

University of North Texas at Dallas

SPRING 2014

SYLLABUS

| MGMT 3720D: Organizational Behavior 3Hrs | |
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| 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: | Patricia.Smallwood@unt.edu |
| Office Hours: | 5:30 P.M. – 6:50 P.M. (T/TH) |
| Virtual Office Hours: | 7:00 P.M – 9:50 - THURSDAY |
| Classroom Location: | University Colleges |
| Class Meeting Days & Times: | Weekly: Tuesday and Thursday; 5:30 p.m. – 6:50 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. |
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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 | | Fall Semester Begins | | |
| | January 16 | First Day of Class Introductions Review - Class Schedule & Expectations Complete – Student Contact Information Sheet | Complete/Turn in – Student Contact Information Sheet | |
| | | <u>INTRODUCTION</u> Chapter - 1. What is Organizational Behavior | | |
| 2 | January 23 | Chapter 2- Diversity In Organizations | Class Exercises | |
| 3 | January 30 | Chapter –3 - Attitudes and Job Satisfaction | Class Exercises | |
| 4 | February 6th | Chapter - 4. Emotions and Moods | Class Exercises | |
| 5 | February 13th | TEST #1: Chapters 1-4 | | TEST |
| 6 | February 20th | Chapter - 5. Personality and Values Chapter – 6. Perception and Individual Decision Making | Class Exercises | |
| 7 | February 27th | Chapter - 7. Motivation From Concepts To Applications Chapter – 8. Motivation From Concepts to Applications | Class Exercises | |
| 8 | March 6th | TEST #2: Chapters 5-8 | | TEST |
| | | <i>SPRING BREAK</i> <i>MARCH 10 – 14TH</i> | | |
| 9 | March 20th | Chapter - 9. Foundations of Group Behavior Chapter - 10. Understanding Work Teams | Class Exercises | |
| 10 | March 27th | Chapter - 11. Communication | Class Exercises | |

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|----|------------|--|------------------------|-------------|
| | | Chapter – 12. Leadership | | |
| 11 | April 3rd | Chapter – 13. Power and Politics Chapter - 14. Conflict and Negotiations | Class Exercises | |
| 12 | April 10th | TEST #3 – Chapters 9-14 | | TEST |
| 13 | April 17th | Chapter – 15. Foundation of Organizational Structure Chapter – 16. Organizational Culture | Class Exercises | |
| 14 | April 24 | Chapter – 17. Human Resource Policies and Practices Chapter - 18. Organizational Change and Stress Management | Class Exercises | |
| 15 | May 1st | PRESENTATIONS | | |
| 16 | May 8 | TEST #4- Chapters 15-18 | | TEST |
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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 |
|---------------------------------|-------------------------------|------------|
| Special Assignment - Individual | Presentation- (Leader) | 100 |
| Tests (4) | 75 Points For Each Test | 300 |
| Participation Points | 16 classes @3.125 points | 50 |
| Total: | | 450 |

Grade Determination:

- A = 450 – 405 pts; i.e. 90% or better
- B = 360 – 404 pts; i.e. 80 – 89 %
- C = 315 – 359 pts; i.e. 70 – 79 %
- D = 270 – 314 pts; i.e. 60 – 69 %
- F = 269 pts or below; i.e. less than 60%

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. Choice of your "leader" and at least 2 articles must be turned in and approved by Dr. Smallwood according to the schedule reflected in your Course Schedule of Assignments.

Your leader research project will culminate in a written report due to the Assignment Drop Box on the date/time given in the Course Schedule of Assignments. The report must include the following parts: a) Description of the leader's current position and summary of career highlights; b) Identification of the traits of the leader; c) Assessment of the leadership behaviors and strategies most often used by the leader, d) Description and evaluation of a situation where the leader was effective; and e) Description and evaluation of a situation where the leader was not effective. For the non-effective situation, offer recommendations for what he/she might have done differently. Students must use data (specific examples) about the leader to back-up your conclusions. [The Business Leader in the News Research Project assignment will be due on 05/01/2014.](#)

Students are required to give an oral presentation (5-7 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 85 points, and the oral presentation is worth 15 points. Detailed evaluation criteria for this project will offered in class and posted on the course web site. [The presentations will take place on 05/01/2014. Please bring a hard copy of your PowerPoint Presentation.](#)

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.

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.