



**CLASSROOM:** eCollege Web-Based Course  
**MEETING TIME:** See Course Schedule for Assignment due Dates and Live Session Times  
**NOTE ABOUT TIMES:** All Times and Deadlines for this Course are Listed as Central Time Zone (Commerce, TX) times.

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**Office:** CBE 304  
**Office Hours:** Tuesday 9:00-11:00 a.m. and by Appointment  
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### REQUIRED TEXT:

**Organizational Behavior, 15<sup>th</sup> edition, by Robbins & Judge, Prentice-Hall Publishing, (with the self-assessment access code)**

### COURSE OVERVIEW AND EXPECTED LEARNING OUTCOMES:

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. 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. *Students will be able to view themselves as engaged citizens within an interconnected and diverse world (QEP SLO, 2014).* 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.

### METHODS FOR ASSESSING EXPECTED LEARNING OUTCOMES:

Self-assessments, ethics assignment, 3 quizzes, final paper.

### COURSE STRUCTURE:

This course is entirely Web-based. I've designed the course and thought carefully about the types of assignments and format that would be best suited to the course goals. **Nevertheless, the quality of the course will depend very much on the preparation and effort expended by all members of the course.** You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do. We will utilize the "Discussion Board" feature of eCollege. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. You should submit all of your work in a format that is compatible with **Microsoft Word** and post it in the appropriate "Dropboxes" when due.

## COURSE SCHEDULE:

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

## GRADING

Component	Type	Value
Quizzes (3 @ 150 Points Each)	Individual	450 points (45%)
Self-Assessments (4 @ 50/Each)	Individual	200 points (20%)
Ethics Assignment	Individual	150 points (15%)
Final Paper	Individual	200 points (20%)
<b>Course Total</b>		<b>1000 points</b>

## GRADING SCALE:

Points	Grade
895 - 1000	A
795 - 894	B
695 - 794	C

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

## COURSE ASSIGNMENTS

**QUIZZES:** The quizzes **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. There will be no make-up quizzes except for observance of religious holidays, sanctioned University events or documented serious illnesses. It is your responsibility to make alternate arrangements with me *at least two weeks prior to the actual date of the religious holiday or University event*. There will be no makeup quizzes for any other reason, without a late deduction of 25% off the top of your final score.

## SELF-ASSESSMENTS:

- Self Assessment 1 (I. What About Me?):
- Self Assessment 2 (II. Working With Others):
- Self Assessment 3 (III. Life in Organizations):
- Self Assessment 4 (IV. New Assessments):

If you've bought the Student Value Edition of the text, it comes with access to the MyManagementLab. Click on the link that says Student Study Tools. Under that link you will see a link to the Self-Assessment Library (SAL). You will need to complete all of the self-assessments and save your scores to a flash drive each time. If you did not buy the specified Student Value Edition of the textbook, you may purchase online access to the self-assessments from the following website for \$40: <http://www.prenhall.com/sal>. (Also, if you have trouble accessing the self-assessments through MyManagementLab, you may go directly to the [www.prenhall.com/sal](http://www.prenhall.com/sal) website and sign in there to access the self-assessments.) For each of the 4 Self-Assessment sections, you will write a full 1-page paper (single-spaced; Times New Roman; 12 pt. font; 1" margins), attach your self-assessment scores for that section, and upload it to the Journal section that you create for SA1, SA2, SA3, and SA4. See Course Home and Self-Assessments for a more detailed explanation of these assignments. You may complete & upload these assignments early and I highly recommend doing so. For the grading rubric, see Appendix B at the end of the syllabus.

**ETHICS ASSIGNMENT:** You will find the assignment under COURSE MATERIALS and then Ethics Assignment. Assignments should be uploaded to the appropriate Drop Box.

**FINAL PAPER:** Instructions for the term paper can be found by clicking on COURSE MATERIALS 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.

**\*\*NOTE\*\*** All papers will automatically be submitted to Turnitin.com. Papers that receive higher than 15% on the similarity index will be reviewed for plagiarism. Using your own words and as few quotations as possible will help keep your score below 15%. Also, make sure you give credit to the authors by using the proper citations. For the grading rubric, see Appendix A at the end of the syllabus.

## **COURSE POLICIES**

### **CLASS ATTENDANCE & PARTICIPATION:**

Attendance and participation is critical to gaining the most you possibly can from this course. I suggest that you log onto the eCollege site for this course **SEVERAL TIMES** a week. This is one way of “attending” the class.

### **SYLLABUS SUBJECT TO CHANGE STATEMENT:**

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). 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 syllabus as written AND the possibility of changes and responsibility for being aware of them.

### **STATEMENT ON ACADEMIC INTEGRITY:**

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

### **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:

**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](mailto:StudentDisabilityServices@tamU-commerce.edu)

### **TENETS OF COMMON BEHAVIOR STATEMENT:**

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

### **INSTRUCTOR EXPECTATIONS:**

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to

practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.

- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly and attend all live sessions.
- **Assignments:**
  1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in this course 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 and make sure that you have all assignments submitted by the specified due dates. However, you **MUST** turn in all written assignments **ON TIME**. Unexcused late work will receive an automatic **50% penalty** if turned in by the next day, and a **0** if turned in more than one day late. Late work is viewed as very unprofessional in the corporate world: “Sorry Mr./Ms. Vice President, I just did not get the work done in time for our meeting today.” That will be the last time your manager gives you the opportunity to “shine” in front of a VP.
  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 Word.**
- **Back-ups Are Required:** You are required to back up all your assignments so that they 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 sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

**IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**

**FINALLY:** This syllabus is a contract between you and me. If you disagree with the policies set forth in this syllabus, you have the right to withdraw within the timeframe indicated in the University calendar. By staying enrolled in this class, you agree to adhere to all policies stated in this syllabus.

## MGT 305 - Tentative Schedule – Fall 2014

Week of:	Chapter:	Assignment:
Week 1: Aug 25-31	1      What is Organizational Behavior?	Begin discussion postings & introduce yourself
Week 2: Sept 1-7	2      Diversity in Organizations 3      Attitudes and Job Satisfaction	
Week 3: Sept 8-14	4      Emotions and Moods	
Week 4: Sept 15-21	5      Personality and Values	Self-assessment Paper 1 Due Mon., Sept. 15, 12pm (noon)
Week 5: Sept 22-28	6      Perception and Individual Decision Making	Study for Exam 1
Week 6: Sept 29-Oct 5	<b>QUIZ 1 (Ch. 1-6)</b>	Opens Mon, Sept. 29, 12am Closes Wed, Oct. 1, 10:59pm
Week 7: Oct 6-12	7      Motivation Concepts 8      Motivation: From Concepts to Applications	
Week 8: Oct 13-19	9      Foundations of Group Behavior 10     Understanding Work Teams	Ethics Assignment Due Mon., Oct. 13, 12pm (noon)
Week 9: Oct 20-26	11     Communication 12     Leadership	Self-assessment Paper 2 Due Mon., Oct. 20, 12pm (noon) Study for Exam 2
Week 10: Oct 27-Nov 2	<b>QUIZ 2 (Ch. 7-12)</b>	Opens Mon, Oct. 27, 12am Closes Wed, Oct. 29, 10:59pm
Week 11: Nov 3-9	13     Power & Politics 14     Conflict & Negotiation	Self-assessment Paper 3 Due Mon., Nov 3, 12pm (noon)
Week 12: Nov 10-16	15     Foundations of Organizational Structure	
Week 13: Nov 17-23	16     Organizational Culture	Self-assessment Paper 4 Due Mon., Nov 17, 12pm (noon)
Week 14: Nov 24-30	<b>FINAL PAPER</b>	Due Mon., Nov 24, 12pm (noon)
Week 15: Dec 1-7	17     Human Resource Policies & Practices 18     Organizational Change & Stress Management	Study for Exam 3
Week 16: Dec 8-12	<b>QUIZ 3 (13-18)</b>	Opens Mon, Dec 8, 12am Closes Wed, Dec 10, 10:59pm

## **Appendix A: Final Paper**

### **“A” (90-100):**

- Writes a well thought-out paper that fully addresses the required topics
- 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 4 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 topics, 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 4 peer-reviewed sources and incorporates other source(s)
- Length of paper meets the minimum requirement

### **“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 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 topics
- 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 subject
- 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

## **Appendix B: Self-Assessment**

### **“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 exact

### **“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