

University of North Texas at Dallas
Fall 2013
SYLLABUS

MGMT 3720D: Organizational Behavior 3Hrs			
Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Dr. Patricia Smallwood		
Office Location:	University Center (Downtown Dallas) 1901 Main St. Dallas, TX 75241-4605		
Office Phone:	214- 801-8527		
Email Address:	PatriciaSmallwood@unt.edu		
Office Hours:	7:00 – 9:50 P.M. (Wed.)		
Virtual Office Hours:	6:00 – 10:00 P.M (Wed.)		
Classroom Location:	University Colleges		
Class Meeting Days & Times:	Weekly: Wednesday 7:00 p.m. – 9:50 p.m.		
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 15 th Edition		
Recommended Text and References:	Various articles and periodic internet downloads (see below course outline).		
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:			
	<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 personality assessment.		
4	Compose a short paper on today's political arena.		

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.

Week	Date	Reading Assignment	Other Assignments	Assessments/Exam
1	Aug. 28th	Fall Semester Begins		
	Aug 28th	First Day of Class Introductions Review - Class Schedule & Expectations Complete – Student Contact Information Sheet Syllabus Form Teams	Complete/Turn in – Student Contact Information Sheet	
2	Sept 4	Chapters 1 – What is Organizational Behavior – Pg. 3 Chapter 2 – Diversity in Organizations – Pg. 39	Chapter Discussion Class Exercises	
3	Sept 11	Chapter 3 – Attitudes and Job Satisfaction – Pg. 69 Chapter 4 – Emotions and Moods – Pg. 97	Chapter Discussion Class Exercises	
4	Sept 18	Exam to cover chapters 1-4		Exam #1
5	Sept 25	Chapters 5 – Personality and Values – Pg. 131 Chapter 6 – Perception and Individual Decision Making – Pg. 165	Chapter Discussion Class Exercises	
6	Oct. 2	Chapters 7 – Motivation Concepts – Pg. 201 Chapter 8 – Motivation: From Concepts to Application – Pg. 239	Chapter Discussion Class Exercises	
7	Oct. 9	Chapter 9 – Foundations of Group Behavior – Pg. 271 Chapter 10 – Understanding Work Teams – Pg. 307	Chapter Discussion Class Exercises	
8	Oct. 16	Exam to cover 5-10		Exam #2
9	Oct. 23	Chapters 11 – Communication Pg. 335 Chapter 12 – Leadership – Pg. 367	Chapter Discussion Class Exercises	
10	Oct. 30	Chapters 13 – Power and Politics – Pg. 411	Chapter Discussion Class Exercises	

		Chapter 14 – Conflict and Negotiation – Pg. 445		
11	Nov. 6	Chapter 15 – Foundations of Organization Structure – Pg. 479 Chapter 16 – Organizational Culture – Pg. 511	Chapter Discussion Class Exercises	
12	Nov. 13	Exam to cover chapters 11 - 14	Chapter Discussion Class Exercises	Exam #3
13	Nov. 20	Presentation and Paper (Leaders Presentation)	Business Leader Presentation	Post Paper in Blackboard
14	Nov. 27	Chapter 17	Chapter Discussion Class Exercises	
15	Dec. 4	Chapter 18	Chapter Discussion Class Exercises	
16	Dec. 11	Exam to cover chapters 15-18	Chapter Discussion Class Exercises	Exam #4

Method of Instructions: Lectures, text discussions, supplemental materials, class exercise, and individual case assignments.

Business Leader in the News Research Project: Throughout the course we will explore the traits, behaviors and circumstances of leaders in business, non-profit organizations and government. This project will challenge students to research and analyze a current business leader. Non-profit organization or government organization leaders can be selected by non-business majors, with instructor permission.

The leader chosen must be someone currently in a top leadership position in a business and been profiled in mainstream newspapers or magazines. At least 3 current sources (since 2010) must be used for the analysis; articles dated prior to 2010 can be used as supplemental historical back-up, if necessary. Leaders profiled in your text or in class are not allowable.

Students are required to give an oral presentation (**3-5** minutes maximum) covering highlights of their Leader Research Project. This presentation will be given in class the day the written paper is due. The written paper is worth **100** points, and the oral presentation is worth 60 points. The student should provide a PowerPoint Presentation 5-7 informational slides. **The presentations will take place on November 20th . Please bring a hard copy of your PowerPoint Presentation. Refer to the presentation schedule.**

Course Evaluation Methods

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

Grading Matrix:

Instrument	Value (points or percentages)	Total
PowerPoint Presentation & Paper	Leadership Assignment	100
Exams	4 exams at 100 points each	400
Participation Points	16 classes@ 3.1 - Exercises	50
Total:		550

Grade Determination:

A = 550 – 450 pts; i.e. 90% or better

B = 360 – 449 pts; i.e. 80 – 89 %

C = 315 – 359 pts; i.e. 70 – 79 % (check computation)

D = 270 – 314 pts; i.e. 60 – 69 %

F = 269 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: 2010-2011 Undergraduate and Graduate Catalog (p. 140).

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. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 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.

Assignment Policy:

All homework should be **typed/both the question and answer, printed** and brought to class ready to turn in.

Do not send assignments via email.

Late assignments will not be accepted.

Note: All papers are written using the APA Standards only.

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.*

Academic Integrity:

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.

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.

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

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.

Additional Policies:

- Use of Cell Phones – will not be permitted during class time.
- Food & Drink in the Classroom – will not be permitted in the classroom.
- Use of Laptops – may be used for taking notes during classroom discussions, but will not be permitted on quiz/testing dates.
- Tape Recording – will not be permitted in class.
- Zero tolerance for disrespectful and unprofessional behavior.