

University of North Texas at Dallas
Spring Semester, 2015
SYLLABUS

MGMT 3720: Organizational Behavior	
3 Credit Hours	
Department of	Management
Division of	Urban and Professional Studies
Instructor Name:	Dr. Elizabeth Muñiz
Office Location:	DAL 2 - 333
Office Phone:	(972) 338-1803
Email Address:	Elizabeth.Muniz@unt.edu NOTE: Use this email; do not email me via Blackboard Vista. I prefer e-mail to communicate with students, and I usually respond to e-mail messages within 24 hours. When you send a message, please make sure you specify in the subject line the course number for which you are enrolled (i.e., MGMT 3720), and do not use all CAPS when inquiring about a class issue. Note that the use of all CAPS in electronic messages is considered poor etiquette.
Office Hours:	Every Tuesday from 10:00 am to 2:00 pm Every Wednesday from 8:00 am to 10:00 am Every Thursday Online 6:00 pm to 9:00 pm
Classroom Location:	DAL 1 - 348
Class Meeting Days & Times:	Wednesdays from 10:00 am to 12:50 pm. NOTE: This course follows a blended instructional approach that includes a combination of face-to-face class sessions, online activities, and team activities.
Course Catalog Description:	MGMT 3720 – Organizational Behavior is a 3-hour course designed to provide students with an overview of individual behavior in formal organizations. Topics discussed include organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making, performance, and individual differences.
Prerequisites:	N/A
Co-requisites:	N/A
Required Text:	<i>The required textbook for this course is Organizational Behavior, 16th Edition, S. P. Robbins & T. A. Judge</i>
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com
Course Goals or Overview:	The goals of this course are to 1. To develop an understanding of individual behavior in formal organizations. 2. To understand how groups function in formal organizations. 3. To introduce students to the systems and dynamics of formal organizations.

Learning Objectives/Outcomes:

At the end of this course, the student will

1. Demonstrate an understanding of individual behavior in organizations.
2. Define individual attitudes and job satisfaction.
3. Identify recent findings about individual differences in the workplace.
4. Define individual perception and decision making.
5. Demonstrate an understanding of concepts and applications of employee motivation.
6. Define group behavior and work teams.
7. Identify communications processes in formal organizations.
8. Define contemporary issues in leadership.
9. Identify issues related to power and politics.
10. Define organizational culture.
11. Demonstrate an understanding of issues related employee emotions and moods, conflict and negotiation in organizations, organizational structure, human resources practices, organizational change, and stress management.

Course Outline

Date	Class Activities
WEEK 1 1/21	<p>In-Class Activities</p> <ul style="list-style-type: none"> • Introduction to Class • Introduction to Teams (We will form 6 teams) <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 1 & 2 • <u>Submit Assignment</u>. Questions for Review Chapter 1 – Due 1/27/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 2 – Due 1/27/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 1</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 2</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 1</u>. Group 1 will present.
WEEK 2 1/28	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 1 & 2 • <u>Presentations</u>: Experiential Exercises 1 & 2 (all groups present) • <u>Case Study#1 Discussion</u>: Group 1 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 3 & 4 • <u>Submit Assignment</u>. Questions for Review Chapter 3 – Due 2/3/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 4 – Due 2/3/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 3</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 4</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 2</u>. Group 2 will present.

<p>WEEK 3 2/4</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 3 & 4 • <u>Presentations</u>: Experiential Exercises 3 & 4 (all groups present) • <u>Case Study#2 Discussion</u>: Group 2 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • Study for Exam 1 (Chapters 1, 2, 3 & 4)
<p>WEEK 4 2/11</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • Exam 1 (Chapters 1, 2, 3 & 4) <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapter 5 • <u>Submit Assignment</u>. Questions for Review Chapter 5 – Due 2/17/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 5</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 3</u>. Group 3 will present. • <u>Prepare for Case Study 4</u>. Group 4 will present.
<p>WEEK 5 2/18</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 5 • <u>Presentations</u>: Experiential Exercise 5 (all groups present) • <u>Case Study#3 Discussion</u>: Group 3 leads the discussion. • <u>Case Study#4 Discussion</u>: Group 4 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapter 6 • <u>Submit Assignment</u>. Questions for Review Chapter 6 – Due 2/24/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 6</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 5</u>. Group 5 will present. • <u>Prepare for Case Study 6</u>. Group 6 will present.
<p>WEEK 6 2/25</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 6 • <u>Presentations</u>: Experiential Exercise 6 (all groups present) • <u>Case Study#5 Discussion</u>: Group 5 leads the discussion. • <u>Case Study#6 Discussion</u>: Group 6 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 7 & 8 • <u>Submit Assignment</u>. Questions for Review Chapter 7 – Due 3/3/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 8 – Due 3/3/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 7</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 8</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 7</u>. Group 1 will present.

WEEK 7 3/04	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapters 7 & 8 • <u>Presentations</u>: Experiential Exercise 7 & 8 (all groups present) • <u>Case Study#7 Discussion</u>: Group 1 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • Study for Exam 2 (Chapters 5, 6, 7 & 8)
WEEK 8 3/11	<p>In-Class Activities</p> <ul style="list-style-type: none"> • Exam 2 (Chapters 5, 6, 7 & 8) <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 9 & 10 • <u>Submit Assignment</u>. Questions for Review Chapter 9 – Due 3/24/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 10 – Due 3/24/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 9</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 10</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 8</u>. Group 2 will present.
WEEK 9 3/18	<p>Spring Break</p>
WEEK 10 3/25	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapters 9 & 10 • <u>Presentations</u>: Experiential Exercise 9 & 10 (all groups present) • <u>Case Study#8 Discussion</u>: Group 2 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapter 11 • <u>Submit Assignment</u>. Questions for Review Chapter 11 – Due 3/31/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 11</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 9</u>. Group 3 will present.
WEEK 11 4/01	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 11 • <u>Presentations</u>: Experiential Exercise 11 (all groups present) • <u>Case Study#9 Discussion</u>: Group 3 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapter 12 • <u>Submit Assignment</u>. Questions for Review Chapter 12 – Due 4/7/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 12</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 10</u>. Group 4 will present.

<p>WEEK 12 4/08</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 12 • <u>Presentations</u>: Experiential Exercise 12 (all groups present) • <u>Case Study#10 Discussion</u>: Group 4 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • Study for Exam 3 (Chapters 9, 10, 11 & 12)
<p>WEEK 13 4/15</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • Exam 3 (Chapters 9, 10, 11 & 12) <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 13 & 14 • <u>Submit Assignment</u>. Questions for Review Chapter 13 – Due 4/21/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 14 – Due 4/21/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 13</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 14</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 11</u>. Group 5 will present.
<p>WEEK 14 4/22</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 13 & 14 • <u>Presentations</u>: Experiential Exercise 13 & 14 (all groups present) • <u>Case Study#11 Discussion</u>: Group 5 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • <u>Read</u>. Chapters 15 & 16 • <u>Submit Assignment</u>. Questions for Review Chapter 15 – Due 4/28/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Submit Assignment</u>. Questions for Review Chapter 16 – Due 4/28/15 @ 11: 59 PM. <i>No late work accepted.</i> • <u>Prepare for Experiential Learning Exercise 15</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Experiential Learning Exercise 16</u>. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Prepare for Case Study 12</u>. Group 6 will present.
<p>WEEK 15 4/29</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • <u>Discussion on Main Points</u>: Chapter 15 & 16 • <u>Presentations</u>: Experiential Exercises 15 & 16 (all groups present) • <u>Case Study#12 Discussion</u>: Group 6 leads the discussion. <p>Assignments:</p> <ul style="list-style-type: none"> • Study for Exam 4 (Chapters 13, 14, 15 & 16)
<p>WEEK 16 5/06</p>	<p>In-Class Activities</p> <ul style="list-style-type: none"> • Exam 4 Chapters (13, 14, 15 & 16)
<p>WEEK 17 5/13</p>	<p>Team Project Presentations</p>

Course Evaluation Methods

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

Components	Max Points
4 Exams (100 points each)	400
16 Experiential Exercise Presentations (2 points each)	32
2 Case Studies (10 points each)	20
16 Questions for Review (10 points each)	160
Team Project Presentation	60
TOTAL	672

At the end of the course,
604 points and above = A;
603 – 537 points = B;
536 – 470 points = C;
469 – 403 points = D;
402 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 470 at the end of the course will be a “C”, 537 will be a “B”, etc.). Final scores/grades will NOT be “curved” or “adjusted”. Adjustment of Exam scores *may* be made immediately after the exam (not at the end of the course) after analysis of the frequency of questions missed. *I do not discuss or disclose any grade information over the phone or by email. Please visit me during office hours to discuss grades.*

Course Policies Related to Your Grade

Attendance: Attendance is expected and will be recorded at the beginning and end of each class. Attendance in this class is defined as a student present for the entire duration of the class. Late arrival to class will count as an absence. Late arrival is defined as a student not being present when his or her name is called. More than four absences from class for any reason will result in your final course average being lowered by one letter grade. This policy is posted on Blackboard.

Mandatory Attendance on Team Presentation Days

Students are required to attend ALL team presentations at the end of the semester. Each absent day will result in your team presentation grade lowered by one letter grade.

Use of Electronic Devices: Please refrain from using electronic devices in class. *Students are required to turn off all electronics at the beginning of class.* Students who use an electronic device in class will receive a letter grade deduction. After a second warning, use of electronics during class will result in an F. If you must use a phone, please step out of the classroom. If special circumstances require a student to have a communications device active during class, the student is required to make arrangements with the professor prior to class.

Social Loafing. *Social loafing will not be tolerated in this class.* Each student is expected to make significant contributions to all team activities/assignments. Please read social loafing policy posted on Blackboard.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

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.

Policy on Missing Exams & Other Assignments:

SPECIAL NOTICE: There is no provision for missing or making up a missed assignment, case study, presentation, or any other syllabus specified component of this class. Further, no component of this course will be administered at a time different than that provided in the course syllabus.

Verifiable cases of birth; death; serious family and/health problems; act of God (unpreventable events resulting from natural causes such as hurricanes, tornadoes, floods, and storms – accidents which are not the results of human factors); transportation accidents, bona fide racial, ethnic, cultural, religious, age, gender, or disability factors; UNT official events may constitute grounds for accommodation and will be dealt with on a case-by-case basis. Work, marriage, personal or work-related travel, and other personal situations not described above DO NOT constitute grounds for accommodation. If the above policy does not suit your situation, then please make other enrollment arrangements.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity 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 Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf> for complete provisions of this code.

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.

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. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and 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.

Miscellaneous:

Your professor also reserves the right to change any of the requirements, procedures, schedules, assignments, and criteria contained in this Syllabus. A waiver by the professor of any specific item in this Syllabus for the class or for a particular student for a particular instance does not constitute a waiver of any other item in this Syllabus nor does it constitute a subsequent waiver of that particular item.

Students who generally seem not to be paying attention in class (e.g., reading a newspaper, trying to check e-mail/sending text messages, chatting with classmates, etc.) or who are disruptive, will be presumed to be so well prepared for that day's class that they are actually frustrated at not being more actively involved in the class. Therefore, such behavior will serve as a signal to your professor that the student wishes to more actively participate in class and will be given the opportunity to do so.

Note: Although we will be discussing various rules of law as they relate to particular situations presented in the assigned readings, we cannot discuss any personal "legal" situations pertaining to students. In particular, no legal advice can or will be given to any student.