

**University of North Texas at Dallas
Summer 2015
SYLLABUS**

MGMT 3270D: Organizational Behavior 3Hrs			
Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Panita Ingram		
Office Location:	7400 Houston School Rd. – Rm. 305 – Dallas, TX 75241-4605		
Office Phone:	972-780-3668		
Email Address:	Panita.Ingram@untdallas.edu		
Office Hours:	6:00pm – 9:50pm (TuTh)		
Virtual Office Hours:	By Appointment		
Classroom Location:	Building 2 – 7400 Houston School Rd., - DAL2 101, Dallas, TX 75241-4605		
Class Meeting Days & Times:	Weekly: Tuesday and Thursday; 6:00pm – 9:50pm		
Course Catalog Description:	3 hours. Individual behavior in formal organizations. Cases, lectures and experiential exercises in organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences.		
Prerequisites:	Not applicable		
Co-requisites:	Not applicable		
Required Text:	Title: Organizational Behavior By Stephen P. Robbins 16 th Edition		
Recommended References:	Various articles, handouts and periodic internet downloads (see below course outline).		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; Bldg. 2 – 1 st Floor web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; Bldg. 1 – 1 st Floor e-mail: 1012mgr@fhg.follett.com UNT Dallas Writing Center: phone: (972) 338-1646; Bldg. 1 – 3 rd Floor		
Course Goals or Overview:			
	<ul style="list-style-type: none"> ▪ The goal of this course is to provide an overall theoretical perspective on the dynamics of individual, group and organizational behaviors. 		
Learning Objectives/Outcomes: At the end of this course, the student will:			
1	Better understand individual, group and organizational relationships.		
2	Learn the importance of effective communication.		
3	Be introduced to and participate in a situational personality assessment.		
4	Design a political career map – based on dynamics of organizational relationships.		
5	Develop a set of personal organizational behavior essentials to internalize.		

Course Outline

This schedule is subject to change by the instructor.

Any changes to this schedule will be communicated by the instructor during class time.

Read and be prepared to discuss all chapter reading assignments.

If not in attendance, **each student is responsible for coordinating with a student colleague to obtain any changes/updates to the course outline and/or handouts distributed during class time.**

Week	Date	Reading Assignment	Activity	Assessments/Exam
	Jul 13, 2015	5W2 Summer Semester Begins		
1	Jul 14	<p>Summer Term Begins <u>First Day of Class</u> Introductions Review – Course Syllabus: Schedule & Expectations</p> <p>Chapters: 1 and 2</p>	<p>Complete/Turn in – Student Contact Information Sheet</p> <p>BEFORE - OB Statement Sheet</p> <p>Lecture/Discussion Forum</p> <p>OB Log – H/O: Entry #1</p>	
	Jul 16	Chapters: 3 and 4	<p>See Blackboard for: Chapters 3 and 4 Complete Independent instructional lab work assignments</p> <p>---</p> <p>Complete Experiential Exercise – Job Satisfaction -p.84 <i>(Download format via</i> <i>Blackboard)</i></p>	
2	Jul 21	Chapters: 5 and 6	<p>Lecture/Discussion Forum</p> <p>DUE: <i>Independent Study</i> <i>Assignments</i> Chapters 3 and 4</p> <p><i>Experiential</i> <i>Exercise – JS</i></p> <p>Log – Entry #2</p>	<p>Complete: Myers Briggs Type Indicator (MBTI) Personality Assessment</p> <p>Test - Review</p>

	Jul 23	Chapters: 7 and 8	Lecture/Discussion Forum Log – Entry #3	Test-1 (Chapters 1-6)
3	Jul 28	Chapters: 9 and 10	Lecture/Discussion Forum Log – Entry #4	
	Jul 30	Chapters: 11 and 12	Lecture/Discussion Forum Log – Entry #5	
4	Aug 4	Chapters: 13 and 14	Lecture/Discussion Forum Log – Entry #6 DUE: myPolitical Career Map <i>(Download format via Blackboard)</i>	Test -2 (Chapters 7-12)
	Aug 6	Chapters: 15 and 16	Lecture/Discussion Forum DUE: myTOP 5 – OB Essentials Checklist <i>(Download format via Blackboard)</i> Log – Entry #7	
5	Aug 11	Chapters: 17 and 18	Lecture/Discussion Forum Log – Entry #8	Exam – Review
	Aug 13	<u>Last Day of Class</u> (No exemptions from exam)	Complete/Turn in – AFTER – OB Statement Sheet	FINAL - EXAM (Chapters 13-18)

	Aug 14, 2015	5W2 Summer Semester Ends		
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This course is a **five-week** intensive course which includes both classroom-based and Blackboard (**Bb**) Learning activities. Your participation in both areas is essential to your success in this course. The weekly readings listed in this Course Outline will prepare you for class.

Method of Instructions: Lectures, text discussions, supplemental materials, blackboard exercises/downloads, and assignments.

NOTE: All reading assignments, classroom discussions, handouts, internet downloads, articles, homework and lecture presentations are open for test inclusion.

The single-most important aspect of chapter reading & study is the student's understanding of the context.

Course Assignments

This course is comprised of the following:

Organizational Behavior (OB) – Log: (*Blackboard Bb download*)

- Instructor will provide students with a **PARTIAL** OB-Log for documentation (*Chapters 1 and 2 only*).
- Students will **print all remaining pages two-sided** via *Bb* (*for Chapters 5-18*).
- Each student is **required** to keep an “**OB Log**”, to reflect upon their overall learning comprehension and takeaways of the lecture discussion re: interpretation and application.
- **Limit: 50 words or less** (*use high-level communication*).
- There will be **8** log entry opportunities.
- **Attendance is required to receive points.**
- **No points** will be given after the due date.

DUE: End of each class-- each log entry must be turned in **before** you leave class.

VALUE: 5 points per entry

LAB WORK (LW) – Consists of independent instructional assignments posted via *Blackboard (Bb)*; in lieu of classroom lecture.

CHAPTER 3: Questions for Review and Experiential Exercise - Job Satisfaction (LW)

- Each student is required to read the chapter and complete the *Questions for Review* (3-1 thru 3-6).
- Access template via *Bb*-- download document, complete and follow instructions accordingly for classroom discussion.
- Rank order the 21 job satisfaction factors listed on document-- explain why (one page).
- Must be **typed, printed and hand-delivered** on assigned due date.

DUE: 7-21-15

VALUE: 25 points

CHAPTER 4: Questions for Review (LW)

- Each student is required to read the chapter and complete the *Questions for Review* (4-1 thru 4-8).
- Access template via *Bb*.
- Must be **typed, printed and hand-delivered** on assigned due date.

DUE: 7-21-15

VALUE: 25 points

CHAPTER 5: Myers Briggs Type Indicator (MBTI) - Personality Test

- Each student will have an opportunity to complete and participate in an open discussion relative to their MBTI results/outcome(s).
- Take the **FREE** – MBTI Assessment Questionnaire via: <http://www.humanmetrics.com/cgi-win/JTypes2.asp> or use another site of your choice.
- Print a copy and bring your *4-letter type code* to class.

DUE: 7-21-15

VALUE: 10 points

CHAPTER 13: myPolitical Career Map

- Each student is required to develop a – **political career map**.
- Access template via **Bb**.
- Sketch out your relationships with the people whom your career depends.
- Identify first name only of both your **close** and **loose** connections.
- Develop a strategy for handling **no** connections.
- **CRITERIA:**
 - Must be **typed**.
 - Limit **one** two-sided page.
 - Properly edited.
 - Deductions will be made accordingly for missing information, minor and major errors.

DUE: 8-4-15

VALUE: 25 points

myTop 5 - OB Essentials Checklist

- Format posted to **Bb** – each student is required to download and follow instructions accordingly.
- Personalize **five (5) chapters**.
- List five essential OB strategies/techniques to internalize.
- **Explain** each strategy via one sentence/per essential.
- Must be typed to earn points.
- Limit **one** two-sided page.

DUE: 8-6-15

VALUE: 25 points

Organizational Behavior (OB) – Statements/Before and After

- An OB Statement HANDOUT will be distributed on the first day of class to each student.
- Each student is required to complete the form and return it back to the instructor at the **end of the first class**.
- Likewise, an OB Statement HANDOUT will be distributed on the last day of class to each student.
- Each student is required to complete the form and return it back to the instructor at the **end of the last class**.

DUE: First and Last Day of Class

VALUE: 5 points each

Exams

- There will be **two** tests.
- There will be **one** final exam – comprehensive.
- Tests/Exam can consist of multiple choice, fill-in the blank, and/or true/false questions.
- **Scantron** and pencil are required for each test and exam.

VALUE: 100 points/per test/exam

Optional

Pop quizzes or trivia at discretion of instructor-- must be present to partake.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Tests/Exam – Completed per the schedule/No exemptions.

Assignments – **Must** be turned in on due date, at the **beginning** of class. Automatic deductions applied, if late.

Instructional Learning Exercises – *See above schedule and assignments.*

Grading Matrix:

Instrument	Value (points or percentages)	Total
OB Statements – Before and After Course	2 statements -- 5 points each	10
OB Log	8 entries – 5 points each	40
<i>Instructional Learning:</i>		
Questions for Review/Exercise and Job Satisfaction (Chp3)	25 points	25
Questions for Review (Chp4)	25 points	25
MBTI -- Personality Assessment (Chp5)	10 points	10
myPolitical Career Map (Chp13)	25 points	25
myTOP 5 - OB Essentials Checklist	25 points	25
Tests	2 tests – 100 points each	200
Final - Exam	100 points	100
Total:		460

All of your course requirements are graded using points. At the end of the course, the points are converted to a letter grade using the scale in the table below.

Grade Determination:

A = 414 – 460 pts; i.e. 90% or better

B = 368 – 413 pts; i.e. 80 – 89 %

C = 322 – 367 pts; i.e. 70 – 79 %

D = 276 – 321 pts; i.e. 60 – 69 %

F = 275 pts or below; i.e. less than 60%

GRADING SYSTEM

UNT Dallas' grading system uses the letters A, B, C, D, F, P, NP, I, PR, W, WF, and Z.

A — excellent work, four grade points for each semester hour.

B — good work, three grade points for each semester hour.

C — fair work, two grade points for each semester hour.

D — passing work, one grade point for each semester hour.

F — failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.

P — passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, thesis and dissertation courses.

NP — not passed; a failing grade on the pass/no pass option; non-punitive.

I — I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and department chair and must be entered on the grade roster by the instructor. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F unless the instructor has designated a different automatic grade. See also "Removal of I" policy in the Academics section of this catalog.

PR — used to show that work is in process on thesis or dissertation in courses numbered 5950D.

W — drop or withdrawal without penalty. Given when a student drops a course or withdraws from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After that time the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade of WF is recorded.

WF — drop or withdrawal with a failing grade. Instructor may drop a student with a grade of WF from courses for nonattendance. May be assigned from the 7th through the 13th week of classes of long terms/semesters or corresponding dates for summer sessions.

Z — used to indicate that a grade was not properly received and/or recorded for a course.

Note: No grade points are allowed for grades F, I, NP, P, PR, W, WF or Z.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

Reference: The University of North Texas at Dallas: 2013-2014 Undergraduate and Graduate Catalog.
http://dallascatalog.unt.edu/content.php?catoid=6&navoid=133#Grading_System

University and Classroom Policies and Procedures

Academic Integrity:

Additionally, academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

Family Educational Rights and Privacy Act of 1974 (FERPA):

This law prohibits disclosure of student records to any unauthorized party. A student does not have a right to see educational records containing information about other students such as grades, test scores, etc.

Assignment Policy:

All homework should be typed/printed and turned in at the beginning of class.

Do not send assignments via email.

Automatic deductions applied to late assignments.

Header should always include: Student Name, Date, Course Name/Number.

Exam Policy:

Exams should be taken as scheduled. **No makeup examinations will be allowed** except for documented emergencies (See Student Handbook). All chapter reading assignments, classroom discussions, handouts, homework and lecture presentations will be inclusive. Once testing begins, students will not be allowed to leave the classroom until testing is completed.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. It is recommended that each student coordinate with a student colleague to obtain a copy of class notes, handouts, other materials, etc. if they are absent—NO EXCEPTIONS.

EXPECTATION: Students should attend each class for the entire period and be on time.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Additional Policies:

- Use of **cell phones** and/or texting – will not be permitted during class time (except for medical emergencies).
- Students who engage in texting or phone calls during class will be asked to leave.
- Use of **camera phone** – will **not** be permitted during class time; copyright laws apply.
- Use of **laptops** – is permitted for taking notes during classroom lectures/discussions, **but will not be permitted on quiz/testing dates.**
- Tape Recording – will not be permitted in class.

Note: Playing games on a laptop, Ipad or other electronic device, processing e-mail or surfing the internet for recreational purposes during class is considered to be disrespectful and a distraction to the professor and other students.