CENTRAL MICHIGAN UNIVERSITY
GLOBAL CAMPUS
COURSE SYLLABUS

I. IDENTIFYING INFORMATION

Course: MSA 604
Course Title: Administration, Globalization and Multiculturalism
CRN: 22219392
Term: Spring I
Location: Online
Course Dates: 1/7, 3/1/2013
Course Days and Times: 
Prerequisites: None.

Blackboard

Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter http://blackboard.cmich.edu. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course’s Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at http://www.cmich.edu/blackboard.

Instructor: Diane Newby
Primary Phone Number: 989.773.0350
E-Mail Address: newby1de@cmich.edu
Availability: Wednesdays 3:00 PM to 6:00 PM EST

Academic Biography:

Dr. Newby is Professor Emeritus at Central Michigan University. She served in the Department of Teacher education and Professional Development for 22 years and at Oakland University for six years. Her Doctor of Education degree is in Educational Leadership. She also holds a Specialist Degree in Educational Leadership. She has served in several positions as an educator. For a view of Dr. Newby's resume, visit http://www.dianenewby.com.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and Course Materials:
Title: Administration, Globalization, and Multiculturalism (custom)
Author: CMU
Edition: 2nd 08
Publisher: McGraw-Hill
Required: Yes

Order books from MBS at:
http://bookstore.mbsdirect.net/cmu.htm

III. COURSE DESCRIPTION

Focuses on theoretical and applied concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations.

IV. COURSE GOALS AND OBJECTIVES

Upon successfully completing this course, the student will be able to:
1. Demonstrate an understanding of the complexities of globalization and its implications for organizations.
2. Understand how cultural variables interact to shape the perceptions of individuals within society and organizations.
3. Identify fundamental concepts, principles and theories relevant to understanding cultural differences and similarities in the world of work.
4. Describe the effects cultural variables have on the administrative process and apply cultural understanding to the effective strategic planning and administration of global and multicultural organizations.
5. Demonstrate the knowledge and skills necessary to be an effective administrator and/or worker in a culturally diverse work place.
6. Understand the role of organizational polices, practices, design, and structure in facilitating diversity management strategies.

V. METHODOLOGY

A detailed course syllabus is posted under the Syllabus link under the MSA 604 Blackboard menu. This syllabus is referred to as the MSA 604 Blackboard Syllabus. It is a more detailed syllabus than the one you are currently reading.

Students are encouraged to download the MSA 604 Blackboard Syllabus once Blackboard is available, October 8, 2012.

Students will learn through lectures, group discussions, individual and large group projects and activities, research and case studies. PowerPoint presentations and videos will also be used. Readings and case studies are in the course textbook and in Blackboard under eHarvard readings.

Lectures and group discussions will occur through weekly online chat sessions, Wednesdays 7:00 PM to 8:15 PM. Answers to critical thinking questions for the discussion forum and weekly chats will be discussed. MSA 604 concepts, online readings, case studies from the textbook, weekly chats and discussion forum responses will appear on the mid-term and final exams.

Chats are voluntary and considered a class participation activity.

Please read Central Michigan University e-mail and Blackboard Announcements for learning tips and tutorials. Updates and any adjustments to the syllabus will be sent to CMU e-mail only. Read CMU e-mail every day.

Students are expected to engage in online readings and chapters from the textbook, as well as view online videos.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:

Read all e-mail in your Central Michigan University e-mail box. Read your CMICH e-mail every day.

Pre-Course Assignments: Review this current syllabus and thoroughly read the MSA 604 Blackboard Syllabus located under the Syllabus link. Obtain the course textbook, Central Michigan University (2008) Administration, Globalization and Multiculturalism, 2nd. Commence reading. You are responsible for understanding and complying with course requirements and expectations.

Check your computer to make sure it is capable of accessing Blackboard using the Firefox browser. Blackboard is more compatible with Firefox than other browsers. Students are responsible for having computer access. Make sure you are using a well functioning computer. Computer problems will not be considered excuses for missing assignment due dates, chat sessions and when responding to the two exams in Blackboard.

Prepare your computer for the Wimba Classroom for weekly chats. Read the instructions in MSA 604 Blackboard under the Getting Started menu.

Read the Blackboard Orientation and participate in the tutorial(s), located under the Getting Started menu.

Study the MSA 604 Blackboard Syllabus and respond to the Syllabus Quiz located under the Getting Started menu. Before taking the quiz, read the exam tips located at: http://www.cmich.edu/documents/blackboard/student/online_exam_tips.pdf.

Course Outline:

Weeks run from Monday thru Sunday - an exception is Week 8 which concludes the last day of the course session. You should
set dates to each week to make sure you know when assignments are due. All references to time are US Eastern Standard Time (EST). See the MSA 604 Blackboard Syllabus for due dates.

**Week I:**

**Discussion Board:** Click on the Discussion Board link in Blackboard. Follow the instructions. Include your personal and professional information, major, number of graduate credits, what you expect from the course and your interest in topics of the course, etc.

**Read Chapter 1: An Introduction to Administration and Global Management**

Contact Group Project members and provide your contact information. Include your CMU e-mail address and the best telephone number to contact you. You are expected to read your CMU e-mail daily.

Prepare responses to chat questions located in the MSA 604 Blackboard Syllabus. Chat will begin Week 2. Chat responses should be prepared in the form of notes. They will not be submitted to your instructor. You will be asked to respond verbally to the chat questions during chat.

Complete the **One Sentence Assignment** located under the Getting Started link in Blackboard.

**Week 2:**

**Chat #1: Chapter 1: An Introduction to Administration and Globalization Management**

(Wednesday 7:00 PM to 8:15 PM)

Chat with instructor and colleagues to learn more about Chapter 1 and the concepts that will appear on the mid-term exam.

Answer the chat questions listed in the MSA 604 Blackboard Syllabus to prepare you to make comments during Chat.

**Discussion Board:** Answer the discussion questions listed in the MSA 604 Blackboard Syllabus. To receive a grade, you must respond to the question and reply to at least two of your classmates.

**Group Project Task Form:** Submit the Group Project Task Form to Blackboard. Read the instructions located in the MSA 604 Blackboard Syllabus. Read the Group Project Task Form instructions about where to submit your document to Blackboard. Do NOT submit this document to e-mail as an attachment. Your instructor will NOT grade from an attachment. All assignments must be submitted to Blackboard for a grade. Also click on Assignments and next, the Group Project link in Blackboard. Scroll down the page. Download the instructions for the Group Project Task Form.

**Group Project:** Start working on your group project, and e-mail your progress to group members. Include your instructor in your e-mail messages, newby1.de@cmich.edu. Dr. Newby reads all e-mail from Group Project members. She often will respond to unanswered questions and guide you and group members to resources.

**Assignment 2: Country Culture Practice Project**

Read about this project in Blackboard, under the Assignments link. Also read the instructions in the MSA 604 Blackboard Syllabus. This individual project is a research paper. The name of your country and the questions to guide your research must be submitted by a specified due date, TBA.

Create a Microsoft Word document and include your choice of country for the individual research paper. List five research questions to guide your research. Submit your Microsoft Word document to Blackboard. Read Assignment 2 instructions in Blackboard about how to submit this document. You must receive your instructor's approval before starting this paper.

**Week 3: Focus on Chapter 2: International Human Resources Management**

**Chat Questions for Chapter 2** (Wednesday 7:00 PM to 8:15 PM)

Chat with instructor and colleagues to learn more about Chapter 2 and the major concepts that will appear on the mid-term exam.

In preparation for this chat, do the following:

- Answer questions 3 and 5 in Chapter 2, page 44.
• Read Closing Case: “Cracks in a Particularly Thick Glass Ceiling”, p 44. Answer the three case discussion questions on page 45.

There are no Discussion Questions:

Week 4:

Read Chapters 3 & 4: Strategic Human Resource Management and Diversity in Management

Read: Emerging Issues in HRM.

Chat: (Wednesday 7:00 PM to 8:15 PM) Chat questions are posted in the MSA 604 Blackboard Syllabus.

Chat with instructor and colleagues to learn more about Chapters 3 and 4 and the concepts that will appear on the mid-term exam.

Discussion Questions: Find the discussion questions in the MSA 604 Blackboard Syllabus.

Mid-Term Exam

The mid-term will cover Chapters 1 through 4.

Week 5:

Read survey data from Pew Global Attitudes Project and Chapter 6: Globalization

Chat (Wednesday 7:00 PM to 8:15 PM)
Chat with instructor and colleagues to learn more about survey data from Pew Global Attitudes Project, Chapter 6 and the concepts that will appear on the final exam.

See the chat questions in the MSA 604 Blackboard Syllabus for the readings and Chapter 6.

Reading: Global Unease with Major World Powers

Reading: Obama More Popular Abroad than at Home, Global Image of U.S. Continues to Benefit

Reading: European Crisis-Report – 2012

View a few of these videos to answers questions below:
• President Obama's Address to Indian Parliament: Global Partners
• Obama on Globalization
• Globalization and The Coke-Cola Company
• General Mills CEO: Globalization is Good for Us (how it is dealing with currency fluctuation)
• What is Globalization? Norm Chomsky
• ABC News Outsourcing India
• Chinese Capital: Good or Bad Influence of Greece
• BBC Globalisation
• Why WTO is Bad in Developing Countries
• Thomas Friedman's Three Eras of Globalization
• Globalization
• Troubled Water Supply and Demand - Southern Africa, Haiti and West Papua
• Stories from Brazil, Guatemala and Uganda
• The Globalization Tapes
• How Globalization is Changing the World
• Is Outsourcing to Blame for Lack of Jobs?

From the above videos, answer these questions

What is globalization?
What are the pros and cons of globalization?
What are issues about globalization?

Wimba Classroom: Group Presentations

Work on the individual Country Culture Practice Project Paper.
Submit the paper and the PowerPoint presentation for the group project.

Week 6:
Read Chapter 7: Differences in Culture
Chat with instructor about Wimba Group Presentations and Chapter 6. (Wednesday 7:00 PM to 8:15 PM)
Chat with instructor and colleagues to learn more about Chapter 6 and the concepts that will appear on the final exam.

Week 7:
Submit your individual Country Culture Practice Project Paper.
Chat with instructor about Wimba Group Presentations, Chapter 7 and the final exam. (Wednesday 7:00 PM to 8:15 PM)
Chat with instructor and colleagues to learn more about Chapter 7 and the concepts that will appear on the final exam.

Week 8:
Final Exam: Take final exam available Friday thru Friday. The final exam must be completed and submitted by 5:00 PM the last Friday of the course. The final exam will cover the survey data reports from Pew Global Attitudes Project and Chapters 6 and 7.

Assignment Due Dates:

Assignments and Due Dates:

All assignments must be submitted through Blackboard. Assignments sent to e-mail as attachments will not be graded. Records of all of your work will be stored in Blackboard.

Course assignments are detailed in the Assignments section in Blackboard. All assignments have due dates. Late submissions will be reduced 15%. No submission will be accepted after 7 days from the due date. There will be no make-ups or post evaluation resubmissions, without the approval of the instructor.

Exams
There are two exams in the course: Mid-term (104 pts; Week 4) and Final Exam (120 points; Week 8). Exams will be 100% online and include multiple-choice, true/false and short answers. You are responsible for completing the exam within the time limit. Access to the exam to review questions prior to taking the exam is not allowed. Doing so will lock you out of the exam.

Read the exam information in Blackboard carefully before taking the exams!! It explains online exams, how to access, what to expect and how to successfully navigate from one question to the next.

Exam availability is identified in Blackboard. Course announcements will also contain information on exam availability. Exams must be taken during the identified window of availability.

All responses to exam, essay items must be the work of the student. Plagiarism is not allowed. Copying and pasting text, verbatim, from the Internet is not allowed.

Group Project (85 points; Week 5):
This project requires students to interact with one another as well as with the instructor. Students will be randomly assigned to a group and a topic by the first day of class. Group members must send e-mail and introduce themselves to their group
members. They must also respond to CMU e-mail sent from group members.

Students who do not contact their group members by the end of the first week of class will receive a penalty, reducing the grade for this assignment, by 10 points.

To find your Group number in Blackboard, click the arrow to the right of the Group Project link under the Blackboard menu. Send your group members an e-mail about how to contact you. You are required to use your Cmich (Central Michigan University) e-mail address and a telephone number for contacting you. Include your instructor in this e-mail, newbylde@cmich.edu

Find the student e-mail list in Blackboard. Click on the E-mail link listed in the Blackboard menu or click on Tools. Next click on E-mail. Select Individual Students.

Country Culture Practice Project Paper (75 points; Week 7)
This is an individual project where each student selects a country of his or her choice with permission of the instructor and prepares a 10-page report about the country, with special emphasis on cultural diversity and globalization practices. Students are to create five research questions to guide their research, about the effects of globalization on the culture and the economy of the country.

Discussion Boards: Weeks 1, 2, and 3
Sharing information leads to new ideas, and the best way for us to learn is from each other. To that end, there are three (3) discussion fora. Post a response to each forum question, and start conversations with your peers. Points are earned for responding to each discussion forum and for replying to fellow participants. Up to 3 points will be earned for each substantive response to the main discussion question, and one point will be earned for each response to another post. Though you will only earn points for up to two responses, we encourage you to keep an ongoing dialogue about the discussion topic. The purpose of the discussion forum is to generate conversation about relevant topics.

Post your response to each discussion question no later than Wednesday of each week, and respond to at least two other class members’ postings by the due date. Please feel free to respond to more than two postings. We encourage you to learn from each other! Note that no points will be earned for discussion responses posted after the week ends.

Points will be earned for discussion postings as follows: Up to 3 points will be earned for each substantive response to the main discussion questions and 2 points are earned through responding to at least two other postings (one point each).

Wimba Chat:

Chat will begin the second week of class. This virtual classroom session will be held through Wimba Classroom, a synchronous communication tool in Blackboard. Date and time will be announced. Chat is voluntary. It is scheduled every Wednesday, 7:00 to 8:15 PM, EST.

You are encouraged to participate in chat to learn how to coordinate the syllabus with Blackboard portals and for the benefit of discussions and lectures about significant issues and key concepts in chapter readings. Guidance regarding the two projects will be provided. Reviews for the two exams will also be outlined during chats.

Post-Class Assignment:

There are no post-class assignments.

Student Involvement Hours:

Students are expected to submit all assignments by the due dates. They are expected to take the mid-term and final exams by the due dates, as listed in the MSA 604 Blackboard Syllabus. There are three Discussion Fora with due dates listed in the MSA 604 Blackboard Syllabus.

Observations from past class sessions, find MSA 604 students who do not participate in chat, perform poorly in this course. The six chats provide information about the chapters in the textbook, the relationship between the MSA 604 Blackboard Syllabus and the assignments in Blackboard. Chats also provide more details and explanations about the assignments, the requirements and the expectations. In addition, chats offer important information about the mid-term and final exams.
In addition to using the computer to chat, students are able to chat by phone, using these numbers: Phone: (201) 549-7592 and a STUDENT PIN code: TBA. After you access Blackboard, find the Student PIN Code in the Wimba Classroom and in Blackboard Announcements. Several of your colleagues use phones to chat while attending conferences or during work hours. If the Student PIN Code is not available in Blackboard, call the CMU Technology Help Desk at 989-744-3662 and request the code by providing your MSA 604 course number.

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

See Performance Type.

Grading Scale:

Grading Scale:

A 93-100%
A- 90-92.9%
B+ 87-89.9%
B 84-86.9%
B- 80-83.9%
C+ 77-79.9%
C 74-76.9%
C- 70-73.9%

Late Assignments:

LATE WORK POLICY:

• Work submitted after the due date will be reduced 15%. **No submission will be accepted after 7 days from the due date and the last day of the course.** You are responsible for ensuring assignments are submitted on time and the instructor receives your submission through a submission to Blackboard.

All assignments must be submitted inside a Microsoft Word or PowerPoint document. Do not type assignments inside a text box. Assignment submission is via the Assignment section in Blackboard.

Assignments will not be accepted through e-mail.

Verification of assignment submission is a green exclamation mark (!) in the respective assignment area in "My Grades".

Submissions are to be in MS Word. Put all your work in one Word document.

Exams must be taken within the scheduled window of time, identified in the MSA Calendar, the MSA 604 Blackboard and in the MSA 604 Blackboard Syllabus. Failure to do so eliminates the opportunity to submit the exam.

Scores will be posted in Blackboard under "My Grades".

Make-ups and Rewrites:

There are no make-ups or post evaluation resubmissions, unless your instructor specifically requests a resubmission. Work submitted after the due date will be reduced 15%; no submission will be accepted after seven days from the due date and also the last day of the course session, for the final exam. You are responsible for ensuring assignments are submitted on time and that your instructor receives your submission.

Assignment submission is via the Assignments section in your Blackboard. **Do not submit assignments via e-mail.**

Blackboard keeps your assignments for at least one year. Assignments submitted in an attachment to the instructor's email will be deleted and unread. Therefore, your assignment will not be graded if it is submitted via e-mail.

Make sure you create all of your assignments, using Microsoft Word Office and PowerPoint. Do not use Microsoft Works or Word Perfect for assignments.
Exams must be taken within the schedule window of time identified in the Blackboard Syllabus. Failure to do so eliminates the opportunity to submit. Exams must be taken within one sitting. You will be allowed 2 hours and 30 minutes to respond to the mid-term exam. You will be allowed 3 hours and 30 minutes to respond to the final exam.

Students, who register late, immediately before or after the course start date, may get off to a slow start. Students who fall into this category are expected to catch up. No Exceptions! Online courses are concentrated in time and an academic workload. Students who do not feel they can meet this deadline should not enroll in the class. Also note that late registration may mean you do not receive your book in time to make up the work you missed in Week #1. Not having your book on the first day of class is not an excuse for late work after the deadlines in the Schedule. Having a poor functioning computer is not an acceptable reason for late assignments.

VIII. EXPECTATIONS

Attendance and Participation:

In addition to interaction via Blackboard and e-mail contact, participation in all interactive learning activities is expected.

Academic Integrity:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

Student Rights and Responsibilities:

Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/about/leadership/office_provost/dean/Pages/Code-of-Student-Rights.aspx.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)

CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library’s Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://ocls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: oclsref@cmich.edu
3. By online form: http://ocls.cmich.edu/reference/index.html#form

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

ADA
CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at http://go.cmich.edu/support_services/academic/StudentDisabilityServices/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY


Collins.


Center Information

Student & Enrollment Services for CMU Online Courses
(800) 688-4268 or (989) 774-1129 or cmuonline@cmich.edu

Drop & Withdrawal Policy for Online Courses
http://global.cmich.edu/courses/drop-withdraw.aspx

Academic Calendar and Credit/No Credit Deadlines for Online Courses
https://www.cmich.edu/global/calendar/Pages/default.aspx

Office of Information Technology Help Desk
https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Pre-Class Checklist for Online Courses
http://www.global.cmich.edu/cmuonline/checklist.aspx

Online Learning Resource Center
http://www.global.cmich.edu/cmuonline/about/

Certified Testing Center & Proctoring Information
https://www.cmich.edu/global/cmuonline/proctoring/Pages/default.aspx

Harassment and discrimination: You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Sexual misconduct policy: With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE at (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/
CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner.

Inquiries about the application of Title IX can be made to CMU’s Title IX Coordinator, the US Department of Education’s Assistant Secretary, or both.

CMU’s Title IX Coordinator can be reached at:
Office: 103 E. Preston St.
Bovee University Center, suite 306
Mount Pleasant, MI 48858
Email: titleix@cmich.edu
Phone: 989-774-3253