

**MGMT 379 / WGSS 379**  
**Women Changing the World**  
Spring 2012

**Course Description**

This course will equip students with the strategies they need to become successful leaders of change in their personal and professional lives. We will examine how female leaders throughout history have been visionaries of ideas and have made changes happen in many different situations and organizations. Students will learn from these women as they design and lead their own projects-- each student will become a leader of change! Anyone who wishes to change the world is encouraged to enroll.

Mary Lynn Manns, Ph.D. is on the faculty in the Department of Management & Accountancy. She is the author of the book: *Fearless Change: Patterns for Introducing New Ideas*. She has taught classes and has done numerous presentations throughout the world on the topic of leading change. She is a firm believer in the power of university students to change the world.

**Instructor:** Dr. Mary Lynn Manns, Owen 210, 251-6858, [manns@unca.edu](mailto:manns@unca.edu)

**Drop-in Office Hours are posted on the course web site.**

**If the drop-in office hours are not convenient**, I encourage you to adopt the professional approach of making an appointment rather than simply expecting I will be free to see you during times that are not designated as office hours.

**Web site:** The web site for this course is: [www.cs.unca.edu/~manns/mgmt379.html](http://www.cs.unca.edu/~manns/mgmt379.html)

You should refer to this site regularly because it contains:

- all handouts (Hardcopies of handouts will be distributed in class. If you miss class, you will need to get the handout from the web.)
- the course schedule (This is updated regularly and provides information about assignment due dates, exam dates, class lectures and other events.)
- course readings
- special announcements
- links to course resources

## Course Materials

**Book:** Manns, M. L., & Rising, L. (2005). *Fearless Change: Patterns for Introducing New Ideas*. Boston: Addison-Wesley.

**Other readings:** Other required readings can be accessed from the course web site. It is recommended that students print these articles and place them in a 3-ring binder.

### Other Materials:

- a 3-ring binder for your journal, the readings and handouts
- a nametag for your desk (for every class)
- journal

## Student Learning Outcomes can be found here:

**Department:** <http://www2.unca.edu/mgmtacct/MGMT%20SLOs.pdf>

**University:** <http://sacs.unca.edu/student-learning-outcomes>

**ILS:** <http://ils.unca.edu/mission-and-student-learning-outcomes> (see Transfer Colloquium Courses, Information Literacy, Writing Intensive)

## Course Objectives

### This course will:

- ... provide students with an understanding of various strategies for leading change
- ... guide students in an analysis of each strategy's contexts and consequences in change management and decision-making
- ... allow students to explore their own change efforts in their individual areas of interest
- ... fulfill the "common goals" required in all LSIC 379 courses:
  - introduce students to education in a liberal arts environment
  - assist students in making the transition to UNCA
- ... fulfill the "common learning outcomes" required in all LSIC 379 courses:
  - students will clearly articulate in writing their ideas about course content
  - students will clearly articulate in class discussion their ideas about course content
  - students will understand how a liberal arts education differs from other approaches to higher education
- ... fulfill the Writing Intensive Component required in all LSIC 379 courses
  - a minimum of 15 pages of writing
  - feedback and rewrites
- ... fulfill the Information Literacy Intensive Component required in all LSIC 379 courses
  - develop skills in finding information in diverse formats using advanced methods and resources, analyzing and evaluating the information, making appropriate use of it and citing it under the laws of copyright, intellectual property and ethical use
- ... give students opportunities to practice team dynamics skills (through team projects)
- ... give students opportunities to practice oral presentation skills (through personal and group presentations)

## GRADING

Please remember that I do not *give* a grade. Rather, you *earn* it, as follows:

<b>Change the world project</b>	<b>200</b>
Handouts with specific information and requirements will be distributed.	
<b>Other assignments</b>	<b>100</b>
This will include assignments such as: an interview with a present day woman leading change, a short presentation about a change project led by a woman, portrayal of a change leadership pattern, class assessment. Handouts with specific information and requirements will be distributed.	
<b>Out of class events</b>	<b>60</b>
Options will be given and each student will choose 4 at 15 pts each. <b>One</b> of these must be an event sponsored by another student in this course. Specific details for the other <b>three</b> will be posted on the course website.	
<b>Attendance:</b> 25 classes at 4 pts each	<b>100</b>
<b>Contribution to class: class discussions and writing feedback</b>	<b>40</b>
Each student is required to make a <i>meaningful</i> contribution to class meetings. Attendance and participation are important, but it is not enough – <b>the student must also make a meaningful <u>contribution</u> to the class by sharing his or her ideas on the various topics.</b> Contribution will be evaluated approximately as follows: 40 -- regularly volunteers insightful contributions to questions and discussions 25 -- contributes sometimes, primarily when called upon 10 -- rarely contributes 0 -- the class hardly noticed you were there	
<b>TOTAL</b>	<b>500</b>

### Grading Scale

451-500:	A	351-400:	C	below 301:	F
401-450:	B	301-350:	D		

One exception: Students who do not complete all assignments are not eligible for a final letter grade 'A'.

### Borderline Points

In the case of "borderline" points, a student will receive the higher of the two grades only if he/she: 1) had regular contribution to the class and, 2) completed all assignments. Class contribution and quality of assignments have a large influence on final grades!

### If you miss a class ...

... you are still responsible for anything that happened in the class. This includes any assignments that were due, were assigned, or were returned to the students.

## REQUIREMENTS FOR ASSIGNMENTS

**A) Each written assignment must:**

- be typed
- have pages stapled or taped together (no paperclips; provide your own stapler or tape)
- include references in legal, complete, correct format. (Save a tree—you do not have to print this on a separate page.) We will use the APA style in this course. If you are not familiar with the APA style, you will find a link to it on the course web site.
- include the following at the top **left** of page one:
  - assignment title
  - student's name
  - course number and section number
  - date submitted to instructor
  - student signature(s). By signing the assignment, you are stating that the work is your own – see “Academic Honesty” on this handout for more information.

*Written assignments that are missing any of the above will have one point deducted.*

**B) Assignments are not accepted in electronic form.** This is because e-mail is not always reliable and all papers must have the student's signature (see (A) above).

**C) When you are doing an assignment as a team,** check the work of the other student(s) carefully because their grade is also your grade – you are working as a team.

**D) Each written and presentation assignment** must represent a quality and level of competence that would be acceptable in the work place. Expectations for your work in this course are nothing more than the quality your employers will expect. Therefore, *one point will be deducted* for each item that decreases the professionalism of your assignment. This includes, but is not limited to, such things as:

- poor writing and presentation style
- misspellings (on paper or slides)
- bad grammar, sentence structure, or punctuation (on paper or slides)
- a shoddy appearance of written documents or presentation slides
- pages or slides out of order
- (etc. etc. etc.)

**E) If you are doing a presentation, come to class early** and load your presentation file(s) on the class computer before class begins.

**F) You are responsible for picking up your papers in class after they are graded.** If your paper is not in the instructor's “to be graded” or “to be picked up” files, it will be assumed that you never turned it in.

**G) If you need to reschedule any of your presentations**, you may do so by trading a presentation date with another student in the class (it is the student's responsibility to locate someone who is willing to make the trade). Last minute rescheduling is possible only if there is an open date on the class schedule (this is not likely). If there is no date available, the student must accept a score of zero.

**H) Why you shouldn't wait until the "last minute" to start or to finish an assignment**

Many of the assignments are lengthy and require a great deal of thought over an extended period of time. In addition, technology can often respond in unexpected ways and technical problems will often cause tasks to take longer to complete than expected.

**I) Late papers:** Twenty percent will be deducted each day a written assignment is overdue, weekend and school holidays excluded. Assignments are due at the start of class on the due date – if you are late for class or if you turn it in after class, it is one day late. Deadlines will not be extended for any individual. If you submit an assignment late, you should gracefully accept a lowered score. Papers are late even if you are ill. There is no need to explain your illness to the instructor because it is not appropriate for the instructor to know your personal matters. If you are ill, you should not worry about submitting a late paper because one late paper is not likely to have a significant effect on the final letter grade you will earn at the end of the semester.

**J) If the evaluation of any written assignment is lower** than the student(s) would like it to be, the student(s) may revise and resubmit it only if permission is given by the instructor. The student will request permission to resubmit (within the resubmission period – see (1) below). The instructor will grant permission to resubmit only if it appears that the student made a sincere effort to complete the assignment the first time (in other words, this option is not to be used as a way to turn in incomplete assignments and then get a second chance to complete it). If permission is granted:

(1) The assignment must be resubmitted to the instructor by 12noon two days later (for example, if papers are returned on a Monday, you will have until 12noon on Wednesday; if returned on Wednesday, you will have on 12noon on Friday to resubmit)

**If you miss class on the first day the papers are returned and therefore do not immediately pick up your paper and request permission to resubmit, you will lose the two-day time period to revise and resubmit your assignment.**

(2) Twenty percent will be deducted for this "second time" opportunity.

(3) The grading for this "second time around" will be much stricter.

(4) The original paper (with the first grade) must be attached to the resubmitted paper.

**K) Finally, and perhaps most importantly, please understand that assignments are not given to impose useless work on the students.** The instructor realizes that all students are busy, so each assignment is carefully considered, designed, and then assigned with the sole purpose of helping each student learn and improve his/her comprehension of the course material.

## BACK-UPS

*Always have a back-up plan!!! ...*

\*\* You are expected to have a back-up plan for all your presentations. Your presentation will not be rescheduled, so plan *exactly* what you will do if your PowerPoint file or any other technology fails.

\*\* Test that the technology works for your presentation – make sure you do this in plenty of time before class to make adjustments if needed.

\*\* You are also expected to make a back-up as you work on your documents – failed technology is no excuse for a late assignment.

\*\* You are expected to make and keep a back-up of all your work on a disk until the end of the semester. If any of your papers get misplaced, your instructor will request your back-up version.

## ACADEMIC HONESTY

As stated in the UNCA catalogue, “Any act of plagiarism or cheating is academic dishonesty. A person who knowingly assists another in cheating is likewise guilty of cheating.” The catalogue also states that it is up to the instructor to determine the penalty. In this class, any act of academic dishonesty will result in a zero score. Your confirmation that the work you submit is your own, and not created with any act of plagiarism or cheating, will be indicated by your signature next to your printed name on all papers submitted for grading. Work submitted without your signature will not be graded – the paper will be returned to you for signature.

## APPEALS

Any student that feels he/she has been treated unfairly in this course may appeal any decision of the instructor by presenting his/her case in writing to all other students in the class. A decision of the instructor can be changed by a unanimous vote of all the students in the class. All appeals must be submitted no later than **one week prior to the last class meeting of the semester**. For further information on the process for submitting an appeal, see your instructor.

## FOOD AND DRINK IN THE CLASSROOM

You are welcome to drink beverages such as water, coffee/tea, juice and soda during class time. If you wish to eat food during class, you should bring some for everyone (or show that you have a medical reason to snack during class time).

## **SEVERE WEATHER POLICY**

If severe weather occurs, classes will be cancelled in accordance with the decisions of UNC Asheville. Call the Snow Line or check the UNCA web page for more information. If class is cancelled, an exam or assignment scheduled for that day will be postponed until the next class meeting. If UNC Asheville is operating under the “Late Start” policy, the starting time of the class will be changed. *If classes are in session but your instructor is unable to get to campus* because of poor road conditions, she will put a message on her office voice mail (828-251-6858) stating that class is cancelled – if no such message is on the voice mail, students can assume that class will be held.

## **COMMUNICATION**

Your instructor will communicate with you through your UNC Asheville e-mail account. You are expected to read this e-mail daily (or forward it to an e-mail account that you do read daily).

## **CLASS SCHEDULE AND DUE DATES**

The class schedule, including readings, exams, student presentations and other dates and class events, will be posted on the web at the course site listed on the first page of this document. It is not distributed in printed form. Rather, a web site posting allows the most current schedule to be viewed by everyone at any time.