, currency, time zone, temperature, government, information from the categories in chapter 1 of Managing Cultural Differences, and anything anyone would need to know before going there).

Class Presentation: 50 points
Individuals reporting on countries from that part of the world will prepare a brief class presentation for that part of the world featuring a cultural dimension (ex., artifacts, dress, food, music, etc.).

Test: 100 Points
Students will have an essay test at the end of the course designed to integrate information from throughout the course. Examples may include case analyses, discussions of cultural attributes, successful completion of a map test, country and area of the world commentary, questions on guest speakers, and so on. The test is designed to pull together all of the elements of the course.

Failure to take the test on the assigned date may result in a grade of zero.

Academic Honesty/Cheating:
This professor has a zero tolerance policy on cheating and takes actions against students for cheating almost every semester. Receiving or giving help on exams or assignments, using cell phones or other unapproved devices or resources on exams, sharing/storing/retaining course materials or answers, and any other form of cheating will result in failure of this course (not just the assignment or exam) and a record of academic dishonesty placed in the student’s permanent records. It also 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:

- 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.
- 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.
- 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.

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 ability to get a job! Don’t do it!

The professor/university/USG may utilize all means available, including but not limited to IP address monitoring, login data, metadata, and other computer forensic methods to detect cheating on assignments and other graded work. In addition, UWG & USG are authorized to and do monitor for evidence of cheating, including monitoring external website activity (e.g., social media websites) accessed using UWG/USG resources. You have no right of privacy for activity you engage in using UWG/USG equipment or services, including but not limited to computers, servers, wireless or wired internet. This includes activity you engage in on UWG’s wifi system even from your own device or computer. Any student caught by UWG/USG personnel will be dealt with per the Academic Honesty policy.

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:
• 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.

• 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.

• 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.

Wolf Pact: The Richards College of Business has implemented the Wolf Pact to emphasize our shared commitment to academic honesty, ethics, and integrity in our dealings with one another. Students in this course are expected to behave ethically and professionally, with integrity and honesty, in all activities. By remaining enrolled in this course, you affirm that you will abide by the Wolf Pact. The following individual student statement is applicable to and incorporated into each academic exercise in this course: “I hereby affirm that I have behaved ethically and professionally, with integrity and honesty, in the preparation and completion of this academic exercise.”

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)

Course Calendar:
The nature of this course requires a flexible timeline. An estimated timeline for the course, subject to amendment, is located under your Contents tab in CourseDen. Assignments and announcements will be made in class and in CourseDen.