COURSE NUMBER: MGNT 4626: SOC 4103 (M-F - 5:30 p.m.–7:45 p.m)
COURSE TITLE: Women and Work
INSTRUCTOR: Dr. Mary-Kathryn Zachary
OFFICE: RCOB 2219, Richards College of Business
TELEPHONE: 678-839-4832
FAX: 678-839-5041
E-MAIL ADDRESS: mzachary@westga.edu
OFFICE HOURS: The following are my office hours for this semester.
M– 2:45 to 5:30; other times by appointment.
REQUIRED TEXT: Women & Men in Management
Author: Powell
Edition: 4th
Publisher: Sage

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:

Describe the history of women and men in the work force.

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

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

Develop understanding of current issues involving women and men 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 men and work.
Develop awareness of global implications for women and men in the workplace.

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

Identify a potential issue involving women and/or men 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 and men, such as employment applications or interview questionnaires, and revise to meet legal requirements and business interests.

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 D (or distance) course. Delivery of information and concepts will by way of CourseDen and face to face meetings. The class will meet face to face on the following dates: Thursday, May 31; Monday, June 11; Monday, June 18; and Monday, June 25. The class will either meet face to face or have an alternative assignment on the following dates: Thursday, June 7; Thursday, June 14; and Thursday, June 21.

**COMMUNICATION:**

Communication between the professor and the entire class will be primarily through CourseDen Announcements. Communication 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. The professor will respond to student e-mails, calls, or text messages during this abbreviated summer term within 24 hours.

**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.

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 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 women and Work 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.

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>4</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td></td>
<td></td>
<td>700</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>
</tr>
</thead>
<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 (100 per week)

Three examinations will be given during the session. Each test will cover approximately one third of the text. All students are expected to take examinations at the scheduled time. The first exam will be given on Monday, June 11, the second on Monday, June 18, and the third on June 25. 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 and/or assigned. 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.

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.

Written Assignments: 150 points (50 per week)

The content for the Written Assignments will be announced in class and posted in CourseDen. They consist of three sets of up to twelve varied activities or groups of activities per set designed to enhance and supplement your text. 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. **Written assignments will close each week on Thursday nights at 5:00 PM. No late exceptions are available, nor will partially completed assignments be accepted. Failure to complete all of the assignments in any set will result in a zero for the entire set.**

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. Other written assignments may be given during the course of the semester.

Discussion List Assignments: 150 points (50 per week)

*Article Review* -- Each presenting student for the week in question will be required to post a link to a current (within the past two years) article dealing with a course topic covered that week and begin a discussion of the article on the CourseDen discussion list. All other students will read the article and post substantive comments on the CourseDen discussion list. **Articles must be posted by 11:00 p.m. on Sundays. Comments must be posted by 5:00 p.m. on Thursdays. No late exceptions are available, nor will partially completed assignments be accepted. Failure to complete all of the assignments in any set will result in a zero for the entire set.**

Attendance and Participation: 100 points (25 points for orientation on Thursday, May 31, and 25 points for face to face classes on June 7, 14, and 21)

Students are expected to be prepared for class and actively participate. Participation includes both quantity and quality components. 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 without permission will be counted absent for the class session.**

**ACADEMIC HONESTY:**

**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:

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.

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.

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, 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 without permission, and the like. Students will treat each other and the professor with the utmost respect and professionalism at all times. The professor is available outside of 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)

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.

**Thursday, May 31** – First Day of Class – Orientation; All students are responsible for the information communicated during this class.

**Sunday, June 3** – Week 1 Articles posted by 11:00 p.m.
Thursday, June 7 – Week 1 Article commentaries and Writing Assignments due by 5:00 p.m.; Class or alternative assignment on Chapters 1-3.

Sunday, June 10 – Week 2 Articles posted by 11:00 p.m.

Monday, June 11 – Class; Test 1 (Ch. 1-3 + articles, assignments, current events)

Thursday, June 14 – Week 2 Article commentaries and Writing Assignments due by 5:00 p.m.; Class or alternative assignment on Chapters 4-6)

Sunday, June 17 – Week 3 Articles posted by 11:00 p.m.

Monday, June 18 – Class; Test 2 (Ch. 4-6 + articles, assignments, current events)

Thursday, June 21 – Week 3 Article commentaries and Writing Assignments due by 5:00 p.m.; Class or alternative assignment on Chapters 7-9 through p. 222.

Monday, June 25 – Class; Graduate Presentation; Test 3 (Ch. 7-9 through p. 222 + articles, assignments, current events)