

University of North Texas at Dallas
Spring 2016
SYLLABUS for Distance Learning

Department of		Management	School of	Business
Instructor Name:	Dr. Elizabeth Muniz			
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Email Address:	Elizabeth.Muniz@untdallas.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:	TBA			
Classroom Location:	<i>Online</i>			
Class Meeting Days & Times:	Online			
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:	None			
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 as follows -				
	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, students will be able to:				
	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			

Online Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Course Outline

Week 1 1/19	Module 1 <ul style="list-style-type: none"> Read Chapters 1 & 2 Quiz 1 & 2 Due Sunday January 24th @ 11:59 PM
Week 2 1/25	Module 1 <ul style="list-style-type: none"> Ice Breaker Exercise. First post with your answers due Wednesday January 27th @ 11:59 PM; Two reply posts due Saturday January 30th @ 11:59 PM Discussion Board 1: First post with your answers due Wednesday January 27th @ 11:59 PM; Two reply posts due Saturday January 30th @ 11:59 PM
Week 3 2/1	Module 2 <ul style="list-style-type: none"> Read Chapters 3 & 4 Quiz 3 & 4: Due Sunday February 7th @11:59 PM
Week 4 2/8	Module 2 <ul style="list-style-type: none"> Exam 1 (1, 2, 3 & 4): Due Sunday February 15th @ 11:59 PM
Week 5 2/15	Module 3 <ul style="list-style-type: none"> Read Chapters 5 & 6 Quiz 5 & 6: Due Sunday February 21st @11:59 PM
Week 6 2/22	Module 3 <ul style="list-style-type: none"> Discussion Board 2: First post with your answers due Wednesday February 24th @ 11:59 PM; Two reply posts due Saturday February 27th @ 11:59 PM
Week 7 2/29	Module 4 <ul style="list-style-type: none"> Read Chapters 7 & 8 Quiz 7 & 8: Due Sunday March 6th @11:59 PM
Week 8 3/7	Module 4 <ul style="list-style-type: none"> Exam 2 (5, 6, 7 & 8): Due Sunday March 13th @ 11:59 PM
Week 9 3/14	Spring Break
Week 10 3/21	Module 5 <ul style="list-style-type: none"> Read Chapters 9 & 10 Quiz 9 & 10: Due Sunday March 27th @11:59 PM
Week 11 3/28	Module 5 <ul style="list-style-type: none"> Discussion Board 3: First post with your answers due Wednesday March 30th @ 11:59 PM; Two reply posts due Saturday April 2nd @ 11:59 PM
Week 12 4/4	Module 6 <ul style="list-style-type: none"> Read Chapters 11 & 12 Quiz 11 & 12: Due Sunday April 10th @11:59 PM
Week 13 4/11	Module 6 <ul style="list-style-type: none"> Exam 3 (9, 10, 11 & 12): Due Sunday April 17th @ 11:59 PM

Week 14 4/18	Module 7 <ul style="list-style-type: none"> • Read Chapters 13 & 14 • Quiz 13 & 14: Due Sunday April 24th @11:59 PM
Week 15 4/25	Module 7 <ul style="list-style-type: none"> • Discussion Board 4: First post with your answers due Wednesday April 27th @ 11:59 PM; Two reply posts due Saturday April 30th @ 11:59 PM
Week 16 5/2	Module 8 <ul style="list-style-type: none"> • Read Chapters 15 & 16 • Quiz 15 & 16: Due Sunday May 8th @11:59 PM
Week 17 5/9	*** Please note change in dates *** Module 8 <ul style="list-style-type: none"> • Exam 4 (13, 14, 15 & 16): Due Tuesday May 10th @ 11:59 PM

This schedule is subject to change by the instructor. Changes to this schedule will be communicated by Blackboard email.

Course Evaluation Methods

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

Discussion Boards

Part of an effective class is the synergy created with online discussions. Your assignments require that you participate in online discussions. Online discussions require you to post an Original Response to my question(s) and Reply to the Original Response or replies of your class-mates (i.e. peers). As part of your course grade, you are required to post at least 4 Original and 8 Reply postings in the discussion forums as requested in the Discussion Board section of each Module.

All Discussion postings are time-sensitive as indicated in the Course Schedule. Discussion forums will be *locked up* (no more posts) at the times indicated.

No discussion credit will be given if you do not post timely responses to the Discussion Forums. You will not receive partial credit – you must make both posts (i.e., Original Response and Two Replies) and answer all questions to receive credit for/in a discussion forum.

Discussion credit (points) will be assigned the week following the close of a discussion. Discussion Boards are intended to promote discussion between and among students.

There is no provision for making up a missed question for discussion and no questions for discussion will be administered at a time different than that provided in the syllabus.

Do NOT attach a file in lieu of text in a Discussion post. No one will read it done this way as it requires a download and it is too much trouble.

Just reply to my Discussion Board question(s) rather than creating a new discussion thread. You will do that also in replying to someone else's post anyway. (New threads are started when you hit "Compose [New] Discussion Message" and change the Subject Line). Do not start a new discussion thread (by composing a new message) within a discussion forum – reply only to my or someone else's post(s).

Remember that it takes 2 posted responses within a discussion to receive credit. If you reply to my discussion question(s) but do not post a response to your classmate's, **you will receive a ZERO for that assignment.** Remember, also, **that you will not receive any credit unless you answer ALL of my questions in a reply to my**

question(s). Again remember that you must have at least one (1) original response to ALL of the question(s) I ask in a discussion AND at least two (2) replies to a classmate's post in a discussion forum by the Syllabus deadline for the assignment.

Public Discussion replies from me are unusual. A Discussion reply post from me will be rare simply because of the volume involved. I do READ and EVALUATE every post. I may reply to your post PRIVATELY. I will let you know privately if you are not in the right track. Please do not be offended if I do not reply to your discussion post. I do reply to all email.

I suggest that you save all messages/mail/posts until the end of the course. I do ... so I can prove what was/was not sent/received during the semester.

Although discussion posts are locked up Saturdays @ 11:59 pm (except for the last week of classes), grades will not be posted until I read, evaluate, and process all posts. This will usually be by the Wednesday following the close of discussion. In other words, there is not an immediate return of Discussion evaluation/grades as there is with Quizzes.

Quizzes

You will have 16 Blackboard Chapter Quizzes over the course term. No Chapter Quiz grades will be dropped. In each module, you will all quizzes in the quiz folder and will be available on and will expire on the dates specified on the Course Schedule.

All Quizzes are open book, open notes. Complete the quizzes without the help of anyone else. Complete the quizzes after you finish reading the assigned work for that week. You will receive a zero if you do not complete a quiz by its deadline.

Each quiz contains 5 multiple choice or True/False questions and has a time limit of 10 minutes. You can take a Chapter Quiz *only once*. UNT Blackboard Server time rules for any and all Quiz/Testing purposes. Quiz scores will be posted to your student record in Blackboard. There is no provision for making up a missed quiz and no quiz will be given at a different time than that provided in the course syllabus. Chapter Quiz results are returned after a quiz is graded.

The "Blackboard Glitch". Blackboard occasionally fails to grade a submitted Chapter Quiz and automatically return results to you. If this happens to you, let me know and I will fix it. There is typically nothing wrong if you submit your quiz properly.

Exams 1, 2, 3 & 4

These are online exams. They contain multiple choice items testing your comprehension of and ability to integrate material associate with your textbook reading assignments.

Grading Matrix:

Activities/Assignments	Max. Points
4 Discussion Boards (50 points each)	200
16 quizzes (5 points each)	80
4 Exams (100 points each)	400
Ice Breaker Exercise	10
Total	690

Grade Determination

At the end of the course,
621 points and above = A;
620 – 552 points = B;
551 – 483 points = C;
482 – 414points = D;
413 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 552 at the end of the course will be a “C”, 620 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.

Blackboard Availability and Deadlines: Blackboard is unavailable at certain times during the weekend for maintenance. Please plan your schedule accordingly to avoid missing deadlines.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDisability@untDallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

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.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT

Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- [https://help.blackboard.com/en-us/Learn/9.1 SP 12 and SP 13/Student/040 Browser Support for SP 13](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13)
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html