**MGT 305.02W**
Management & Organizational Behavior
Fall, 2012 Course Syllabus

**Instructor:** Dr. Zhang (Last name) Long (First name)
**Class Day/Time:** Online
**Fax:** 903-886-5702
**E-Mail:** Long.Zhang@tamu.edu

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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.**

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***IMPORTANT***

Each time you send an e-mail the subject line should read MGT 305.02W 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.

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

**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.

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

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**ORG BEHAVR STUDENT VALUE ED& MML W/ETXT SAC, 14/E ROBBINS & JUDGE**
ISBN-10: 0132154471
Publisher: Prentice Hall
Copyright: 2011
Format: National Bundle

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**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.

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**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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>1. Exams:</td>
<td>45% (3 exams @ 15% each)</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>2. Discussion Board:</td>
<td>15%</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>3. Web Activities:</td>
<td>10% (2 @ 5% each)</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>4. Self Assessments</td>
<td>15% (3 @ 5% each)</td>
</tr>
<tr>
<td>F</td>
<td>00-59</td>
<td>5. Paper</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

1. Exams: There will be three exams given throughout the semester. Each exam is worth 15%. 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 Oct. 5th - Closes Oct. 7th.
   Exam 2: Opens Nov. 2nd – Closes Nov 4th.
   Exam 3: Opens Dec. 8th – Closes Dec.10th.

**IMPORTANT** A missed exam equals a missed exam grade regardless of the reason unless you contact me immediately.

2. Discussion Board: The discussion board is worth 15% 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 45 posts and replies with good qualities is simply a suggested number of postings. 50 posts of very low quality at the end of the semester will not hold as much weight as 45 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. I will distribute the total 15 points into each week with discussions. 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., Aug. 27th and closes at 11:59pm Sun., Sep. 2nd.

You must keep up with the scheduled readings for the week. Once the chapter has been closed, it will not be re-opened. Students do not have to post to every topic. Keep in mind that the minimum number of postings suggested is 45; therefore, one could do 3-4 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 web activities are worth 10% of your grade.

The first activity is due on Sep 21st 11:59PM.
The second activity is due on Oct 26th 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 go ahead and submit them to your dropbox. **Any papers that are received past due date will automatically drop one letter grade. For each day thereafter the grade drops another letter grade.**

I will give you the grade after the due date, and your grade will depend on not only of your explanation of the associated experience, but also applying the course material, including references to support some of the theories discussed in the textbook. **Moreover, you should have at least four verifiable research references with APA format for each Web Activity to backup your points.**

**NOTE** All papers must be submitted to Turnitin.com and receive a 25% or lower rating prior to uploading it to the dropbox. Detailed instructions regarding the procedures for turnitin.com will be uploaded in the Course Home section under Turnitin Instructions. The report from Turnitin.com may be generated within minutes or sometimes it may take a couple of days. To be on the safe side, it’s recommended that you submit your paper to Turnitin.com 48 hours in advance of the paper’s due date to make sure that you will receive your report in time to upload your paper to the dropbox before the deadline.
4. **Self-Assessment:** Your text book comes with a self-assessment CD or Access Code or in Mymanagementlab. 15% of your grade is comprised of completing the self-assessments and writing an at least 1-page paper for each of the 3 sections.

The self-assessment scores and papers are due as follows:

I. What About Me? – due anytime before 11:59PM of Oct 12th
II. Working With Others – due anytime before 11:59PM of Nov 9th
III. Life in Organizations - due anytime before 11:59PM of Nov 30th

I would like for you to keep in mind that you may feel free to complete all of the self-assessments and all 3 of the papers at any time before the due dates. Technically, you could complete all 51 self-assessments (they are short) and type all 3 papers as soon as you’d like as long as you have them completed by the appropriate due dates. Each paper should be submitted to the appropriate drop box. See Course Home and Self-Assessments for a more detailed explanation of these assignments. Any papers that are received past due date will automatically drop one letter grade. For each day thereafter the grade drops another letter grade.

I will give you the grade after the due date, and your grades depend on how well you combine your self-assessment with the organizational surroundings. In other words, you should analyze the assessment in the standpoint of your managers so as to correctly judge your behavior and assign you the job suitable to you. Moreover, please give me a deep analysis, not only just telling me which you believe is right or wrong.

I will NOT to remind you of this in each assignment (including three self-assignment and two Web Activities) again, but I do give you the grades in the light of this.

**NOTE** All papers must be submitted to Turnitin.com and receive a 25% or lower rating prior to uploading it to the dropbox. Detailed instructions regarding the procedures for turnitin.com will be uploaded in the Course Home section under Turnitin Instructions. The report from Turnitin.com may be generated within minutes or sometimes it may take a couple of days. To be on the safe side, it’s recommended that you submit your paper to Turnitin.com 48 hours in advance of the paper’s due date to make sure that you will receive your report in time to upload your paper to the dropbox before the deadline.

You don’t have to submit your self-assessment score sheet to the Turnitin.com; otherwise, it will rise up your similarity percentage.

5. **Paper:** 15% of overall grade. The topic of this paper is “All jobs should be designed around group”. The paper should be at least a full 5-page paper.

Paper: Due Nov. 24th.

Instructions for the term paper can be found by clicking on TURNITIN INSTRUCTION and TERM PAPER. Student papers will be submitted to the Term Papers Drop Box. Please do not e-mail these papers to me. If you can see it in your drop box, then I can also see it. Any papers
that are received past due date will automatically drop one letter grade. For each day thereafter the grade drops another letter grade. (In other words, just get your paper in on time or feel free to submit it as early as you’d like. Procrastination is not recommended!)

**NOTE** All papers must be submitted to Turnitin.com and receive a 25% or lower rating prior to uploading it to the dropbox. Detailed instructions regarding the procedures for turnitin.com will be uploaded in the Course Home section under Turnitin Instructions. The report from Turnitin.com may be generated within minutes or sometimes it may take a couple of days. To be on the safe side, it’s recommended that you submit your paper to Turnitin.com 48 hours in advance of the paper’s due date to make sure that you will receive your report in time to upload your paper to the dropbox before the deadline.

**Extra Credit:** I do NOT assign any extra credit work. Please do not ask about it.

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.

**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
<table>
<thead>
<tr>
<th>Week of</th>
<th>Chapter</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>Aug 27</td>
<td>1 What is OB?</td>
<td>Begin weekly discussion Postings and Introduction</td>
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<tr>
<td>Sep 3</td>
<td>2 Diversity in Organizations 3 Attitude and Job Satisfaction</td>
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<tr>
<td>Sep 10</td>
<td>4 Emotions and Moods</td>
<td></td>
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<tr>
<td>Sep 17</td>
<td>5 Personality &amp; Values</td>
<td>Web Activity 1 Due Sep 21st 11:59PM</td>
</tr>
<tr>
<td>Sep 24</td>
<td>6 Perception and Individual Decision Making</td>
<td></td>
</tr>
<tr>
<td>Oct 1</td>
<td>Exam 1(Chapter 1-6)</td>
<td>Open from Oct 5th – Oct 7th</td>
</tr>
<tr>
<td>Oct 7</td>
<td>7 Motivation Concepts 8 Motivation: From Concepts to Applications</td>
<td>Self-Assessment Paper 1 Due Oct 12th 11:59PM</td>
</tr>
<tr>
<td>Oct 15</td>
<td>9 Foundations of Group Behavior 10 Understanding Work Teams</td>
<td></td>
</tr>
<tr>
<td>Oct 22</td>
<td>11 Communication 12 Leadership</td>
<td>Web Activity 2 Due Oct 26th 11:59PM</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Exam 2(Chapter 7-12)</td>
<td>Open from Nov 2nd – Nov 4th</td>
</tr>
<tr>
<td>Nov 5</td>
<td>13 Power &amp; Politics</td>
<td>Self-Assessment Paper 2 Due Nov 9th 11:59PM</td>
</tr>
<tr>
<td>Nov 12</td>
<td>14 Conflict &amp; Negotiation</td>
<td>Paper Due Nov 24th 11:59 PM</td>
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<tr>
<td>Nov 19</td>
<td>15 Foundation of Organizational Structure 16 Organizational Culture</td>
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<tr>
<td>Dec 3</td>
<td>Exam (Chapter 13-18)</td>
<td>Open from Dec 8th – Dec 10th</td>
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<tr>
<td>Dec 10</td>
<td>Dead Week</td>
<td></td>
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</tbody>
</table>
GRADING RUBRIC FOR WEB ACTIVITIES, SELF ASSIGNMENTS AND TERM PAPER

“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 exactly

“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 in lacks total organization
- Contains much distracting grammar/spelling/etc. problems and is basically incomprehensible
- Doesn’t use designated formatting and length guidelines

Assignments that meet the standard of performance receive a C (average), those that do better receive a B, and those that are exceptional receive an A. This means that every student that meets the requirements of an assignment will get at least a C, but grades above a C (80 or higher) are reserved only for the top assignments in the class.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Unacceptable 0-1 Points</th>
<th>Acceptable 2 Points</th>
<th>Good 3 Points</th>
<th>Excellent 4 Points</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Participates not at all.</td>
<td>Participates 1-2</td>
<td>Participates 3-4</td>
<td>Participates 4-5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>times on the same day.</td>
<td>times but postings not distributed throughout week.</td>
<td>times throughout the week.</td>
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</tr>
<tr>
<td>Initial Assignment Posting</td>
<td>Posts no assignment.</td>
<td>Posts adequate assignment with superficial thought and preparation; doesn’t address all aspects of the task.</td>
<td>Posts well developed assignment that addresses all aspects of the task; lacks full development of concepts.</td>
<td>Posts well developed assignment that fully addresses and develops all aspects of the task.</td>
<td></td>
</tr>
<tr>
<td>Follow-Up Postings</td>
<td>Posts no follow-up responses to others.</td>
<td>Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion.</td>
<td>Elaborates on an existing posting with further comment or observation.</td>
<td>Demonstrates analysis of others’ posts; extends meaningful discussion by building on previous posts.</td>
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</tr>
<tr>
<td>Content Contribution</td>
<td>Posts information that is off-topic, repeats but does not add</td>
<td>Posts information that is factually correct,</td>
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<td></td>
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</tbody>
</table>

RUBRIC FOR DISCUSSION BOARDS
Clarity & Mechanics

<table>
<thead>
<tr>
<th>Incorrect, or irrelevant to discussion.</th>
<th>Substantive information to the discussion.</th>
<th>Correct; lacks full development of concept or thought.</th>
<th>Reflective and substantive contribution; advances discussion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posts long, unorganized or rude content that may contain multiple errors or may be inappropriate.</td>
<td>Communicates in friendly, courteous and helpful manner with some errors in clarity or mechanics.</td>
<td>Contributes valuable information to discussion with minor clarity or mechanics errors.</td>
<td>Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors.</td>
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</tbody>
</table>

**Total Points: 15**