



Course Syllabus
MGTR5319 Management of Remote Workers
Summer 2026

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Class: MGTR 5319
Class Time: Online Asynchronous
Instructor: Thomas Matula
Office: MAB 309-C
Phone: 432.837.8073

Credits: 3
Location: Online Asynchronous
E-mail: Thomas.Matula@sulross.edu
Office Hours: MTWTR 11:00 AM – 1:00PM

Required Materials:

Textbook:

1. “HBR Guide to Remote Work” by Harvard Business Review, Harvard Business Review Press ISBN 978-1647820527
2. “How 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

Supporting Material: (Provided through SR Blackboard)

Course Description: Remote work has become common in the business world, but to be productive it requires a different management approach than that used in the traditional office setting. This course provides students with the new skills needed to effectively train and manage remote workers along with guidance for redesigning jobs to be more compatible with a remote workforce.

Course Learning Outcomes: Upon successful completion of the course students will:

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

MBA Learning Outcomes: Upon successful completion of the MBA students will:

1. The ability to collect, evaluate and analyze data to make informed business decisions.
2. Demonstrate business leadership skills through the development of innovative solutions to complex problems that satisfy the needs of the multiple stakeholders of the organization.
3. The ability to design sustainable business models that ensure long term competitive advantage in the ever changing global economy.
4. The ability to recognize major digital trends impacting business and adapt their organization to leverage these trends into a competitive advantage.

MBA Marketable Skills: Upon successful completion of the MBA students will have the following markable skills:

1. The ability to use software to analyze and report data.
2. The ability to work with others to solve problems.
3. The ability to communicate effectively.
4. The ability to use the latest digital technology.

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. Students should also avoid using open AI sources *unless permission is expressly given* for an assignment or course. Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

Classroom Climate of Respect: 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 other students.

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](https://www.timelycare.com/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 SRSU International 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. 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.

Americans with Disabilities Act (ADA): Sul Ross State University (SRSU) is committed to equal access in compliance with 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 Mary Schwartz, LPC-S, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email mary.schwartz@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas, 79832.

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.

Technical Support: The Support Desk is where you can direct your more technical questions. For example, the Support Desk can help you if you are having issues submitting a document, getting videos to play, or using BlackBoard. The support desk is open 24 hours a day/7 days a week for your convenience. You can reach the support desk by calling 888.837.8888 or by email blackboardsupport@sulross.edu. You may also reach the Support desk from the Technology Support tab within Blackboard by clicking the Support Desk graphic on the course homepage or calling 936.294.2780.

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

Assignments

Late Work: There will be a 10% penalty for assignments submitted late.

Course Requirements and Grading

Requirement	Points Possible	Grading Scale
Weekly Discussion Posts – Due Weekly	350 points	A = 900 to 1000 points
Assignment 1 – Due July 20, 2026.	200 points	B = 800 to 899 points
Assignment 2 – Due Aug. 3, 2026.	200 points	C = 700 to 799 points
Final Essay Exam – Due Aug. 11, 2026.	250 points	D = 600 to 699 points F = less than 599 points
Possible Points		1000 points

Course Assignments

Weekly Discussion Board:

1. There is a weekly discussion board discussion that will be available at 12:01 AM Tuesday and have a due date of the following Monday at 11:59 PM.
2. Students will be required to respond to the question itself by Friday and reply to two other students by Sunday night.
3. The question will be designed to facilitate discussion by requiring students to offer their analysis, evaluation or design based on the courses weekly topic. (Blooms Levels 5-6).
4. The Instructor will be active in the Discussion Board by responding to at least half of the student posts each week.

Discussion Board Rubric: (50 points)

Rubric 1: The student's main post responded completely and substantially to all of parts of discussion question. (30 points).

Rubric 2: The Student's initial post was no later than Friday (5 points)

Rubric 3: The response was well-organized, clear and free of grammatical and mechanical errors. (5 points).

Rubric 4: The student post substantially to two other students. 5 points each (10 points)

Assignment 1: In your own words define what a competitive advantage it. Then discuss why it needs to be the foundation of forming a business strategy. Upload your essay as a 4-6 page paper, exclusive of title page and appendices, in MS Word format, 12 point Times New Roman Font, double-space following APA Style Format.

Course Assignment Rubric:

15 points for timely submission, 15 points for a lack of organization, grammar or mechanical errors, 170 points for content and addressing the key issues.

Assignment 2: MS Power Point Presentation: Pick a local business you are familiar with and in your presentation describe how they could benefit from the lessons in "Good Strategy\Bad Strategy". Record and upload your presentation as an audio power point. Your presentation should be 15 to 20 minutes long. The instructions on the course website explain how to do an audio power point.

Course Assignment Rubric:

15 points for timely submission, 15 points for a lack of organization, grammar or mechanical errors, 20 points for slide design and 150 points for content delivery in your presentation.

Final Essay Exam: A final essay exam consisting of four essay questions covering the material covered in the course will be available to students for at least one week before the end of class.

Final Essay Exam Rubric:

Each question is worth 62.5 points, of which 10 points will be for a lack of organization, grammar or mechanical errors.

Schedule for MGTR 5319 – 2nd Session, Summer 2026

May 27	Working Remotely	HBR Chapters 4, 5
June 2	Designing Jobs and Training Remote Workers Assignment 1 due Monday June 8, 2026	HBR Chapters, 6, 9, 10, 11, 19, 20, 28 HTT Chapter 1, 2
June 9	Virtual Meetings and Communication	HBR Chapters 12, 13, 14, 15, 16, 17, 21
June 16	Home Office and Technology Skills Assignment 2 due Monday, June 22, 2026	HBR Chapters 1, 2, 3
June 23	Remote Teamwork, Evaluating Remote Workers	HBR 8, 22, 23, 24, 25, 26, 27 HTT Chapter 4
June 30	Final Exam due Tuesday June 30, 2026	

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