

VALENCIA COLLEGE

West Campus Business Division

MAN4930 Selected Topics in Management CRN17278

TERM PERIOD: **H1** FALL 2024 August 19th thru Oct 10th

CREDIT HOURS: 3

PREREQUISITES: MAN 3353 Management Theory and Practices

CLASS MEETING ROOM: ONLINE

DAY/TIME: ONLINE

PROFESSOR: Dr. Luis Pizarro

OFFICE: West Campus, Building 11, Office 200A

PHONE: 407-582-7532

EMAIL: lpizarro3@valenciacollege.edu

FACULTY FRONT DOOR: <http://frontdoor.valenciacollege.edu/?lpizarro3>

Office Hours: **Note:** For virtual meetings, please first email or call me first so that we may set up a time. Also, if I am available, we can certainly meet virtually outside of the stated time frames.

On campus:

- My office Mondays from 7am to 9am

Virtual:

- Tuesdays and Wednesdays from 8am to 10am
- Thursdays and Fridays from 3pm to 5pm

Important dates

- Drop Refund Deadline (by 11:59pm EST): August 26th 2024
- No Show Reporting Period: Aug 28th to Sept 6th 2024
- Student Initiated Withdrawal ("W" grade) Deadline: (by 11:59pm EST): Sept 20th 2024

College Closed

- Labor Day: September 2nd 2024

COURSE DESCRIPTION: This course explores current topics, issues, and trends pertinent to supervisors and managers. This course is senior-level status.

MAYOR LEARNING OUTCOMES (MLOs)

- Students will identify ethical considerations within organizations.
- Students will summarize theories and frameworks related to the selected topic.
- Students will identify and discuss organizational issues related to equity and inclusion.
- Students will identify strategies related to the selected topic.
- Students will discuss the application of the selected topic to issues in organizations.

INSTRUCTOR LEARNING OUTCOMES

- Demonstrate an in-depth understanding of a key management issue(s) not covered in detail within regularly scheduled management courses.
- Demonstrate skills and techniques necessary to apply theoretical concepts within a topic area to real-world management situations.
- Demonstrate ability to discern whether and to what degree the applications of theoretical concepts within the special topic area can be consistently applied across varying company environments.
- Integrate knowledge regarding salient management challenges and opportunities across business disciplines.

TEXTBOOK & REQUIRED MATERIALS: NONE! All required readings will be provided in each module.

COMPUTER/EQUIPMENT REQUIREMENTS: You will need a computer or access to a computer to complete all the assessments for this course. As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use. You can learn more about accessing these applications in Atlas, on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

TECHNOLOGY ACCESS/SKILLS: You may want to consider using Mozilla Firefox as your internet browser. If you have issues with your browser, try clearing your history, cookies, and cache. If you still experience any difficulties in Canvas, please contact VC Canvas help at 407-582-5600 so they can help you navigate the issue.

COURSE COMPETENCIES: The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: Think, Value, Communicate, and Act described in the [Valencia College Catalog](#).

Weekly Course Assignment Schedule

Course Schedule: Please see the Home tab of Atlas for a list of assignment due dates.

Course and College Policies

College Policies

A full description of all College policies can be found in the [College Catalog](#); [Policy Manual](#); and the [Student Handbook](#).

Attendance Policy

Online courses move swiftly, and it is easy for students to fall behind if not actively engaging in class discussions. Peer-to-Peer communication—facilitated through weekly discussion posts—is the primary method of keeping attendance in online classes. If you miss a discussion board post, your instructor may message you (via your grade book) to ascertain if there are any problems preventing your participation. Students who fail to complete three (3) successive discussion posts may be reported for possible withdrawal from the course for lack of participation.

NOTE: Regarding extended absences for non-extenuating circumstances: I understand that sometimes we make plans in the middle of other responsibilities. However, I do not consider events like taking vacation, trips and the likes as justifiable situations that meet extenuating circumstances. Therefore, if you have planned on going away for an extended period of time (I consider extended missing more than two consecutive weeks' worth of class participation in any modality), I strongly suggest that you familiarize yourself with your [student handbook](#), specifically College Policy [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)

Again, I understand that sometimes we cannot just plan our lives around our work or academic responsibilities, but I am a firm believer that you must learn to balance both now so that when you enter the workforce later you do not do so with unrealistic expectations. Therefore, take note that I do not make exemptions or exceptions for non-extenuating circumstances.

Unjustifiable being and mostly meaning emergency situations. This shared, if you plan or have planned to be absent for an extended period as explained above (as per the syllabus), I do expect you to continue to complete due work on time.

Make-Up Policy: Students are adult learners responsible for both their actions and inaction. As such, tardiness is considered unprofessional and is generally not condoned. Weekly discussion board posts are not accepted late for academic credit since feedback is given to the class, which would give the student who submits late an unfair advantage.

- Discussion post answers, and peer responses where required, must be submitted no later than Sunday night by 11:59pm.
- Peer responses, again if required for that particular discussion, if not submitted will carry a deduction of 50%

- Assignments 1 & 2 may be submitted late given extenuating circumstances. Such late work will be accepted on a case-by-case basis, but only when students have made prior arrangements with the instructor at least 48 hours before assignment's due dates.

Academic Honesty: Students will be expected to adhere to the Valencia College Student

LifeMap Handbook as it references Valencia College's Policy #6HX28:08-11

Student Code of Conduct: Students will be expected to adhere to the Valencia College Student

LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

Netiquette: It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [standards of classroom behavior](#). [Links to an external site.](#)

Student Expectations

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.
- Students can expect to devote at least 6 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#) [Links to an external site.](#) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
 - Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value

Instructor Expectations

- The instructor will provide a variety of feedback on submitted assignments within **7** days of the assignment due date.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) [Links to an external site.](#) from Valencia's Peace & Justice Institute.
- The instructor will notify students of changes to the course work via the Inbox or Announcements tools.

Final course grades shall be assigned based upon the student's academic achievement upon the completion of all course work. Missed assignments shall receive zero points. A grade of "I" or Incomplete may be posted at the term's end by the professor only under extenuating circumstances.

90 to 100% A
80 to 89% B
70 to 79% C
60 to 69% D
<59% F

- 7 Discussions @ 50 points = 350 points
- 6 Muddiest Point Activity @ 25 points = 150 points
- Assignment 1 Emergent Topic = 300
- Assignment 2 Summary & Course Feedback = 200
- Total points = 1000

NOTE: Please complete your work as per the schedule. I do not practice opening assignments, discussion, etc., prior to the scheduled time/dates.

Withdrawal Policy: Students who are enrolled, but do not participate during the first week of the course will be classified as "no show."

- A student is permitted to withdraw from a class on or before the withdrawal deadline as published in the [College's Important Dates Calendar](#).
- A student is not permitted to withdraw from a class after the withdrawal deadline.
- A student who withdraws from a class before the withdrawal deadline will receive a grade of "W."
- A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or another grade as determined in consultation with the professor.
- Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

CLASS POLICIES:

1. Assignments and or quizzes will be available from the opening date through the ends of term. However, you must note that the DUE date in most cases will NOT coincide with the end of term date
2. Students must do their own work; there are no exceptions. Students who plagiarize or cheat in any way, risk dismissal from the class and expulsion from the college.
3. Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages

via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.

4. Students with disabilities who qualify for academic accommodations must provide a letter from the Office of Students with Disabilities, and accommodations will be based upon said documentation. Contact OSD directly at West Campus SSB 102, ext. 1523.

Student Support Services

Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services](#) office for more information.

Statement of Support for Students with Food/Housing/Financial Needs

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](#) for information about resources that may be available from the college or community.

Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with your instructor as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with your instructor as soon as possible in order to create a plan for the best course of action.

Laptop Loaner Program

Due to the COVID-19 situation and shift to virtual/online learning, Valencia is currently loaning laptops to students in need. You can request a laptop by completing the request [form](#). This link will take you to the Atlas log-in screen, and then to the form. Laptops are distributed on a first-come-first-served basis, so if you are in need, request a laptop early.

Learning Support

Technology: As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use. You can learn more about accessing these applications in [Atlas](#), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

Distance Tutoring & Technology Support at Valencia

You can easily access Valencia's free distance tutoring and tech support from a computer, laptop, or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Hours of Operation:

Monday-Friday: 8 am – 10 pm

Saturday & Sunday: 9 am – 7 pm

***DISCLAIMER: At the discretion of the instructor, the schedule, procedures, and assignments are subject to change in the event of extenuating circumstances, OR students' collective assignment completion behaviors. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.**