MGT 110 Virtual Component - Course Syllabus for Spring 2019
Craig School of Business, Department of Management

COURSE TITLE: Administration and Organizational Behavior

COURSE NUMBER: Virtual MGT 110: Virtual Team Simulation

The e-mail address below is the listserv for ALL of the virtual instructors:

VIRTUALMGT110INSTRUCTORS@LISTSERV.csufresno.edu

VIRTUAL INSTRUCTORS AND OFFICE HOURS

INSTRUCTOR NAME	OFFICE LOCATION	OFFICE HOURS (By Appt. or See Below)
Prof. Janet Bitter	PB 501	By Appointment Only
Dr. Zhanna Bagdasarov	PB 209	T/Th 3:30pm – 4pm and W 1pm – 4pm
Dr. William Bommer	PB 222	T/Th 10am – 1pm
Dr. Rich DeJordy	PB 217	T/Th 10am – 12pm
Dr. Christopher Sterling	PB 212	T/Th 1:30pm – 4pm

REQUIRED READINGS, BOOKS AND MATERIALS:

1. Internet access
2. Computer and webcam access
3. Solid understanding of the courseware programs used at CSU Fresno –Blackboard
4. This syllabus including appendices (read several times)
5. All supplemental on-line assignment instructions, materials and/or guidelines
6. All announcements posted to Virtual MGT 110 Blackboard and the General Q&A Discussion Board.

VIRTUAL SCHEDULE

ASSIGNMENTS FOR VIRTUAL COURSE	RELEASE OF ASSIGNMENT *(Noon)*	DUE DATE FOR ASSIGNMENT *(Noon)*
Syllabus Quiz	Monday, February 4th at NOON	Friday, February 8th at NOON
Virtual Orientation in Lecture	Thursday, February 5th in Lecture	Thursday, February 5th in Lecture
Team Contract Assignment	Friday, February 8th at NOON	Friday, February 22nd at NOON
Peer Evaluation 1 Link Emailed	Friday, February 22nd by NOON	Wednesday, February 27th at NOON
Case Orientation in Lecture	Thursday, February 21st in Lecture	Thursday, February 21st in Lecture
Case Competition Outline	In Syllabus (Rubric in Course Documents)	Friday, March 8th at NOON
Peer Evaluation 2 Link Emailed	Friday, March 8th by NOON	Wednesday, March 13th at NOON
Final Case (6-7 Minute YouTube Presentation)	In Syllabus (Rubric in Course Documents)	Friday, April 12th at NOON
** Spring Break **	April 15th to April 19th	** Spring Break **
Peer Evaluation 3 Link Emailed	Friday, April 12th by NOON	Wednesday, April 24th at NOON
Reflection Assignment	Friday, April 12th at NOON	Friday, May 3rd at NOON
Peer Eval. 4 Link (5 points X-Credit)	Friday, May 3rd by NOON	Wednesday, May 8th at NOON
Case Competition (Tentative Date)	Tuesday, May 7th in Lecture	Tuesday, May 7th in Lecture

COURSE OBJECTIVES

Organizations have become increasingly reliant upon teams to achieve their goals and fulfill their missions. In recent years, technology advances have allowed organizations to create virtual teams that allow employees to work together despite being in different parts of the country/world. For many employees, these virtual opportunities offer unprecedented levels of flexibility and autonomy. Unfortunately, in many cases, team members lack the necessary training to function as effective team members in this virtual context. This course is intended to provide you a competitive advantage in this important area.

An important part of working in virtual teams is the autonomy factor. Companies expect you to manage your time, learn the skills needed, and to function largely independently. In other words, they give you large amounts of freedom, but will hold you accountable if you do not perform. This class is founded on very similar ideals. In other words, the faculty **will not be** "handholding" in this course but will be there as a resource. It is your responsibility to seek out help when needed but you should always seek answers yourself (e.g., via Google, fellow team members, through software, by reviewing the FAQs in the syllabus Appendices, etc.) **before** relying on the virtual faculty to address your questions.

The MGT 110 Virtual Organization has been designed to provide a virtual team simulation that will enhance your team process skills and improve your technological expertise. More specifically, as a member of your MGT 110 virtual team, you will have multiple opportunities to:
● experience first-hand team processes and team development within a virtual context
● apply the theories and applications from the MGT 110 lectures through completion of your virtual team assignments and exercises
● enhance your written communication skills
● gain real world experience with a variety of electronic communication practices and technologiescritical to effective virtual teamperformance
● increase your self-awareness and improve your team skills through guided reflection on your virtualexperiences
● develop your ability to provide meaningful peer feedback through regular peer evaluations and enhance your time management skills as you learn to cope with the flexibility and autonomy provided by the virtual learning environment

THE VIRTUAL MGT 110 COURSE

The URL for Blackboard access is: https://bbl-app.learn.fresnostate.edu. Once you login, you should see the link to the MGT 110 (Virtual) under **"My Courses"** of the "My Blackboard" tab. From here, you will be able to access the Virtual Syllabus, Announcements, Assignments, Grades, Your Team, the General Q&A Discussion Board, etc..

VIRTUAL POINTS POSSIBLE

Assignment	Points
Syllabus Quiz	10
Team Contract	25
Peer Evaluation 1	25
PE 1 Completion	5
Case Outline	50
Peer Evaluation 2	25
PE 2 Completion	5
Final Case	100
Peer Evaluation 3	25
PE 3 Completion	5
Reflection	25
Total Virtual Points	**300**
PE 4 Completion	*5 Extra Credit Points*

VIRTUAL GRADING COMPONENTS

Syllabus Quiz **(10 points)**

A Blackboard quiz will be given on the virtual class syllabus. It will be available under "Course Documents" (see schedule for date) and cannot be reopened once the due date and time have elapsed. Each student may take the quiz up to three times! Blackboard will automatically take your highest grade earned.

Peer Evaluation **(25 points each; 75 points total)**

Three times during the semester, each student will be sent the peer evaluation link to their **Fresno State email.** This is an online evaluation to assess the contributions of all team members **including himself/herself**. Each person will score themselves and each of their teammates on a **scale from 0-100 points** **along with a brief description to support the scoring given.** Each member has the possibility of earning 25 points from their peers/themself. After you complete the peer evaluation, a confirmation page will appear. You must **print or save the confirmation page**. You should retain your printed confirmation pages until the grades are posted and/or until the end of the semester; this will ensure you receive credit for all submissions.

Peer Evaluation Completion **(5 points each; 15 points total)**

Peer Evaluation completion points (5 points each) are earned **ONLY for completing** the peer evaluation fully. Each person will score themselves and each of their teammates on a **scale from 0-100 points** **along with a brief description to support the scoring given.** If both of these requirements are not done for each member (including yourself), it is considered incomplete. When each peer evaluation is released (see virtual course schedule), students will have 5 days to complete it. Do not wait until the last day, as sometimes there could be connectivity issues, Qualtrics issues, etc.. NOTE: The Peer Evaluations are **unable to be reopened** once the due date and time have elapsed. Remember: After successful submission of your peer evaluation, print the confirmation page.

Team Contract and Final Reflection Assignments (25 points each; 50 points total)
Both assignments have the same guidelines. The guidelines are: typed, 12-point font, double spaced, one inch margins, pdf format, 3-page maximum, including a title page with proper formatting (See Assignment Format section), proper citing and a reference page (APA format). The title page and reference page are **not** included in the 3-page maximum.

Case Competition (150 points total)
A business case will be presented to the students in lecture. There will be an opportunity to ask questions on that day. The Case Competition Assignment will be your group's solution to that problem(s).

a) **The Case Competition Outline** (**50 points)** The guidelines are: typed, 12-point font, double spaced, one inch margins, pdf format, 5-page maximum, including a title page with proper formatting (See Assignment Format), proper citing, and a reference page (APA format). The title page and reference page are **not** included in the 5-page maximum. Failure to turn in a preliminary report will not only lead to a loss of points for that assignment, but it will also harm your final report grade as your group will not have received feedback needed to improve your final case. See Appendix III.

b) **The Final Case** (**100 points**), teams will prepare a video presentation 6-7 minutes in length and convert it to YouTube. The presentation must be posted on YouTube as UNLISTED. Each team will submit their UNLISTED YouTube link on Blackboard. **It is extremely important that each group practices converting presentations to YouTube at the <u>beginning</u> of the semester** as the instructors d**o not assist students with technical difficulties.** See Appendix III.

c) **The Top 3 (Extra Credit)** will be selected for the Case Competition. The finalists will receive additional feedback from the virtual staff, and their presentations will be shown in class to the business owners and faculty (date and time to be announced). After the presentations are shown, there will be a question and answer session so that the business owners and the faculty can further assess the team's work. Extra credit points will be distributed according to how well the team places in the final competition. See Appendix III.

YOUR VIRTUAL TEAM

The syllabus quiz and peer evaluations are completed individually. The Team Contract, Case, and Reflection assignments are completed as a group. For the completion of team assignments, you will be assigned to a virtual team by the Friday morning that the "Team Contract" assignment is released (see schedule on page 1). These teams will be composed of students from MGT 110. If you are unable to access your team, or are a late add and have not been assigned to a team by the date of the Team Contract assignment release, it is **your responsibility** to notify the virtual instructors via the **listserv** so access can be granted. Those students who do not contact the virtual instructors regarding access problems forfeit their ability to earn points for those assignments missed.

MGT 110 LECTURERS AND LAB INSTRUCTORS

Do **NOT** ask your lecture professor or lab instructors about the virtual team portion of class. The in-class instructors for MGT 110 are not responsible for the virtual team simulation. Please post general questions regarding any aspect of the virtual team simulation to the General Q&A Discussion Board. Questions and/or issues of a confidential nature (such as, grading questions or team problems) should be directed to **virtualmgt110instructors@listserv.csufresno.edu**. Do **not** post questions of a confidential nature to the General Q&A Discussion Board and don't attach your assignments as everyone in the class has access to this public board.

USE VIRUS PROTECTION PROGRAMS

Given the number of people who will be accessing the various on-line files used in the course, it is **CRITICAL** that you use virus-protection software. Practice safe computing--check your files before up-loading! If the instructors are unable to access your final assignment due to a virus, the team will be subject to late penalties.
Internet Browsers –If you have difficulty in Blackboard, or on the Discussion Boards, you might consider trying both Internet Explorer and Mozilla Firefox to see which one works best for you. Many students have more success using Firefox with Blackboard. Please contact the Help desk for more information on this topic.

POLICIES, PROCESSES, AND PROCEDURES
You have the equivalent of two hours in-class time per week PLUS the preparation time associated with those class sessions (4 hours) that you are —saving by virtue of being in a web-enhanced class with a virtual component. That savings should be reflected in your level of involvement within the virtual team environment. Successful completion of the virtual team simulation requires, on average, 5 or more hours per week. If you are too busy to meet this requirement, it is recommended that you drop this course and take it when you can devote the appropriate amount of time.

In addition to learning by posting to the on-going team discussions, we are certain that you will also learn by reading the postings of your team members and your videoconference meetings. Each of you is a potential resource to the rest of your team so be certain you maximize the use of all your resources within the team.

It is important to note that value-added contributions are a function of both quantity and quality. We expect your Blackboard postings and your videoconference participation to be characterized by careful thought and reflection. High quality participation is **NOT** achieved by simply adding "me too" and "good idea" comments nor will you achieve high quality by posting knee-jerk reactions to the postings of other students. The quality of thought, logical support, relevance to the course, and constructive expression of alternative views are all necessary components of high quality participation.

In addition to the two criteria listed above, "timing" is an important dimension of participation. Although one of the benefits of an on-line component is its frequently asynchronous nature, it is unacceptable for someone to consistently post their contributions to group discussions in the last few days before the assignment deadline. This would no doubt be frustrating to your team members and would likely be reflected in their peer evaluations

of you. The same holds for videoconferences. Your team needs to work out when you are going to meet. It is wholly unacceptable for any student to say that they are **too busy** to participate in the videoconference portion of the class. If a team member does this, group members should hold that person responsible through any and all means provided in this class.

USE OF DATA FOR RESEARCH PURPOSES

In the interest of increasing our knowledge about virtual team processes, it is possible that information collected as part of the class requirements will be used for research purposes. Any data used for research purposes, however, will be kept strictly confidential; we would not report any information that might identify you as an individual. If you have any concerns about this, please discuss it with one of the virtual instructors ASAP.

LOSS OF BLACKBOARD PRIVELEGES FOR THIS CLASS

Thoughtful, professional, and considerate behavior is just as important within a virtual context as it is within the classroom. To that end, appropriate language and sensitivity to diversity is critical. In the unfortunate event that a virtual class member chooses to violate such guidelines, the faculty reserves the right to revoke Blackboard privileges for Virtual Management 110. This would, of course, have serious implications with respect to the grades associated with this component of the course. Please report any unacceptable behavior to the virtual instructors immediately.

ACADEMIC INTEGRITY

Plagiarism and cheating are serious violations of university policy and will not be tolerated. Any plagiarism or cheating will result in receiving a zero for the assignment and additional penalties depending on the type and severity of the violation. In addition, students may also receive additional penalties from the university, including expulsion from the university. We think that cheating hurts everyone in the course and therefore, we take this very seriously and will investigate all potential violations.

MGT 110 VIRTUAL ADVICE

If your goal is to achieve acceptable results, please read the following information closely. If you and your team follow the suggestions below for each assignment, then you will be a step closer to your goal.

1. Always find a way to incorporate relevant information from the text, lecture, and credible sources. Be careful, however, not to overuse quotations – use your own words and cite appropriately (APA format).

2. Don't simply modify the text material by substituting a few of your own words using a thesaurus (this is plagiarism). Always cite the text/lecture when using **terms and ideas** that are not your own. Do not copy charts or graphs directly from the text.

3. Always give your team plenty of time to proof read final submissions; do not turn in work that has not been proofread. If you need help in this area visit one of the writing labs for assistance. Always upload your final submission to your team Blackboard so ALL members can have access and approve of the work submitted.

4. Always re-read the assignment carefully to be sure you are addressing *all* the questions asked. Remember, merely restating the information provided in the assignment instructions does not answer the question – your team must go significantly beyond the information supplied.

5. Always complete the individual assignments and peer evaluations. Complete these individual responsibilities **well before** the deadline; don't wait until the last minute.

Remember, merely completing the assignment does not guarantee full credit. In fact, you are beginning with zero points and earn every point you receive. You are not starting with 100% and having points taken off for errors, but rather starting with a zero and earning your points for a final grade. Your work must be thoughtful, organized, and well-written. The virtual instructors are available via Blackboard through the General Q&A Discussion Board to assist your team with general questions about the assignments.

BLACKBOARD/EMAIL LOGIN OR PASSWORD ISSUES

Students will log into Blackboard using their university e-mail usernames and passwords. If you do not have a university e-mail account, please go to my.csufresno.edu (on the www.csufresno.edu home page) where you can get information and sign up for a university e-mail account. You must check your email and Blackboard regularly, so you will always receive e-mails and announcements sent from the Virtual Instructors through Blackboard. If you have any problems logging on to Blackboard, call the ITS Help Desk for assistance (559) 278-7000.

APPENDIX I

FAQs ABOUT VIRTUAL TEAM INTERACTION

TUTORIAL AVAILABLE AT: https://youtu.be/8fhS4OGMhrE

How do I ask general questions about the assignments in the virtual portion of class?

The course has a General Q&A Discussion Board (you can access this DB via the Teams button, then click on the General Q&A Discussion Board option). Do not forget to use the "**REPLY**" option and **change the subject line.** The Q&A board is for questions related to your virtual team assignments. Responses will be provided within 24 hours Mon-Fri, or by the end of the next business day if posted over the weekend.

What if I have a question about a confidential matter?

If you have a confidential concern (for example: grade, concern about your team, etc.), please e-mail the virtual instructors at: **VIRTUALMGT110INSTRUCTORS@LISTSERV.CSUFRESNO.EDU**. When sending messages to the instructor listserv, **be sure to include your name and team number in the message**. Without this information, it is difficult to follow-up on your questions/concerns.

How do I know when team members have added information to the Discussion Board?

The Blackboard "**Subscribe**" function will send you e-mail alerts when someone posts to your discussion board (forum). You can subscribe to your team discussion boards and you will receive an e-mail notifying you about the new posting and providing the link to your discussion board. Be sure to subscribe to each of the three assignment forums (there is a separate board for each assignment).

To SUBSCRIBE to your Team Discussion Board forums: available to do on Friday 02/08/19

1) Click on "Teams" tab to the left
2) Click on your "Virtual Team xx"
3) Click on "Group Discussion Board"
4) Click on the **specific assignment forum** that you want to subscribe to

Click on "SUBSCRIBE"   *Remember to do this for all three assignment forums!*

To SUBSCRIBE to the class Q&A Discussion Board: available to do so now

1) Click on "Teams" tab to the left
2) Click on "GENERAL Q&A DISCUSSION BOARD- Assignment/General Questions ONLY"
3) Click on "Group Discussion Board"
4) Click on "General Q&A DISCUSSION BOARD- Assignment/General Questions Only"

Click on "SUBSCRIBE"

How do I interact and work with my team?

Each team will have its own discussion space for working on and completing assignments. You can access this space via the Teams tab. Next, select your virtual team's number and then select Group Discussion Board—the next screen will provide links to the three discussion forums available to your team. It is very important that all of your communication and work with your team members is documented. Be sure to upload your minutes, your agendas, and your final submissions to your Team Board. You also want to vote for team credit on your team discussion board so the instructors can see the conversations. There are many choices of virtual communication. In the past, many have used Skype, ooVoo, Google Hangouts, FaceTime, etc.. If there is an option to "record" your virtual meetings, please do so. You do not have to share them with the instructors but keep them on file until the end of the semester. We recommend Google+ because it is supported, free, and easy to use with a number of instructional videos.

Should our team keep minutes of our meetings?

Yes, yes, yes! When each assignment is posted, each team must create agendas before the meetings and take minutes of every meeting. What these minutes should capture (at a minimum) is when you met, who attended, duties assigned, timelines and follow-up information from the previous meetings. ==These minutes must be posted on your team assignment board within 24 hours of the meeting.==

Should our group use the group discussion boards in Blackboard?

YES! Within your <u>team</u> discussion board, there are separate discussion forums for each of the three assignments (one forum for the team assignment, one for the case competition, and one for the reflection assignment). All virtual team discussion board postings related to the assignments should take place in the individual team's discussion forum. Team members must be sure to submit their contributions to the Discussion Board to receive credit.

Can I communicate with my team in any other way?

If necessary, you can choose to use phones, instant messaging, and/or e-mail **<u>only</u>** to alert one another to new postings or meeting reminders. However, these methods should be used sparingly and the content of the project should <u>not be</u> discussed. Teams should accomplish **ALL** assignments on-line using the Blackboard Discussion Boards and by posting all minutes to your virtual meetings within 24 hours. You are **NOT** to meet outside of class nor should you discuss your projects with anyone other than your other virtual team members. No face-to-face meetings in person and no telephone conversations are allowed. You will need to conduct all your team business on-line, via Blackboard or videoconference so everything can be recorded (if available), documented, and revisited if need be. You should not use any external instant messaging programs for your team work as these provide no reliable/valid record of the interactions.

Can our groups meet face to face?

You can ONLY "see" each other face-to-face through **<u>virtual means</u>**. In other words, teams must NOT meet in person for any reason. There are several means of virtual communication and webcasting allowed. It is up to your team to decide which is best for everyone involved.

Can I send e-mail to my virtual team members?

Each team has the ability to send e-mail to each other. Only use this function on a limited basis (e.g., to notify team members of a new posting, or for reminders of meetings, etc.) as this does not leave a record of your communication for the instructors to view. Copies of **important** e-mails to team members MUST be sent to the virtual instructor listserv. You do this by forwarding the e-mail copy sent to you by Blackboard.

What if a team member(s) doesn't participate?

As is often the case with teams that meet face-to-face, several of the virtual teams will encounter team members that rarely or never contribute. Although we encourage the active team members to contact the A

WOL team member(s) and attempt to motivate them to contribute, it may not work. If this happens on your team, **proceed without the member(s).** In addition, as explained below, the team will be able to take action with respect to another team member's lack of participation when posting the final assignment and when completing the peer evaluation forms. **The first step a team should take is continue reaching out to member and post meeting times, minutes (within 24 hours from when the meeting ends), and agendas on your team discussion board.** This gives the member continuous knowledge of the team's schedule and tasks. If they do not participate, or do not fully participate, please refer to the "Team Member Credit" section for guidance.

As an additional incentive to prevent social loafing (a term which will be used extensively in MGT 110), teams will have the ability to banish a team member who is not holding up his or her team obligations. Once a team has taken the steps above without success, they can then banish a team member. This is a three-step process. First, all other team members will have to unanimously agree that the person should be removed. Second, the group will need to prepare a no more than two-page document (1" margins, 12-point font and double spacing) report summarizing the specific details of why the person should be removed from the team and all of the steps the team has taken to involve/motivate the person. After the first two steps, the third step will be for the virtual instructors to review the written summary and the recorded information on Blackboard and your meeting minutes (this is another reason why the minutes are important). If the virtual instructors are unanimous in agreeing the person should be removed, the person will be removed from the team and will be required to complete all remaining assignments alone. *Please note: Banishment is intended for cases where all other means have failed. The virtual instructors will deny a good number of these requests, so do not look to this remedy as your first choice – but rather as your last resort.*

APPENDIX II

IN DEPTH INFORMATION ABOUT ASSIGNMENTS

Team Discussion Board

This is used to do your virtual assignments with your group. When posting on your team discussion board, please be sure to select the appropriate assignment forum. Your team discussion board can be found by clicking on the "Teams" tab on the left of your screen, selecting your group link, selecting "Group Discussion Board" and then by clicking on the coinciding assignment forum. Create a new thread or reply to previous threads.

Assignment Format

Include a title page and reference page (APA style) on every assignment submission. These two pages do not count in the page count/limit. On each title page, list ALL team member names (see "Assignment Credit" below for the order), the team number, the assignment title, and the date. Inclusion of your team logo is optional but should be on the title page if included. All assignments are to be completed using 12-point font, double-spaced, 1-inch margins, and submitted in pdf format with a reference page in APA style. The title of the file should be: "Team Contract- Team X" (X being your team number), "Case Outline- Team X", "Final Case- Team X", "Reflection- Team X."

Assignment Credit

On your title page, you need to list ALL team members (whether they participated or not). The team must decide the credit each member should earn. The choices are full credit, half credit, or zero credit for each assignment. This must be decided on your team discussion board by majority vote. Once credit for each member is decided, the names are to be listed in order of credit from full credit down to zero credit. A line is to be drawn to separate full credit from others. The word "zero" is to be added to any member receiving no points for that particular assignment. Here is an example: After a vote was taken on the assignment forum of the team discussion board: Full credit was earned by Sheldon Cooper, Amy Farrah Fowler, and Howard Wolowitz; half credit went to Raj Koothrappali, and zero credit to Leonard Hofstadter.

<div align="center">

Sheldon Cooper

Amy Farrah Fowler

Howard Wolowitz

Raj Koothrappali

ZERO- Leonard Hofstadter

</div>

Posting the Final Version of an Assignment

The team assignments must be posted before **12:00 noon on the due date.** *Late postings will be penalized 5 points for each 24-hour period or fraction thereof.* To post a final assignment, click on "TEAMS" and select your team, under the heading "GROUP ASSIGNMENTS" you will need to click on the link that says — "Submit for Grading Here". The final version of the document should be in PDF format. Please avoid posting multiple final versions of the assignment. If you do have to post a revised final version, please indicate it as such with a new thread labeled.

Do not include a "#" sign in the file name of the PDF document as it will not open correctly in Blackboard. Teams that use a # in the name of the attachment in their final upload will receive a late penalty, because their final product will not be readable. It is highly recommended that each team double check their final postings to be sure their documents can be read in the Blackboard environment and that they have attached the correct version of their final paper.

Citing & Reference

It is not necessary or advisable to copy diagrams or any materials from the text book. The instructors are looking for a demonstration that you understand where the information your discussing originated (i.e., the authors ideas not yours). We are well aware of the authors' definitions and ideas…we are asking that you use your own words to show understanding of the materials and how it applies to the assignment. All citing and reference pages should be in APA style. Every source on your reference page should be cited in your papers. Use credible sources, lecture notes, empirical articles, business articles, and textbooks for your references. (Do not use Wikipedia or random search engine results.) Assignments that are submitted without proper citations will be penalized a minimum of 5 points. The assignments will have a minimum and maximum page length or a specified number of words. The reference page does not count towards your page length or word count.

Teams that do not adhere to these criteria will be penalized. All assignments should be free from typographical and grammatical errors. Be sure to proofread your final team reports carefully to prevent a loss of points. It is imperative that reference material be properly cited. Please select the link below to read the CSU, Fresno plagiarism policy. http://www.fresnostate.edu/academics/aps/documents/apm/235.pdf

Extra Credit

For the two 25-point virtual team assignments, the team that performs the best on the assignment will have its assignment posted as the Spotlight Team. This will allow everyone to learn from the Spotlight team's success. The team that earns this designation will also earn 5 extra credit points (team members receiving less than full credit on the consensus document will not receive any extra credit points). If a team in your class does not earn full credit or there are no papers that addressed ALL the assignment criteria, the instructors may use a Spotlight paper from a previous semester as an example of a Spotlight effort.

Peer Evaluation# 4

This peer evaluation is worth 5 extra credit points. To earn this extra credit, all members must score themselves and their team members on the slider (0-100) as well as leave a comment of why they gave the member that score. If these two items are not complete, extra credit is not earned.

***Reminder, the 4th peer evaluation is only worth extra credit, you will not receive the scores given by your team members or the usual 5 completion points, but instead 5 EXTRA CREDIT POINTS.

APPENDIX III

MGT 110 CASE ANALYSIS COMPETITION ASSIGNMENT

All students should also read the assigned case under Course Documents in Blackboard very carefully and be prepared for the case presentation. There are multiple solutions for each of the issues raised. It is important to apply MGT 110 course material or other relevant management literature to generate solutions. The case outline and final case presentation are **not to be taken lightly** as this is worth half of your virtual grade.

Rules of Engagement

Please understand that the firm participating in the case analysis competition is opening up its business for your learning. As a result, it is imperative that you do nothing that will in any way impede its normal operations or otherwise have a negative impact on its business. With that in mind, no student is to contact the owner or any other organizational representative/employee at any time! Further, no student is allowed to act as a representative of the company or in any way represent himself or herself as working for the company. Failure to abide by these rules will result in elimination from the competition AND a FAILING grade (i.e., 0) for the team. Therefore, if you have the slightest question about whether you are within the rules in something you are thinking about doing (e.g., taking pictures of the place, conducting a survey), you must ask the virtual instructors first before proceeding.

Case Outline (50 points)

Your group's outline is due on the date listed in the virtual syllabus. You will find that the more **detailed** the outline is, the more useful the feedback you will receive from the virtual faculty will be (and more likely to receive a better score). This assignment should be done in an outline format/structure, yet contain enough detail to provide the faculty with sufficient information about your recommendations. The requirements are: limited to no more than 5 pages, 12-point font, 1-inch margins, and double-spaced. As all assignments in the virtual component, the title page and reference page are not counted in the page limit. **In-text citation and the reference page are to be in APA style.** Be sure to follow the same procedure for awarding team members credit as described in the virtual syllabus. Note: This is not a document to fill with fluff but rather a chance for you to get some feedback and be able to correct course if you are way off base. Be sure to review the grading rubric very closely for a better understanding of how the instructors are grading the assignment.

Every paper you write in this course should have an introduction, body, and conclusion. Although you are writing an "Outline" of your presentation, please be sure to be very detailed throughout the outline. This assignment is more like a research paper where your team is researching and gathering reputable sources that support your team's recommendations. Your research is then placed into the outline. Teams should be very detailed with their recommendations from the start, showing support, resources needed, human capital requirements, costs involved, and everything it would take to implement your recommendations. The actual format of the outline is up to your team as long as they stay within the requirements of: limited to no more than 5 pages, 12-point font, 1-inch margins, double-spaced, in APA citation format. Teams may use bullet points **<u>sparingly</u>** and those bulleted sections can be single spaced. But again, use bullets minimally, not just so you can write a longer paper. For outline formats, please visit google and type in "Outline formats."

The Final Project (100 points)

A video presentation (6-7 minutes in length) of your team's recommendations is due on the date listed on the virtual syllabus. This video will be your team presenting what you wrote in your outline along with incorporating the instructors' feedback. Each team will be required to post its final case competition presentation to YouTube. You must post this as an **"Unlisted"** video. Each team will submit the YouTube link to the instructors through the assignment link provided on Blackboard. Please familiarize yourself (or at least have one team member do it) with exactly how uploading to YouTube and making the video "Unlisted" works. The faculty will not answer questions on this as Google has provided more than ample documentation and discussion boards on the topic. **The 6-7 minute time requirement is very firm.** Teams that go outside of the 6-7 minute video will receive a very **hefty** deduction.

When making the video, your team can choose whether or not to speak yourselves or use narration software for voiceover. If you choose to have team members speak, you also have the freedom to have all members, a few members, or even one member do the entire narration of the video. Lastly, be sure to refer to the grading rubric under course documents. It is very important to have clear sound, smooth transitions, and presentable video quality along with well-developed, detailed, and research supported content.

EXTRA REMINDERS/NOTES:
   A. Be sure to follow the same procedure for awarding team members credit as done on other projects on the first slide of your video.
   B. Failure to make the video "Unlisted' will result in a full letter grade deduction.
   C. Be sure to cite (all) external references within the presentation and provide a full list of the references on the last slide of the presentation.
   D. The presentation must be a video converted to YouTube. Creativity of presentation format is important. If you choose to do a PowerPoint presentation for your video, at a minimum it must include embedded audio of your presentation. All technical matters (converting a video to YouTube format, adding audio to a PowerPoint, etc.) are the **obligation of the team.** Using technology is an objective of the project and teams should learn to produce a good-looking presentation through web sources.
   E. It is imperative that each team practices converting their presentations to YouTube at the beginning of the semester. This always becomes a struggle during the week it is due, and most realize (too late) that it is not an easy task.

The Competition

The top final projects will be selected by the virtual faculty. These teams will then further refine their presentations and present them to the owner, virtual faculty, and classmates in the Lecture on the date listed on the syllabus. The first place project will be awarded 30 extra credit points, and bragging rights will be provided for the winning case! The 2nd place project will be awarded 25 extra credit points, and all remaining competitors will receive third place and be awarded 20 extra credit points. Finally, it is important to note that in order to receive the extra credit, teams must revise their proposals based on feedback from the virtual professors and present the final product at the Final Case Competition.