Instructor: Ms. Mariana Sanchez  
Office Hours: T/TH 2:30PM-5:00PM  
Telephone: (678) 839-5165  
Email: msanchez@westga.edu  
Office: Miller Hall 2321

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.

Prerequisite: There are no prerequisites for this course.

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:  
1. Demonstrate an understanding of the importance of increasing global economic interdependence and its impact on business. (BBA 4, BBA 5, BBA 6).
2. 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).
3. 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).
4. 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).
5. 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).
6. Demonstrate familiarity with various online resources related to the subject matter and the ability to use them. (BBA 4, BBA 6, MGT 1).
7. Demonstrate the ability to organize and present their work in an effective and professional manner. (BBA 1, BBA 3).

Credit Hour Policy (3 credit hours):  
For approximately fifteen 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 of 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.

Requests for Modifications:  
Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG Accessibility Services documenting the disability is required in order to receive accommodations. You obtain more information about Accessibility Services here.

Penalties for Breach of Academic Integrity:  
Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs. NOTE: Violations of the academic honesty policy may result in expulsion from the University.
Student Rights and Responsibilities:
Please carefully review the information at the following link: [Common Language](#). This link contains important information pertaining to your rights and responsibilities in this class and is updated as federal, state, university, and accreditation standards change.

HB 280 (Campus Carry):
UWG follows University System of Georgia (USG) guidance: [Campus Carry link](#).

Official Communication:
University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. It is the student’s responsibility to check his or her email. The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.

Course Conduct:
It is expected, but not mandated, that you access all materials provided for this class including content posted on CourseDen and emailed to you. All material provided is subject to inclusion exam(s). During the semester, students are expected to:
- Complete assignments on time
- Arrive to class/exam(s) on time
- Ask questions if necessary

Course Requirements:
- Access to a computer (PC or MAC) with speakers
- High speed internet service is strongly recommended
- Microsoft Office software (please visit SITS for more information on how to download it) and Adobe Reader.

Other Course Policies:
- Email is a common mode of business communication, please email me to my westga.edu email from you’re my.westga.edu.
- Please compose emails in a professional manner and avoid informal emails (i.e., unpunctuated, sloppily written, and using greetings such as ‘Hey’).
- It is the student’s responsibility to access all content posted on CourseDen and emailed to the student.
- Unforeseen changes in the syllabus and assignments will be announced in email.
- It is the student’s responsibility to regularly check their my.westga.edu email periodically.

Grading:

<table>
<thead>
<tr>
<th>Graded Event</th>
<th>Percentage of Final Average</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>25%</td>
<td>A: 90-100</td>
</tr>
<tr>
<td>Individual Project</td>
<td>25%</td>
<td>B: 80-89</td>
</tr>
<tr>
<td>Group Project</td>
<td>20%</td>
<td>C: 70-79</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
<td>D: 60-69</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
<td>F: &lt;60</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
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**Exam:**
Students will have an essay exam at the end of the semester which includes information learned throughout the course. There will be no make-up for exams except for the reasons listed below. Unexcused absences from an exam will result in a zero score. An excused exam absence is defined by one of the following:

1. University-sanctioned activity. Written, verifiable notification of the activity must be provided and validated by the instructor at least 72 hours prior to the scheduled exam.
2. Verified medical absence. A written and verifiable note must be presented to me no more than 72 hours after the exam. The note must say that you were physically unable to take the exam at the scheduled time due to the nature of your illness.
3. Other hardship cases provided that you have obtained the required approval of the university.

**Individual Project & Group Project:**
Detailed instructions can be found in CourseDen, under Course Content.

**Course Schedule:**
An estimated timeline for the course can be found in CourseDen, under Course Content. The course schedule is subject to changes at the discretion of the Instructor. Changes will be announced in CourseDen.