

MGT 305.01W
Management & Organizational Behavior
Summer II, 2012 Course Tentative Syllabus

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The best way to contact me is by email or through the Virtual Office. This is an online course; therefore, expect most communication to be online.

IMPORTANT

Each time you send an e-mail the subject line should read MGT 305.03W to ensure that I receive the message. If you follow these directions exactly I will respond to emails within a 48 hour time period. If you do not follow these instructions exactly, I cannot assure you that I will respond as quickly because your e-mail will be lost in a sea of other e-mail messages.

FYI: The Virtual Office (under the Course Home section) is a great means of communication if you have questions that others in the class may have as well. Let's use this to our advantage and feel free to respond to others' questions if you know the answer.

Textbook: Organizational Behavior, 14th edition, by Robbins & Judge, Prentice-Hall Publishing

ORG BEHAVR STUDENT VALUE ED& MML W/ETXT SAC, 14/E

ROBBINS & JUDGE

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Publisher: Prentice Hall

Copyright: 2011

Format: National Bundle

Course Description: This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development.

Course Objectives: This course aims to improve students understanding of human behavior in organization and the ability to lead people to achieve more effectively toward increased organizational performance. After completing this course, students should be able to:

- Define what is meant by the term organizational behavior and explain its importance.
- Demonstrate knowledge of the managerial implications of organizational behavior

concepts and their interrelationships.

- Explain how personality and perception influence behavior in organizations.
- Apply theories and concepts associated with effective work design to suggest tactics for enhancing work performance in organizations.
- Demonstrate an understanding of the theories and concepts of decision making and problem solving to develop strategies and design effective systems
- Apply theories and concepts of motivation to develop strategies for improving work performance.
- Demonstrate the concepts of leadership as they apply to organizations and working people.
- Understand the concepts of change to develop strategies for improving work performance.
- Apply theories and concepts of goal setting, feedback, and conflict management.
- Interact effectively in group settings and improve self confidence.

Grading:	A = 90-100	1. Exams:	60% (2 exams @ 30% each)
	B = 80-89	2. Discussion Board:	20%
	C = 70-79	3. Web Activities:	20% (2 @ 10% each)
	D = 60-69		
	F = 00-59	Total:	100%

1. Exams: There will be two exams given throughout the semester. Each exam is worth 30%. Please see the following schedule for exam dates. The exams **will be timed** and can only be accessed once; therefore, once you begin, you may not stop and come back to it later.

Exam 1: Opens July 21st - Closes July 23rd.

Exam 2: Opens Aug 7th – Closes Aug 9th.

****IMPORTANT**** A missed exam equals a missed exam grade *regardless of the reason* unless you contact me immediately. *You need to make sure that you have a secure connection upon beginning the exam.*

2. Discussion Board: The discussion board is worth 20% of your grade. Each week I will post different topics related to the assigned chapter(s) for the week. Each student is required to make thoughtful posts as well as replies to other students' posts for the assigned chapter(s). The discussion board will count for the class participation component of your grade. If you were attending class, you would be expected to contribute to each week's class session, so you should treat the bulletin board as you would treat class participation. As a general guideline, **your grade on this portion will be a function of the quality, quantity, and consistency** (i.e., a somewhat even distribution of activity throughout the term) of your posts and replies on the bulletin board throughout the semester.

Please be aware that 20-25 posts and replies with good qualities is simply a suggested number of postings. **25 posts of very low quality at the end of the semester will not hold as much weight as 20 high quality posts distributed evenly throughout the term.** Please also note that heavy activity during the last few days cannot compensate for a lack of participation during the term. Plan to participate throughout the semester.

The discussions are only open for posting during the week for which they are scheduled. Each week's discussions are open from Monday to the following Sunday. For example, Chapter 1 discussion opens at midnight on Mon., July 9th and closes at 11:59pm Sun., July 15th.

You must keep up with the scheduled readings for the week. Some weeks you will be required to post to two chapters as opposed to one. Once the chapter has been closed, it will not be re-opened.

Students do not have to post to every topic, but it is preferred. Keep in mind that the minimum number of postings suggested is 20-25; therefore, one could do 4-5 posts per week and be in good shape by the end of the semester provided the posts are of high quality.

3. Web Activities:

The first activity is due on July 14th 11:59PM.

The second activity is due on Aug 1st 11:59PM.

You can find the assignment under COURSE HOME and then WEB ACTIVITIES.

Assignments should be uploaded to the appropriate Web Activities Dropbox. Remember that you can do these earlier than the due date and submit them to your dropbox. **Any assignments that are received past the due time will automatically drop one letter grade. For each day thereafter the grade drops another letter grade.**

However, I will give you the grade after the due date, and **your grades depend on not only your explanation of your daily life with the associated experience, but also the application of the topic in organization context, with the supports of some theories, if possible.**

I will NOT remind you of this in each assignment again, but I do give you the grades in the light of this.

Extra Credit: I do NOT assign extra credit work. Please do not ask.

It is the student's responsibility and accountability to ensure that they have a reliable internet connect. Therefore, the student's rationalizations and excuses for reasons of lateness of submittal of assignment is not valid and falls into the category lack of student responsibility and accountability due to not following the instructions and requirements of the syllabus and the assignment.

Moreover, Times in the Ecollege are displayed in (GMT-06:00) Central Time (US & Canada)

First time eCollege users: eCollege is user-friendly, but I do recommend that you complete the tutorial that is on the same page where you enter the course (the welcome page). For any technical questions you may contact the eCollege Help Desk at 1-866-656-5511 or by e-mail at helpdesk@online.tamuc.org.

Comment on Academic Honesty: There seems to be a belief among many that anything found on the Internet is free to use as one wishes. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. If you have any questions, please let me know.

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact the Office of Advisement Services, Business Administration Building, Room 314, (903)886-5133

Schedule:

Week Of:	Chapter:	Assignment:
7/9– 7/15	1 What is OB? 2 Diversity in Organizations 3 Attitudes, and Job Satisfaction 4 Emotions and Moods	Web Activity 1 Due July 14 @ 11:59 PM
7/16 – 7/22	5 Personality & values 6 Perception and Individual Decision Making 7 Motivation Concepts 8 Motivation: From Concepts to Applications	EXAM 1 opens: Sat, July 21 (chpts. 1 – 7)
7/23 – 7/29	9 Foundations of Group Behavior 10 Understanding Work Teams 11 Communication 12 Leadership	EXAM 1 closes: Mon., July 23 @ 11:59 PM
7/30 – 8/5	13 Power and Politics 14 Conflict and Negotiation 15 Foundations of Organization Structure 16 Organizational Culture	Web Activity 2 Due August 1 @ 11:59 PM
8/6 – 8/9	17 Human Resource Policies and Practices 18 Organizational Change and Stress Management	EXAM 2 Aug 7-9(Chapter 8-18)

GRADING RUBRIC FOR WEB ACTIVITIES

“A” (90-100):

- Writes a well thought-out paper that fully addresses the required topics
- Incorporates pertinent and detailed information from provided source(s).
- Maintains focus/avoids being sidetracked by tangents
- Presents all information clearly and concisely and in an organized manner
- Avoids distracting grammar/spelling/etc. problems
- Follows designated formatting and length guidelines exactly

“B” essay (80-89):

- Writes a well thought-out paper that fully covers the topic, but not as thorough as an “A” paper
- Incorporates some pertinent and detailed information from provided source(s).
- Mostly maintains focus/avoids being sidetracked by tangents
- Presents most information clearly and concisely and in an organized manner with very minor organization problems
- May contain a few distracting grammar/spelling/etc. problems
- Follows designated formatting and length guidelines almost exact

“C” essay (70-79):

- Addresses the topics, but not as well or thorough as a “B” paper.
- Does not adequately incorporate pertinent and detailed information from provided source(s).
- Doesn’t maintain focus and gets somewhat sidetracked by tangents and strays from the topic (more than a “B” paper)
- Presents little information clearly or concisely and in lacks organization in many areas
- May contain several distracting grammar/spelling/etc. problems
- Somewhat tries to follow designated formatting and length guidelines

“D” essay (60-69):

- Does not directly address the topics
- Does not adequately incorporate pertinent and detailed information provided source(s).
- Lacks focus and gets sidetracked by tangents and completely strays from the topic (more than a “C” paper)
- Information is not clearly or concisely presented and in lacks overall organization
- Contain many distracting grammar/spelling/etc. problems

- Doesn't follow designated formatting and length guidelines

“F” essay (59 and below):

- Does not address the subject
- Does not incorporate pertinent information from provided source(s).
- Complete loss of focus and gets continuously sidetracked by tangents and completely strays from the topic
- Information is unclearly presented and lacks total organization
- Contains much distracting grammar/spelling/etc. problems and is basically incomprehensible
- Doesn't use designated formatting and length guidelines

RUBRIC FOR DISCUSSION BOARDS					
Criteria	Unacceptable 0-1 Points	Acceptable 2 Points	Good 3 Points	Excellent 4 Points	Assigned Grade
Frequency	Participates not at all.	Participates 1-2 times on the same day.	Participates 3-4 times but postings not distributed throughout week.	Participates 4-5 times throughout the week.	
Initial Assignment Posting	Posts no assignment.	Posts adequate assignment with superficial thought and preparation; doesn't address all aspects of the task.	Posts well developed assignment that addresses all aspects of the task; lacks full development of concepts.	Posts well developed assignment that fully addresses and develops all aspects of the task.	
Follow-Up Postings	Posts no follow-up responses to others.	Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion.	Elaborates on an existing posting with further comment or observation.	Demonstrates analysis of others' posts; extends meaningful discussion by building on previous posts.	
Content Contribution	Posts information that is off-topic, incorrect, or irrelevant to discussion.	Repeats but does not add substantive information to the discussion.	Posts information that is factually correct; lacks full development of concept or thought.	Posts factually correct, reflective and substantive contribution; advances discussion.	
Clarity & Mechanics	Posts long, unorganized or rude content that may	Communicates in friendly, courteous and	Contributes valuable information to	Contributes to discussion with clear, concise	

	contain multiple errors or may be inappropriate.	helpful manner with some errors in clarity or mechanics.	discussion with minor clarity or mechanics errors.	comments formatted in an easy to read style that is free of grammatical or spelling errors.	
<i>Total Points: 20</i>					