

MGT 305.04W/.05W
Management & Organizational Behavior
Fall 2012 Tentative Course Syllabus

Instructor: Lindy Cheatwood
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Class Type: Online
Office Hrs: By appointment as needed

The best way to contact me is via e-mail. This is an online course; therefore, expect most communication to be online.

IMPORTANT

Each time you send an e-mail to me, the subject line should read “MGT 305” 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, 15th edition, by Robbins & Judge, Prentice-Hall Publishing, ISBN 978-0-13-302991-8

Note - You may find the optional access code useful for additional course study materials. The “Student Value Edition” available through the campus bookstore is supposed to include an access code. Some versions you’ll find elsewhere may not include a code.

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.

Course Requirements & Instructor Expectations:

Students are required to meet the expectations listed below.

- **Professional Class Behavior:** It is important that you maintain a professional demeanor in class at all times. Texas A&M-Commerce expects this from you, as do future employers. The classroom is the perfect place to practice interacting in a manner appropriate to a professional setting.
- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly (minimum of 4-5 days a week). Discussions will require students to login regularly to participate through written contributions.
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 305 should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date and time** listed. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it. Start working on each assignment as soon as you possibly can. For each day that your assignment is late, I will deduct 10 points from your grade. Saturdays and Sundays count toward the total days late.
 3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don’t turn in work that is only “half-finished”.
 4. **Please submit assignments in a format that is compatible with Microsoft Office 2003 or 2007.**
- **Back-ups are required:** You are required to back up all your assignments that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **Email:** Students must routinely check email sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via eCollege and email. It is your responsibility to become aware of any such changes.
- **Announcements are for your benefit.** Read each announcement carefully.

Grading:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 00-59

Exams:	45% (3 @ 15% each)
Discussion Board:	20%
Term Paper:	15%
Web Activities:	20% (2 @ 10% each)
Total:	100%

Incomplete - Must be previously agreed upon by student and instructor.

Withdrawal - Must be initiated by the student administratively.

Grading Rubric:

Evaluation Element	Poor D	Good (Average) C	Outstanding B	Superior A
Content: Knowledge of relevant information	Partial evidence of relevant knowledge	Basic recounting of relevant information	Evidence of substantial knowledge of relevant information	Knowledge of information additional to that provided in the course
Concepts: Understanding of underlying theoretical concepts	Partial evidence of understanding underlying theoretical concepts	Evidence of basic understanding of all underlying theoretical concepts	Evidence of substantial understanding of theoretical concepts	Ability to develop original points of view built from course concepts
Communication: Quality of communication (concise, appropriate language, references, grammar, spelling)	Poor communication (e.g., grammatical or spelling errors) and reading of oral reports	Satisfactory ability (e.g., proper English usage, neatness, and suitable visual aids)	Communication characterized by clarity, coherence, and creativity	Completely flawless convincing professional delivery
Comment: Original thought, critical reflection on study questions, synthesis of reading		Descriptive ability (e.g., straight news reporting)	Analytical treatment involving conceptualization, abstraction, and personification	Evidence of original thought, critical reflection, or synthesis of reading
Cumulative Qualities:	Minimum length On task Legibility/neatness	Spelling and grammar Accuracy Organization	Clarity Coherence Logic	Comprehensiveness Depth Creativity

Exams: 45% of overall grade. There are 3 exams. Each exam is worth 15%.

Exam 1: Opens Mon., Oct. 1st at 12:00am - Closes Thurs., Oct. 4th at 10:00pm.

Exam 2: Opens Mon., Oct. 29th at 12:00am – Closes Thurs., Nov. 1st at 10:00pm.

Exam 3: Opens Mon., Dec. 3rd at 12:00am – Closes Thurs., Dec. 6th at 10:00pm.

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. A missed exam equals a missed exam grade *regardless of the reason* unless you contact me immediately. If, for any reason, you miss a scheduled exam, you may take a make-up exam *in my office* within one week of the missed exam. ***To clarify, this also means that I will not reset any exams. You need to make sure that you have a secure connection upon beginning the exam. If you lose connection, then you will need to contact me immediately to schedule a time to take the exam in my office.*** I will warn you that the make-up exam is purposely more difficult than the scheduled exam because it means you have had more time to prepare. You will need to e-mail me (**always remember to put MGT 305 in the subject line**) to set up a day and time that works for both of us.

Web Activities: 20% of overall grade. There are 2 web activity assignments. Each activity is worth 10%.

Web Activity 1: Due Mon., Sept. 17th by 12:00pm (noon).

Web Activity 2: Due Mon., Oct. 15th by 12:00pm (noon).

You will find the assignments under COURSE MATERIALS and then WEB ACTIVITIES. Assignments should be uploaded to the appropriate Web Activities Drop Box. Remember that you can do these earlier than the due date and submit them to the dropbox at any time prior to the due date/time. **Late Assignments ARE NOT accepted. A late submission results in a zero!**

Term Paper: 15% of overall grade. The topic of this paper is “Organizational Culture”. The paper should be a full 5-page paper.

Due Mon., Nov. 19th by 12:00pm (noon)

Instructions for the term paper can be found by clicking on COURSE MATERIALS and TERM PAPER. Student papers will be submitted to the “Term Paper” 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 noon 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 will be automatically scanned by Turnitin.com once they are submitted to the dropbox. You should strive to receive a 25% or lower rating. If you receive a rating higher than 25%, you should strongly consider revising your paper and submitting the revised version in a second submission to the dropbox. 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 the dropbox early to allow time for you to log back in, check your rating, and make revisions/resubmit your file if necessary. **All written work for this course MUST be submitted in Word format (either 2003 or 2007).**

Discussion Board: 20% of overall grade. Topics will be posted each week related to the assigned chapter(s) for the week. A minimum of 30 discussion postings (pertaining to chapter content over the entire semester) is the recommended amount.

The discussions are only open for posting during the week for which they are scheduled. Each week’s discussions are open from Monday (12:00am) to the following Sunday (10:59pm). **For example, Chapter 2 and 3 discussions open at 12:00a.m. on Mon., Sept. 3rd and close at 10:59pm Sun., Sept. 9th.**

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.

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 (30 minimum), 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 30 posts and replies is simply a suggested minimum number. Thirty posts of very low quality at the end of the semester will not hold as much weight as 25 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.

Students do not have to post to every topic, but it is preferred. Keep in mind that the minimum number of postings suggested is 30; therefore, one could do 3 to 4 posts per week and be in good shape by the end of the semester provided the posts are of high quality.

Extra Credit: I DO NOT ASSIGN EXTRA CREDIT WORK. PLEASE DO NOT ASK.

First time eCollege users: eCollege is user-friendly, but I do recommend that you complete the tutorial 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)

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation

requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

MGT 305 - Tentative Schedule – Fall 2012		
Week of:	Chapter:	Assignment:
Week 1: Aug. 27-Sept. 2	1 What is Organizational Behavior?	Begin weekly discussion postings & introduce yourself
Week 2: Sept. 3-9	2 Diversity in Organizations 3 Attitudes and Job Satisfaction	Discussion postings
Week 3: Sept. 10-16	4 Emotions and Moods	Discussion postings
Week 4: Sept. 17-23	5 Personality and Values	Web Activity 1 Due Mon., 17th, by 12pm (noon) Discussion postings
Week 5: Sept. 24-30	6 Perception and Individual Decision Making	Discussion postings
Week 6: Oct. 1-7	EXAM 1 (Ch. 1-6)	Open October 1st at 12am Close October 4th at 10pm
Week 7: Oct. 8-14	7 Motivation Concepts 8 Motivation: From Concepts to Applications	Discussion postings
Week 8: Oct. 15-21	9 Foundations of Group Behavior 10 Understanding Work Teams	Web Activity 2 Due Mon. 15th, by 12pm (noon) Discussion postings
Week 9: Oct. 22-28	11 Communication 12 Leadership	Discussion postings
Week 10: Oct. 29-Nov. 4	EXAM 2 (Ch. 7-12)	Open October 29th at 12am Close November 1st at 10pm
Week 11: Nov. 5-11	13 Power & Politics 14 Conflict & Negotiation	Discussion postings
Week 12: Nov. 12-18	15 Foundations of Organizational Structure	Discussion postings
Week 13: Nov. 19-25	16 Organizational Culture	Term Paper Due Mon, 19th, by 12pm (noon) Discussion postings
Week 14: Nov. 26-Dec. 2	17 Human Resource Policies & Practices 18 Organizational Change & Stress Mgmt	Discussion postings
Week 15: Dec. 3-9	EXAM 3 (Ch. 13-18)	Open December 3rd at 12am Close December 6th at 10pm
Week 16: Dec. 10-14	Catch Up Week	Summary discussion postings