

University of North Texas at Dallas
Fall 2014
SYLLABUS

MGMT 3720D: 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		
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Office Hours:	7:00pm – 9:50pm (W)		
Virtual Office Hours:	By Appointment		
Classroom Location:	Universities Center at Dallas (UCD); 1901 Main St., - Room 303 Dallas, TX 75201		
Class Meeting Days & Times:	Weekly: Wednesday; 7:00pm – 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:	Organizational Behavior By Stephen P. Robbins 16 th Edition		
References:	Various articles 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@fhcg.follett.com UNT Dallas Writing Center: phone: (972) 338-1646; Bldg. 1 – 3 rd Floor UCD Study Space: 4 th Floor UCD Computer Lab: 4 th 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	Compose a short essay on the organizational dynamics of today's political arena.		
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.

If not in attendance when updates are made, **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	Activities	Assessments/Exam
Aug 25	Fall Semester Begins		
WK-1/Aug 27	<p>First Day of Class Introductions Review - Class Schedule & Expectations</p> <p><u>INTRODUCTION</u> Chapter 1 What is Organizational Behavior?</p>	<p>Complete/Turn in – Student Contact Information Sheet</p> <p>Lecture Discussion</p>	
WK-2/Sep 3	<p><u>THE INDIVIDUAL</u> Chapter 2 Diversity in Organizations</p>	Lecture Discussion	
WK-3/Sep 10	<p>Chapter 3 Attitudes and Job Satisfaction</p>	Lecture Discussion DUE: Experiential Exercise – Job Satisfaction -p.84 <i>(Download format via Blackboard)</i>	
WK-4/Sep 17	<p>Chapter 4 Emotions and Moods</p>	Lecture Discussion	
WK-5/Sep 24	<p>Chapter 5 Personality and Values</p>	Lecture Discussion	Complete Myers Briggs Type Indicator (MBTI) Personality Assessment
WK-6/Oct 1	<p>Chapter 6 Perception and Individual Decision Making</p>	Lecture Discussion	Test - Review
WK-7/Oct 8	<p>Chapter 7 Motivation Concepts</p> <p>Chapter 8 Motivation: From Concepts to Applications</p>	Lecture Discussion	TEST-1
WK-8/Oct 15	<p><u>THE GROUP</u> Chapter 9 Foundations of Group Behavior</p>	Lecture Discussion	

WK-9/Oct 22	Chapter 10 Understanding Work Teams	Lecture Discussion	
WK-10/Oct 29	Chapter 11 Communication Chapter 12 Leadership	Lecture Discussion	Test - Review
WK-11/Nov 5	Chapter 13 Power and Politics Chapter 14 Conflict and Negotiation	Lecture Discussion DUE: ESSAY on <u>"Today's Power & Politics"</u> (from your viewpoint)	TEST-2
WK-12/Nov 12	Chapter 15 Foundations of Organization Structure	Lecture Discussion	
WK-13/Nov 19	<u>THE ORGANIZATION SYSTEM</u> Chapter 16 Organizational Culture	Lecture Discussion	
WK-14/Nov 26	Chapter 17 Human Resource Policies and Practices	Lecture Discussion DUE: myTOP 5 – OB Essentials Checklist (Download format via Blackboard)	
WK-15/Dec 3	Chapter 18 Organizational Change and Stress Management	Lecture Discussion	Exam - Review
WK-16/Dec 10	EXAM – Chapters 1-18 Comprehensive (No exemptions from exam)	Lecture Discussion	FINAL EXAM
Dec 12	Fall Semester Ends		

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

NOTE: All reading assignments, classroom discussions, handouts, 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:

CRITICAL THINKING: Organizational Behavior (OB) - Log

- 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 *Blackboard* (*Chapters 3-18*).
- Each student is required to keep an “**OB Log**”, in which to reflect upon their overall learning comprehension of each lecture discussion and practical application/learning outcomes...(*analyzing/evaluating each chapter via: observation, interpretation and application*).
- Attendance is required to receive points.
- There will be **14** log entry opportunities.
- 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-- must be initialed by instructor.

VALUE: 5 points/per entry

CHAPTER 3: Experiential Exercise - Job Satisfaction

- Each student is required to access *Blackboard*-- download document, complete and follow instructions accordingly for classroom discussion.
- Rank order the 21 job satisfaction factors listed on document-- explain why.
- Must be typed—one page.

DUE: 9-10-14

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: 9-24-14

VALUE: 10 points

CHAPTER 13: ESSAY – Power and Politics

- Each student is required to write a – **Two-Page ESSAY on “Today’s Power & Politics”** (*from your viewpoint*)
- Essay should include your personal observation, interpretation and/or application of the current state of governmental affairs (*topic of your choice*) **or** workplace issues/concerns.
- **Include** a description/scenario and evaluation of your topic based on: organizational behavior, leadership behavior and ethical behavior.
- Identify type(s) of demonstrated behavior as being either:
 - **Positive/effective**, provide examples and next steps to maintain success.
 - or
 - **Negative/ineffective**; provide behavioral recommendations for improvement.
- **CRITERIA:**

- Must be **typed** and stapled.
- Include **cover page**, header, topic, student name, course name, course number, date and a **graphic** supporting your topic.
- **Two pages** of text; **double-spaced** format and properly edited.
- Deductions will be made accordingly for missing information, minor and major errors.

DUE: 11-5-14

VALUE: 50 points

Organizational Behavior (OB) – Statement

- 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

my Top 5 - OB Essentials Checklist *(per chapter)*

- Format posted to **Blackboard** – each student is required to download and follow instructions accordingly
- Personalize **each chapter** – list five essential OB strategies/techniques to internalize.
- **Explain** each strategy via one sentence/per essential.
- Must be **typed** to earn points.
- LIMIT: **One** 2-sided page.

DUE: 11-26-14

VALUE: 25 points

Exams:

- There will be two tests.
- There will be one final exam – comprehensive.
- Tests/Exam will 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

Perfect Attendance:

Student must attend ALL sessions for the FULL session and participate in classroom activities to earn points.

VALUE: 10 points

Random Opportunities:

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.

Exam – No exemptions/No make-ups.

Tests – No make-ups.

Assignments – No late, partial/incomplete assignments accepted. Assignments **must** be turned in at the **beginning** of class.

Instructional Learning Exercises – See above.

Grading Matrix:

Instrument	Value (points or percentages)	Total
OB Statements – Before and After Course	2 statements -- 5 points each	10
OB Log	14 entries – 5 points each	70
<i>Instructional Learning:</i>		
Essay – Power and Politics	50 points	50
Exercise -- Job Satisfaction	25 points	25
MBTI -- Personality Assessment	10 points	10
myTOP 5 - OB Essentials Checklist	25 points	25
Tests	2 tests - 100 points each	200
Final - Exam	100 points	100
Perfect Attendance	16 Full sessions	10
Total:		500

Grade Determination:

A = 450 – 500 pts; i.e. 90% or better

B = 400 – 449 pts; i.e. 80 – 89 %

C = 350 – 399 pts; i.e. 70 – 79 %

D = 300 – 349 pts; i.e. 60 – 69 %

F = 299 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.

Late assignments will not be accepted.

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.
- 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 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.