Welcome to MGT 305 Management and Organizational Behavior! This is an online course. During this course, you will learn about the organizational behavior. The purpose is for you to gain an understanding of the management activities and behavior within an organization.

The two best ways to contact me is through the Q&A Forums established within the eCourse and by email. All emails must include MGT 305 and a brief subject line and use proper email etiquette. The instructor will reply to emails that include the appropriate subject line within 48 hours Monday-Friday.

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 organizations and the ability to lead people more effectively to achieve increased organizational performance. After completing this course, students should be able to:

- Understand individual behavior in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories.
- Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations.
- Understand the organizational system, including organizational structures, culture, human resources, and change.

Course Required Textbook


Technical Requirements

As the course is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. You should also have back-up access to the required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology resources.

Course Grading Policy

Knowledge of the substantive material covered in the course is of central importance. Grades in MGT 305 are based upon a student's work in key areas, which reflect the course objectives and the core communication skills that students are expected to learn. Each of these key areas represents a fixed percentage of the course's
content. Since this is a junior level course, grading will include consideration of content as well as grammar, spelling, style, and organization.

Pre-Course Quiz 2%
Discussion
Reflections posts 18%
Comments to other students 18%
Self-Analysis Paper 10%
Group Research Paper (15% paper + 5% peer eval) 20%
Exams (4 at 8% each) 32%

Total 100%

Percentages for course grade level are as follows:

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

PLEASE NOTE:
1. Extra credit work will NOT be assigned so please do not ask.
2. Late papers will NOT be accepted! Students will receive a grade of zero for failing to upload an assignment correctly and on time.

Students are held individually responsible for the information contained in the University catalog. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Activities Required for Successful Completion of MGT305

Academic Honesty: All students are required to submit an agreement to follow the principles of the highest level of ethical and professional behavior. For more information, please refer to the professional conduct section of this document and inside the class.

Pre-Course Quiz (2%): To assess your understanding of course requirements, a pre-course quiz covering information from the syllabus is required. Students must score a 95% or better on the quiz.

Discussion Boards (36%): The discussion boards are an important part of students’ learning. Failure to post will have negative impact on students’ participation grades. Students should plan to participate throughout the semester. It is the responsibility of each student to keep up with the scheduled readings and discussions. Once the discussion boards have been closed, they will not be re-opened. Please refer to the tentative schedule for due dates.

REFLECTIONS POST: The intent of the discussion is for you to post your critical comments, assessments, insights, or questions on the readings. You may choose to comment on one of the readings or several. We all will have read the content so you should not restate the content.

COMMENT TO OTHERS: Each learner must comment on a minimum of two different reflection posts created by other learners. The idea is that asynchronous discussion will develop among all of us.

Self Analysis Paper (10%): Each student will undergo a self-assessment to develop a deeper understanding of one’s standing on five broad personality domains and submit a paper analyzing the results. This paper should be formatted according to the 6th edition of the APA publication manual (examples of reference formats are also available at http://www.apastyle.org/). More details about this assignment are provided within the class. Please refer to the schedule of activities for the approximate due date.

Group Research Project (20%): The research project is divided into two parts: 1) The paper itself (15%) and 2) teamwork (5%). The instructor will divide students into groups for this project using a systematic counting
selection method. When the groups have been formed, a group discussion board will be provided to facilitate students with group communication. Students may also find it valuable to utilize the chat feature within the eCollege management system. More details about this assignment are provided within the class. Please refer to the schedule of activities for the approximate due date.

**Teamwork:** Each student is required to actively participate in preparing a research paper. Students are expected to work together professionally and manage any conflict that arises between team members. Each group member has the opportunity to evaluate peer performance at the end of the semester. A peer evaluation form is provided in Doc Sharing. Please note: Group members typically earn the same grade for the research paper; however in severe cases the instructor may consider the peer evaluation of the group members and reduce the research paper grade individually. In other words, if a student does not contribute appropriately to the group, exhibits unprofessional behaviors and attitudes toward other group members, and disrupts from a positive learning experience of other students, then that student’s grade for the research paper will be adjusted accordingly.

**Submitting papers:** Unless otherwise instructed, all papers must be submitted electronically through Turnitin® system in the eCollege DropBox. Any paper that is not submitted through Turnitin® and provided with an originality report will not be accepted by the instructor and will be awarded a grade of 0. Originality results more than 25% will not be accepted as original work. Students should be able to view the originality report for each paper within 24 hours of submission. All papers must be submitted as MS Word documents and formatted in 12-point, Arial type, and be double-spaced. Always use block left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, and style count heavily in this course. You’ll be amazed what Spell Check and Grammar Check will either miss or absurdly advise you to do. Students MUST use APA Style formatting and citation.

**Exams (32%):** There will be four exams given throughout the semester. Each exam is worth 8%. Exams will be announced when available. However, please see the schedule on the last page of this document for an approximate timeframe. 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. Please note: Extensions or Make-ups will NOT be given. If a student misses the deadline for an exam, the student will earn a grade of 0.

The exam component of the course measures your individual ability to understand the concepts, principles, and practices of management and organizational behavior. Therefore, you must do and submit your own work. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion.

**Additional Course Particulars**

**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@tamuc.edu

**FIRST TIME eCOLLEGE USERS:** The Instructor urges registered online students to familiarize themselves with eCollege by going thru the eCollege tutorial. This will ensure that each student will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor’s responsibility to teach students on
how eCollege works. The Instructor assumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address.

PASSWORD PROTECTION: Only students with assigned passwords may access this course. Giving your campus wide identification number and pin number to others may result in class or university dismissal.

TECHNICAL SUPPORT: If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by sending an email to helpdesk@online.tamuc.org or by calling 1-866-656-5511. Additionally, you can click on the "Help" button located at the top of each page for more information.

PROFESSIONAL CONDUCT: The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. If I feel that you have not contributed appropriately in class, or that you have complained about assignments and grading policies, your final course grade may be reduced accordingly. Additionally, I expect every student to maintain a professional level with respecting opinions of the instructor, students, and guest speakers. Please note: It is the student’s responsibility to ask the instructor for additional information if the student does not understand the assignments required in this course. In addition, sending emails to other students complaining or inquiring about grades is not appropriate behavior. In extreme cases, the instructor reserves the right to drop students from the class.

All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student’s Guide Handbook, Rules and Procedures, Code of Student Conduct at http://www.tamu-commerce.edu/studentlife/guidebook67.pdf

Academic Integrity: In this course the need for collaboration is undeniable if you are to excel, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you must do your own work. My personal policy, which will guide this course, is this: I trust you to behave honestly and ethically in all circumstances. Please ask me if you have questions about what is proper and what is not.

Academic Honesty: Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors “are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on quizzes and exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.” See 13.99.99.R0.10 Academic Honesty at http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97

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. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

All students are required to read, sign and return the academic honesty policy for the College of Business and Entrepreneurship.
TENTATIVE SCHEDULE FOR Fall 2012

*Please Note:* The instructor reserves the right to change this schedule as circumstances may dictate. All changes to this schedule will be announced on the course homepage.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics and Assigned Readings</th>
<th>Activities Due</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course syllabus</td>
<td>Due 9/2 by 11:59 PM</td>
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<tr>
<td>8/27</td>
<td>Academic Honesty Policy</td>
<td><em>Submit Signed Academic Honesty</em></td>
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<td>Schedule of activities</td>
<td><em>Post Bibliographic Info.</em></td>
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<td><em>Submit Pre-Course Quiz</em></td>
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<td><strong>COURSE INTRODUCTION</strong></td>
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<tr>
<td>Week 2</td>
<td>What is Organizational Behavior (Ch. 1)</td>
<td>Due 9/9 by 11:59 PM</td>
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<td>9/3</td>
<td>Diversity in Organizations (Ch. 2)</td>
<td><em>Post initial response to each topic/chapter</em></td>
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<td><em>Reply to at least two initial responses for each topic/chapter</em></td>
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<td>Week 3</td>
<td>Attitudes and Job Satisfaction (Ch. 3)</td>
<td>Due 9/16 by 11:59 PM</td>
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<td>9/10</td>
<td>Emotions and Moods (Ch. 4)</td>
<td><em>Post initial response to each topic/chapter</em></td>
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<td><em>Reply to at least two initial responses for each topic/chapter</em></td>
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<td><strong>Module 1 Exam DUE by 11:59 PM on Monday, September 17</strong></td>
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<td><strong>LESSON 1</strong></td>
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<td>Week 4</td>
<td>Personality and Values (Ch. 5)</td>
<td>Due 9/23 by 11:59 PM</td>
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<td>9/17</td>
<td>Perception and Individual Decision Making (Ch. 6)</td>
<td><em>Post initial response to each topic/chapter</em></td>
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<td><em>Reply to at least two initial responses for each topic/chapter</em></td>
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<td>Week 5</td>
<td>Motivation Concepts (Ch. 7)</td>
<td>Due 9/30 by 11:59 PM</td>
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<td>9/24</td>
<td>Motivation: From Concepts to Applications (Ch. 8)</td>
<td><em>Post initial response to each topic/chapter</em></td>
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<td><em>Reply to at least two initial responses for each topic/chapter</em></td>
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<td><strong>Module 2 Exam DUE by 11:59 PM on Monday, October 1</strong></td>
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<tr>
<td>Week 6</td>
<td>Work on Self-Analysis Paper</td>
<td>Due 10/7 by 11:59 PM</td>
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### LESSON 3

**Week 7**
- **10/8**
  - Foundations of Group Behavior (Ch. 9)
  - Understanding Work Teams (Ch. 10)
- **Due 10/14 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter
  - **Group Paper Topics**

**Week 8**
- **10/15**
  - Communication (Ch. 11)
- **Due 10/21 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Week 9**
- **10/22**
  - Leadership (Ch. 12)
  - Power and Politics (Ch. 13)
- **Due 10/28 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Week 10**
- **10/29**
  - Conflict and Negotiation (Ch. 14)
- **Due 11/4 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Module 3 Exam DUE by 11:59 PM on Monday, November 5**

### LESSON 4

**Week 11**
- **11/5**
  - Foundations of Organization Structure (Ch. 15)
- **Due 11/11 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Week 12**
- **11/12**
  - Organizational Culture (Ch. 16)
- **Due 11/18 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Week 13**
- **11/19**
  - HAPPY THANKSGIVING

**Week 14**
- **11/26**
  - Human Resources Policies and Practices (Ch. 17)
  - Organizational Change and Stress Management (Ch. 18)
- **Due 12/2 by 11:59 PM**
  - Post initial response to each topic/chapter
  - Reply to at least two initial responses for each topic/chapter

**Module 4 Exam DUE by 11:59 PM on Monday, December 3**

**Week 15**
- **12/3**
  - Finalize Group Research Paper
- **Due 12/9 by 11:59 PM**

**Week 16**
- **12/10**
  - Course Wrap-Up