



CLASSROOM: Universities Center at Dallas, Room TBD (3rd Floor)
MEETING TIME: Thursdays 6:15 – 8:55 PM

Instructor: Kevin Wortley
E-mail: Kevin.Wortley@GoNavis.com
Office: UCD by appointment
Office Hours: Thursdays before class; 5:15 – 6:15 pm by appointment
Phone: (972) 870-1212

REQUIRED TEXTS:

Robbins, S. P. & Judge, T. A. (2013). Organizational Behavior (15th Edition). Pearson Prentice Hall: Upper Saddle River, NJ. ISBN: 978-0-13-30299-1-8.

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 lives. Topics include motivation, goal setting and rewards, job design, group dynamics, work stress, power and politics, international aspects of organizations, organizational structure, decision-making, communication, and organizational change and development. Prerequisite: Junior standing.

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 from both a national and international perspective.
- 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 FORMAT:

The course will include lectures, class discussions, readings, exercises, and activities that will help you to gain a deeper understanding of the management and organizational behavior concepts that we will be learning about throughout the semester. Additional readings may be assigned to individuals or groups periodically throughout the semester, to facilitate understanding and comprehension.

COURSE SCHEDULE:

A course schedule is included at the end of this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I have outlined in this syllabus, but I may make adjustments based on what actually happens in class. Be sure to check with a classmate after an absence to see if assignments have changed. I may also change the basis for the course grade. If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

CLASS ATTENDANCE AND PARTICIPATION:

Attendance and participation is critical to successful course completion, especially since we will only be meeting face-to-face every other week. As such, you are to be prepared for class, attend each class, and complete all assignments. Attendance and participation will be taken into consideration when calculating your final grade at the end of the semester. Regular and punctual attendance at all classes is a requirement for all courses. Punctual attendance at each class period is an obligation of the student. If a class is missed, the student is responsible for completing any class work that was missed and obtaining any lecture/discussion notes for the class. **Every student will be given ONE FREE MISSED CLASS – EXCUSED OR NOT (NO QUESTIONS ASKED) – THAT WILL NOT AFFECT YOUR PARTICIPATION GRADE. I do not recommend using that free pass if not necessary, as it will put you behind for your exams and quizzes, and most likely will affect your grade (even though it will not affect your participation grade). However, more than one missed class during the semester – excused or not – will affect your participation grade!** Class participation consists of, but is not limited to involvement in class discussions and online discussions, asking questions, sharing viewpoints and experiences, challenging statements made by the professor or fellow classmates, having a good attitude, and being courteous and civil. Disagreement and debate will help us all learn more, but please do it nicely.

ACADEMIC INTEGRITY:

All students are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community. Academic integrity includes a commitment to **NOT** engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using reference sources (including Internet sources) without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc. All assignments are individual assignments and must be completed personally by each student. Academic dishonesty violates the fundamental ethical principles of the University community and compromises the value of work completed by others. A student should avoid academic dishonesty when preparing work for any class. If charged with academic dishonesty, students will receive written or oral notice of the charge by the professor. Depending on the severity and circumstances of the academic dishonesty, a student's actions could lead to receiving zero credit for the assignment in question or failing the course.

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

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 the Office of Student Disability Resources and Services at Texas A&M University-Commerce in the Halladay Student Services Building, Room 303 A/D. You may also contact the office by phone (903) 886-5150 or (903) 886-5835. Please advise the professor at the beginning of the course so that strategies for dealing with these needs can be developed.

COURSE POLICIES AND 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 attend class regularly and be prompt and fully prepared.

- **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, and your assignments must be completed in some version of Microsoft Word!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed, typically at the beginning of the class period or by Saturday nights of weeks we do not meet in person. I will not accept assignments turned in at the end of class or later than the due date. This is a common professional standard – If you are asked to submit a bid for a major contract at a specified date and time, your bid will not be accepted even ten minutes later than the deadline. Late assignments earn zero points – No exceptions will be made!
 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.
 4. **Please submit assignments in hard copy form if they are due in class, on or before the time/date the assignment is due.** If I approve electronic submission of an assignment, make sure that you send it in a format that is compatible with Microsoft Office.
- **Back-ups Are Required:** You are required to back up all your assignments on a disk 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.
- **E-mail:** Students must routinely check e-mail, as well as announcements made about this course online. This is my primary mechanism for communicating to the class outside of class meetings.
- **Make-up Exams Will Only Be Given If You Obtain University Approved Documentation for Your Excuse.**
- **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 in class. It is your responsibility to become aware of any such changes.
- **Missed Handouts:** If you fail to attend a class and a handout is given, please see me or fellow students for that handout.
- **Weather Delays and Closings:** Please check the Texas A&M-Commerce home page, your e-mail, or phone the campus for weather information. If you feel you can not safely travel to class, please contact me ahead of time to apprise me of your situation.

GRADE COMPONENTS:

Component	Type	Value
Quiz 1	Online	15 points (3%)
Assignment 1	Online	25 points (5%)
Quiz 2	Online	15 points (3%)
Assignment 2	Online	25 points (5%)
Midterm Exam	Online	100 points (20%)
Assignment 3	Online	25 points (5%)
Quiz 3	Online	15 points (3%)
Quiz 4	Online	15 points (3%)
Quiz 5	Online	15 points (3%)
Case Study & Presentation 1 (Pres Only)	In Class	25 points (5%)
Case Study & Presentation 2 (Paper & Pres)	In Class	50 points (10%)
Case Study & Presentation 3 (Paper & Pres)	In Class	50 points (10%)
Final Exam	Online	100 points (20%)
Class Participation	Online & Class	25 points (5%)
Course Total	TOTAL	500 pts (100%)

GRADING SCALE:

A	90 – 100%	450-500 points	D	60-69%	300-349 points
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B	80 – 89%	400-449 points	F	Below 60%	Less than 300 points
C	70-79%	350-399 points			

- Incomplete - Must be previously agreed upon by student and instructor.
- Withdrawal - Must be initiated by the student administratively.

QUIZZES:

There are five quizzes scheduled this semester. Each quiz is worth 15 points and will cover two or three chapters from your text book, including lecture material and class discussions regarding these chapters. The quizzes are scheduled for the weeks that we do not meet in class face-to-face. You will take and submit them online. You are expected to have read the assigned chapters before taking the quiz. The quiz will be timed, and will only allow you the allotted time. You are permitted to look up answers in your text during the quiz. However, I would highly suggest that you read the chapters first. If you have an idea of where you read the answer, you should have plenty of time to look up an answer you don't know for the quiz. However, if you have not read the chapters yet, it will be difficult to look up all the answers from scratch during the time allotted. The quizzes will be available at the start of the week, and will only be available for you to take until midnight that Saturday night. If you have not completed the quiz by midnight that Saturday, you will receive a zero on the quiz.

ASSIGNMENTS:

There are three basic assignments scheduled this semester. Each basic assignment is worth 25 points. Like the quizzes, the assignments are scheduled for our "off" weeks. They, too, will be due by or before midnight that Saturday. They are to be completed in Word and submitted as an attachment online. The assignments will be posted online the week before they are due.

CASE STUDIES AND PRESENTATIONS:

On the first day of class, we will break into groups of 4 students each for the semester. One or two of the groups may have to have three students instead, due to the size of the whole class. These will be the groups for three Case Studies that you will present throughout the semester. We will then draw numbers for your Groups. Groups 1 and 2 will present in the second face-to-face class of the year. Refer to the Syllabus for due dates throughout the semester.

For each Group's first Case Presentation, you will not be required to turn in a written case. You will just need to present a summary of the case to the class, and then facilitate a class discussion on the case, through a series of questions. Each Case will be allotted approximately 20 – 30 minutes. You should expect to spend 5 – 10 minutes presenting the case, and then 10 – 20 minutes facilitating discussion through planned questions and topics. The rest of the class will fill out an evaluation for your Group, and your Group's grade will be based on a combination of student (peer) evaluations combined with the instructor evaluation. The first case is worth 25 points.

For the second Case, you will be required to turn in a written case evaluation, in addition to the presentation. This case is worth 50 points.

The final Case assignment will be for your group to create its own "Organizational Behavior Case". You will come up with a situation or scenario that you have ideally experienced or witnessed in your work life. If you cannot come up with an idea that one of you has seen or experienced, you can look in the news, etc. I will pre-approve each case. You will then provide all the necessary data for the case, as well as study questions. You will submit the case to me, present it to the class, and facilitate a class discuss on the case. This assignment is worth 50 points.

E-MAIL DISCUSSIONS:

As this is a web-enhanced course, you are expected to participate online. Each week that we do not meet face-to-face, I will be e-mailing a new discussion topic. I would like to see the entire class engaged in healthy debate/discussion about each topic. Think of this as in-depth case analysis, done online (so you have the advantage of time to gather your thoughts, and research to back up your assertions). Every other week there will be a different topic to discuss. You are expected to join in on the discussion at least once per week. This will be an important aspect of your Participation Grade. I will be looking for a combination of quantity and quality of

comments. There is no specific number of comments required, but the better the quality of your comments, the fewer the quantity I would expect/require. I will be e-mailing the topics to the entire class, and you are expected to discuss/comment by using "reply all".

EXAMS:

There are two exams scheduled this semester. Each exam is worth 100 points and will cover the chapters from your text book, including lecture material and class discussions regarding these chapters. These will be administered online. You will only have one day to take the exam (listed on your syllabus). The exam will be available at 7AM on the scheduled date, and must be completed by or before midnight that same day. THERE WILL BE NO MAKE-UP EXAMS WITHOUT DIRECT APPROVAL FROM THE UNIVERSITY. DO NOT ASK THE INSTRUCTOR TO MAKE UP AN EXAM WITHOUT A NOTE FROM THE UNIVERSITY.

DATE	CHAPTERS TO READ THIS WEEK	ASSIGNMENTS DUE THIS WEEK
January 17 (Thursday); Class Meets at UCD	Introduction & Course Overview; Part 1: What Is Organizational Behavior? (Ch. 1)	Case Example: Undercover Boss (p. 34)
January 24 (Thursday);	Part 2: Diversity in Organizations (Ch. 2) Part 2: Attitudes and Job Satisfaction (Ch. 3)	Quiz 1 (Due midnight Sat, 1/26)
January 31 (Thursday);	Part 2: Emotions and Moods (Ch. 4)	Case Grp 1: The Flynn Effect (p. 63); Grp 2: Long Hours, Satisfying Job? (p. 90)
February 7 (Thursday);	Part 2: Personality and Values (Ch. 5) Part 2: Perception & Individual Decision Making (Ch. 6)	Quiz 2; Assignment 1 (Due midnight Sat, 2/9)
February 14 (Thursday);	Part 2: Motivation Concepts (Ch. 7)	Case Grp 3: The Nice Trap? (p. 157); Grp 4: Bullying Bosses (p. 231)
February 21 (Thursday);	Part 2: Motive: From Concepts to Applications (Ch. 8) Part 3: Foundations of Group Behavior (Ch. 9)	Assignment 2 (Due midnight Sat, 2/23)
February 28 (Thursday);	Part 3: Understanding Work Teams (Ch. 10); MIDTERM EXAM REVIEW	Case Grp 5: Teams at IBM (p. 329) Grp 1: Managing Motiv... (p. 623)
March 7 (Thursday);	MIDTERM EXAM (e-College – Available 3/7 only)	Available Thurs, March 7: 7AM – 11:59 PM
March 14 (Thursday); No Class; Spring Break	SPRING BREAK!	SPRING BREAK!
March 21 (Thursday); Class Meets at UCD	Part 3: Communication (Ch. 11)	Case Grp 2: Repairing Jobs... (p. 626); Grp 3: Building Coalition (p. 629)
March 28 (Thursday);	Part 3: Leadership (Ch. 12) Part 3: Power and Politics (Ch. 13)	Quiz 3; Assignment 3 (Due midnight Sat, 3/30)
April 4 (Thursday);	Part 3: Conflict and Negotiation (Ch. 14)	Case Grp 4: Boundaryless Orgs (p. 631); Grp 5: The Stress of Caring (p. 634)
April 11 (Thursday);	Part 4: Foundations of Organization Structure (Ch. 15) Part 4: Organizational Culture (Ch. 16)	Quiz 4 (Due midnight Sat, 4/13)
April 18 (Thursday);	Part 4: Human Resource Policies & Practices (Ch. 17)	
April 25 (Thursday);	Part 4: Organizational Change & Stress Management (Ch. 18)	Quiz 5 (Due midnight Sat, 4/27)
May 2 (Thursday);	FINAL CASE STUDY & PRES FOR ALL GROUPS; FINAL EXAM REVIEW	Case Studies & Pres Due in Class on 5/2
May 9 (Thursday);	FINAL EXAM (e-College – Available 5/9 only)	Available Thurs, May 9: 7AM – 11:59 PM

❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**