MGT 305-06W
Management and Organizational Behavior
Spring Semester, 2014 (January 13th – May 9th)

Instructor: Judy Vergara
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Required Texts:

Organizational Behavior, 15th Edition, by Stephen P. Robbins and Timothy A. Judge. Publisher: Prentice Hall. ISBN: 0-13-283487-1

Course Description & Objectives:

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: diversity, job satisfaction, emotions and moods, personality and values, decision making, motivation, stress management, group behavior, working in teams, conflict and negotiations, power and politics, leadership, job design, organizational culture and structure, communication, HR policies and practices and organizational change.

Learning objectives, by week and chapter, are detailed in eCollege.

Communication:

The best way to contact me is by email or through the Virtual Office in eCollege. Instruction in this course is conducted entirely on the internet. If your concern/issue is of a personal nature, please do not post in the Virtual Office – email me directly.

NOTE: Always put "**MGT 305 06W**" in the subject line of your email communication.
I will respond to emails within 24-48 hours Monday – Friday.

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
http://www.tamuc.edu/studentLife/campusServices/studentDisabilityResourcesAndServices/default.aspx

Grading:

Grades will be awarded based upon a weighted point system found under the Gradebook tab in eCollege.

A	B	C	D	F
90-100	80-89	70-79	60-69	Below 60

Assignments will be weighted according to the following scale:

Exams	Assignments	Discussions	Group Assignment	Team Evaluations	PowerPoint Presentation	Research Paper	TOTAL
30%	15%	5%	15%	5%	10%	20%	100%

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3 Exams:
There will be 3 exams given in this course. Each exam will be taken via eCollege and will contain a mixture of True/False, Multiple Choice or short essay questions. Scheduled dates are provided in the Term Schedule (at the end of this syllabus) and in eCollege.

Exam	Chapters	Total – 30% of Final Grade
1	1 – 7	10%
2	9-12	10%
3	13,14, 16-18	10%

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 **BEFORE** noon the day following the scheduled exam. If you contact me BEFORE noon the day following the scheduled exam, **with just cause (i.e. technology difficulties)**, I will work with you and reopen the exam for you for a time period of only 6 hours. Should you contact me **AFTER** noon the day following the scheduled exam, no allowances will be made – this is considered to be a missed exam grade and will earn 0 points.

NOTE: Opening & Closing dates are **CENTRAL STANDARD TIME** – you will not have access to the exam until the scheduled opening time.

4 Individual Assignments and 1 Group Assignment:

Detailed instructions for each assignment are provided in eCollege on a week-by-week basis.

NOTE: *In order to earn the highest possible grade, please review the* ***Assignments Grading Rubric*** *provided at the end of this syllabus and in eCollege.*

IMPORTANT: Individual assignments are due on the scheduled date and at the scheduled time. If you do not submit your assignments by the scheduled date/time, late points will be deducted. Late assignments will be accepted UP TO 1 week past the initial due date **if submitted by noon on that day**. After that time, no late **individual assignments** will be accepted and a grade of zero will be assigned. The **group assignment, research paper, and PowerPoint presentation** must be submitted on the designated due date – no late allowances!

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8 Discussions:

Instructions for 8 Discussions will be posted by week in eCollege. For **written** Discussions, each student is required to: (1) post their own response to the Discussion, **and** (2) respond to at least 1 other classmate's post. For Voice Thread Discussions, no response to another classmate is required but permitted if you'd like to do so! In order to get the most benefit out of the Discussions, please post early in the week!
Refer to the week's instructions when required to use Voice Thread.

NOTE: *In order to earn the highest possible grade, please review the* ***Discussions Grading Rubric*** *provided at the end of this syllabus and in eCollege.*

The discussions are only open for posting during the current week in which they are scheduled. For example, the Week 1 Discussion is open 01/13/14 through 01/19/14. After 11:59 p.m (Central Standard Time) on the 19th, you will not be able to post a Discussion. If you do not post within that time period, your grade will be zero. This applies to written and Voice Thread Discussions.

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 sessions, so you should treat the bulletin board as you would treat class participation.

When posting, consider personal examples that relate to the content of the chapter's materials. This always starts lively discussions! Be sure and discuss the material from the text that is addressed for the week. Do you agree with the responses from other classmates? Why? Why not? In other words, let's talk to each other! It is not necessary to write long essays for each discussion – a paragraph or two is sufficient and must contain a MINIMUM of 50 words. A good volley of conversation can be enlightening! **Just posting an "I agree" response is not a discussion and will earn no points as will a minimal (less than 50 words) response.**

Presentation:

A PowerPoint presentation that is tied to the Group Assignment will be assigned. Explicit instructions are provided in eCollege.

NOTE: *In order to earn the highest possible grade, please review the* ***Presentation Grading Rubric*** *provided at the end of this syllabus and in eCollege.*

Research paper:

One research paper on a specific management topic will be assigned. Explicit instructions are provided in eCollege.

NOTE: *In order to earn the highest possible grade, please review the* ***Research Paper Grading Rubric*** *provided at the end of this syllabus and in eCollege.*

Academic Honesty:

Students are expected to fully uphold the student policy regarding academic dishonesty. Failure to do so will result in an F in the course as well as the applicable university penalties being fully enforced. 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 fully illustrates a point and should not be changed. When you use a direct quote from your source, you **must** place the verbatim phrase or sentence in quotes. If you do not use quotes, this implies that you are using **your own words** and not the author's words.

2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending upon 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 restated in your own words. Just changing a couple of words from the author's sentence 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 credit is due. **See *Note below.**

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 and claim it as your own. If you have any questions about this, please let me know.

New to eCollege?

If this is your first experience using the online eCollege application, please take a few minutes and go through the student tutorial. You may access this tutorial from the myLeo Home page under the heading **My Course List / Special Courses**. **Click on .NExT Student Orientation Tutorial**

APA Help! You will be required to use APA formatting for assignments and your research paper.

An excellent online source for help with APA formatting is available from Purdue University: http://owl.english.purdue.edu/owl/resource/560/05/

Although not required in this course, you may purchase the latest APA manual:

American Psychological Association (APA). (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association

I would recommend that you **DO NOT USE** the automatic Citation entries available in Microsoft Word (2007) found under the References tab. Using this option does not always provide the correct APA formatting for your sources and will be counted off if not correct. **You need to learn how to correctly cite references and not depend on an automatic button to do the work for you!** An example is provided under the Doc Sharing tab in eCollege.

Webliography

Be sure and check under the Webliography tab in eCollege. Some useful links have been provided for you. As a student, if YOU come across a valuable website that you want to share with the class, please feel free to post the access information in the Webliography.

GRADING RUBRICS

Discussions Grading Rubric

TASK		Minimal/No Effort	Acceptable Effort	Accomplished	Exemplary	My Points
Understood material	40					
Responded to 1 other student	15/**0**					
Content	20					
Addressed complete topic and explained your position	15/**40**					
Spelling & grammar	10/**0**					
Total Possible Points	**100**					

Note: When using Voice Thread, you are not required to respond to another student and there will be no deductions for spelling & grammar. Heavy emphasis will be on your verbal ability to address the complete topic and to fully explain your own position.

Individual Assignments

TASK		Minimal/No Effort	Acceptable Effort	Accomplished	Exemplary	My Points
Addressed assigned topic and explained your position	55					
Submitted on time	10					
APA citations & References (if required)	10					
Spelling & grammar	10					
Content format	15					
Total Possible Points	**100**					

Group Assignment

TASK		Minimal/No Effort	Acceptable Effort	Accomplished	Exemplary	My Points
Addressed assigned topic	50					
Content format	25					
APA citations & References (if required)	10					
Spelling & grammar	10					
Submit team member review	5					
Total Possible Points	**100**					

PowerPoint Grading Rubric

TASK		Minimal/No Effort	Acceptable Effort	Accomplished	Exemplary	My Points
Introductory page	3					
Agenda	3					
Clarity of purpose	20					
Content	30					
Visual representation	15					
Organized	15					
Contact information	4					
Submitted on time	10					
Total Possible Points	**100**					

GRADING RUBRIC FOR TERM PAPER

"A" essay (90-100):

- Writes a well thought-out paper that fully covers the chosen subjects
- Incorporates pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- 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 APA formatting guidelines exactly
- Provides more than the minimum of 6 peer-reviewed sources and additionally incorporates other sources
- Length of paper meets the requirement

"B" essay (80-89):

- Writes a well thought-out paper that fully covers the chosen subjects, but not as thorough as an "A" paper
- Incorporates some pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- 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 APA formatting guidelines almost exact
- Provides a minimum of 5 peer-reviewed sources and incorporates other source(s)
- Length of paper meets the minimum requirement

"C" essay (70-79):

- Addresses the chosen subjects, but not as well or thorough as a "B" paper.
- Does not adequately incorporate pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- 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 APA formatting guidelines
- Provides a minimum of 4 peer-reviewed sources
- Length of paper almost meets the minimum requirement

"D" essay (60-69):

- Does not directly address the chosen subjects
- Does not adequately incorporate pertinent and detailed information from peer-reviewed sources and text(s) or provide needed evidence.
- 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 APA formatting guidelines
- Provides a minimum of 3 peer-reviewed sources
- Length of paper doesn't the minimum requirement

"F" essay (59 and below):

- Does not address the chosen subjects
- Does not incorporate pertinent information from peer-reviewed sources and text(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 APA formatting guidelines
- Doesn't provides peer-reviewed sources
- Length of paper doesn't the minimum requirement

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TERM SCHEDULE – PRINT FOR QUICK REFERENCE
MGT-305.06W
Spring Semester 2014 (January 13th to May 9th, 2014)

WEEK DATES	CHAPTER	*ASSIGNMENTS
01/13/14 – 01/19/14	CH 1. What is Organizational Behavior? ***Introductions : Voice Thread Deadline = 01/26/14***	D1 due by 01/19/14 Introductions–Voice Thread
01/20/14 – 01/26/14	CH 2. Diversity in Organizations CH 3. Attitudes & Job Satisfaction ***(Voice Thread)***	D2 due by 01/26/14
01/27/14 – 02/02/14	CH 4. Emotions and Moods CH 5. Personality and Values	A1 due by 02/02/14 D3 due by 02/02/14
02/03/14 – 02/09/14	CH 6 Perception & Individual Decision Making	Work on Group Assignment
02/10/14 – 02/16/14	CH 7. Motivation Concepts	A2 due by 02/16/14
02/17/14 – 02/23/14	***EXAM 1 - Chapters 1, 2, 3, 4, 5, 6, and 7***	The Exam will OPEN on 02/17 at 8:00 a.m. and will CLOSE on 02/23 at 11:59 p.m.
02/24/14 – 03/02/14	CH 9. Foundations of Group Behavior CH 10.Understanding Work Teams ***(Voice Thread)***	A3 due by 03/02/14 D4 due by 03/02/14
03/03/14 – 03/09/14	CH 11. Communication CH 12. Leadership	D5 due by 03/09/14 Group Assignments on track?
	EXAM 2 - Chapters 9, 10, 11, and 12	The Exam will OPEN on 03/03 at 8:00 a.m. and will CLOSE on 03/09 at 11:59 p.m
03/10/14 – 03/16/14	**Have a GREAT time! Be safe!**	No assignments due this week ☺
03/17/14 – 03/23/14	CH 13. Power and Politics ***(Voice Thread)***	D6 due by 03/23/14
03/24/14 – 03/30/14	CH 14. Conflict and Negotiation	A4 due by 03/30/14
03/31/14 – 04/06/14	CH 16. Organizational Culture ***(Voice Thread)***	D7 due by 04/06/14
04/07/14 – 04/13/14	CH 17. HR Resource Policies and Practices ***Finalize and Submit Group Assignment, Team Evaluations & Power Point Presentation***	Submissions due 04/13/14
04/14/14 – 04/20/14	CH 18. Organizational Change & Stress Mgt. ***(Voice Thread)***	D8 due by 04/20/14
04/21/14 - 04/27/14	***Finalize and Submit Research Paper***	Submission due by 04/27/14
04/28/14 – 05/04/14	Study for Final Exam	No assignments due!
05/05/14 – 05/09/13	***FINAL EXAM – Chapters 13,14, 16, 17, and 18***	The Exam will OPEN on **05/03** at 8:00 a.m. and will CLOSE on **05/07** at 11:59 p.m.

***D1, D2, etc. = Discussion #1, Discussion #2, etc.**
A1, A2, etc. = Assignment #1, Assignment #2, etc.