GBAR5302 – Readings and Cases in Business Administration
(Topic: Remote Work)
Spring 2024 – Web Only
Course Syllabus

Instructor:	Thomas Matula
Office Hours:	Thursday & Friday, 10:00 AM to 3:00 PM
Office Location:	A108 Uvalde Campus
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Email Address:	Thomas.Matula@sulross.edu
Class Schedule:	Online
Classroom Location:	Online
Required Texts:	1. "HBR Guide to Remote Work" by Harvard Business Review, Harvard Business Review Press ISBN 978-1647820527 2. "How to Thrive in the Virtual Workplace: Simple and Effective Tips for Successful, Productive, and Empowered Remote Work" by Robert Glazer and Mick Sloan, Source Books ISBN 978-1728246840

Official Communication:

All official communication by the University or me will be sent to your Sul Ross email account. As a result, you are required to activate your email account and check it from time to time for personal communication. I encourage you to email me if you have questions or comments, BUT PLEASE include your full name and the course for which you have questions. Even if you submit your email through the Blackboard site, I cannot tell which course you are in nor what your real name is (i.e., egar123) unless you put it in the body of your email.

Course Requirements and Grading

Requirement	Points Possible	Grading Scale
Weekly Discussion Posts – Due Weekly	450 Points	A = 900 to 1000 points
Assignment 1 – Due February 11, 2024	100 Points	B = 800 to 899 points
Assignment 2 – Due March 4, 2024	100 Points	C = 700 to 799 points
Assignment 3 – Due March 31, 2024	100 Points	D = 600 to 699 points
Midterm Essay Exam – Due March 10, 2024	100 Points	F = less than 599 points
Final Essay Exam – Due May 7, 2024	150 Points	
Possible Points	**1000 points**	

Technology Help:
Obtain your RGC email account name and password directly from the **Central Help Desk at 1-888-837-2882**. For most technology problems, first go to the Lobo Technology Assistance Center (LTAC). The quick link to this site is available from our home page under the "My SRSU" tab. For specific help with any aspect of Blackboard, including problems with online exams, contact our Blackboard administrators in Alpine. **BLACKBOARD HELP: 432-837-6055.**

SRSU Distance Education Statement:
Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook

ADA Statement: SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartze Grisham, LPC, SRSU's Accessibility Services Director at 432-837-8203 or email mschwartze@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

Counseling: Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/356 support by visiting Timelycare/SRSU. The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and RGC students.

Libraries: The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu/. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

New for Fall 2023: Mike Fernandez, SRSU Librarian, is based in Eagle Pass (Building D-129) to offer specialized library services to students, faculty, and staff. Utilize free services such as InterLibrary Loan (ILL) and ScanIt to get materials delivered to you at home or via email.

Academic Integrity: Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

Classroom Climate of Respect: Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

Course Learning Objectives:

1. Develop an understanding of the basic principles and practices of working remotely.
Assessment: Written assignments, essay exams, and class discussions.
2. Demonstrate the ability to apply the basic principles of management to managing remote workers.
Assessment: Written assignments, essay exams, and class discussion.
3. Demonstrate the ability to effectively function in the emerging remote workforce.
Assessment: Written assignments, essay exams, and class discussion

Student Learning Outcomes for the MBA Degree:

1. Students will analyze and solve complex business problems across major business functions, using advanced business practices and strategies
2. Students will communicate in-depth business information through written delivery processes.
3. Students will identify and demonstrate advanced understanding of the impact of ethical and/or social responsibility issues as they affect domestic and/or global business environments.

Marketable Skills for the MBA Degree:

Marketable Skill 1: Students will understand the functions of the business enterprise in the general economy.

Marketable Skill 2: Students will have the skills needed to effectively lead a business.

Marketable Skill 3: Students will be able to craft effective business strategies for both existing businesses and new businesses.

Marketable Skill 4: Students will be able to make effective oral presentations to both professional and general audiences.

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Schedule for GBAR5311 – Business Strategy

Week	Topic	Readings
Jan. 17	Introduction to Remote Work	None
Jan. 22	Remote Work Mindset	HBR Chapters 4, 5
Jan. 29	Managing Remote Workers	HBR Chapters 10, 11, 20 How to Thrive Chapter 1
Feb. 5	Redesigning Jobs for Remote Workers **Assignment 1 due Sunday, Feb. 11, 2024**	HBR Chapters 9, 19 How to Thrive Chapter 2
Feb. 12	Training Remote Workers	HBR Chapters 6, 28 How to Thrive Chapter 3
Feb. 19	Virtual Communication	HBR Chapters 12, 16, 17, 21
Feb. 26	Virtual Meetings **Assignment 2 due Sunday, March 3, 2024**	HBR Chapters 13, 14, 15
Mar. 4	**Midterm Exam due Sunday March 8, 2024** **(Available March 1, 2024)**	None
Mar. 11	**Spring Break**	
Mar. 18	Home Office Environment	HBR Chapters 1, 2, 3
Mar. 26	Remote Teamwork **Assignment 3 due Sunday, Mar. 31, 2024**	HBR Chapters 22, 25, 26, 27 How to Thrive Chapter 4
April 1	Evaluating Remote Workers	HBR Chapters 8, 23, 24
April 8	Technology Skills I	None
April 15	Technology Skills II	None
April 22	Future of Remote Work	None
April 29	Finding Remote Work Jobs	None
May 6	**Final Exam Tuesday, Due May 7, 2024 (Available April 26, 2024)**	None