

MGT 315.01E (LIVE)
Management & Organizational Behavior
Spring 2018 Course Syllabus

****This live class meets each Tuesday & Thursday from 9:30am to 10:45am in BA 346****

Instructor: Dr. Kendra Ingram
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Phone: 903-886-5701
Office: BA 335A
Office Hrs: TR 11:00am to 12:15pm; and by appointment as needed

Required Textbook: You are **REQUIRED** to read each chapter assigned for the week.



ORGANIZATIONAL BEHAVIOR(LL)-W/MYMGMTLAB

Author: ROBBINS

ISBN: 9780134439822

Edition/Copyright: 17TH 17

Published Date: 2017

Bookstore Prices: New: \$217.85 New Rental: \$171.85 Used Rental: \$128.30

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 to achieve more effectively toward 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.
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Grading:

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

Classroom Participation:	25%
Exams:	30% (3 @ 10% each)
Term Paper:	15%
PIA Papers	30% (3 @ 10% each)
Total:	100%

Class Participation: 25% of overall grade. You are **REQUIRED** to attend class. We will do daily classroom exercises and you must be present and fully participate. If you are not present, you do not get a grade for that day, unless you provide a doctor's excuse or a legitimate written excuse (e.g., from your coach for athletics, etc.)

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

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 zero, unless you contact me immediately. If, for any reason, you miss a scheduled exam, and you contact me in a timely manner, you may take a comprehensive make-up exam at the end of the semester to replace **ONE** exam grade. If you miss more than one exam, you will need to schedule a time to come to my office to take a make-up exam.

Term Paper: 25% of overall grade. The topic of this paper is "organizational culture". The paper should be a minimum of 5 full pages of content.

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. **Any papers that are received past the due date 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!)

1 day late = -10	6 days late = -60
2 days late = -20	7 days late = -70
3 days late = -30	8 days late = -80
4 days late = -40	9 days late = -90
5 days late = -50	10 days late = you receive a zero for the assignment

****NOTE**** All papers will automatically be submitted to Turnitin.com. Papers that receive higher than 25% 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 25%. Also, make sure you give credit to the authors by using the proper citations.

Personal Inventory Assessments (PIA): 30% of overall grade. There are 3 required paper submissions worth 10% each.

PIA Paper 1 (What About Me?): Chapters 1 - 8
 PIA Paper 2 (Working With Others): Chapters 9 - 15
 PIA Paper 3 (Life in Organizations): Chapters 16 - 18

See the 3 tabs under Course Home for detailed information:
 Personal Inventory Assessment Agreement (Due Week 1)

Personal Inventory Assessment Instructions

MyManagement Lab

(See Doc Sharing to access those files in Microsoft Word. Also, for access to a Sample Paper)

Any papers that are received past the due date 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!)

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DATE	TOPICS: TEXT CHAPTERS	WORK DUE: BY 11:59 PM ON THIS DAY
Week 1: Jan 16 – 21	1 What is Organizational Behavior?	
Week 2: Jan 22 – 28	2 Diversity in Organizations 3 Attitudes and Job Satisfaction	
Week 3: Jan 29 – Feb 4	4 Emotions and Moods	
Week 4: Feb 5 – 11	5 Personality and Values	
Week 5: Feb 12 – 18	6 Perception and Individual Decision Making	Study for Exam 1
Week 6: Feb 19 - 25	EXAM 1 (Ch. 1-6)	
Week 7: Feb 26 – Mar 4	7 Motivation Concepts 8 Motivation: From Concepts to Applications	Personal Inventory Assessment Paper 1
Week 8: Mar 5 – 11	9 Foundations of Group Behavior 10 Understanding Work Teams	
Week 9: Mar 12 – 18	~ SPRING BREAK ~	
Week 10: Mar 19 – 25	11 Communication 12 Leadership	Study for Exam 2
Week 11: Mar 26 – Apr 1	EXAM 2 (Ch. 7-12)	
Week 12: Apr 2 – 8	13 Power & Politics 14 Conflict & Negotiation	

Week 13: Apr 9 – 15	15	Foundations of Organizational Structure	Personal Inventory Assessment Paper 2
Week 14: Apr 16 - 22	16	Organizational Culture	Work on your term paper
Week 15: Apr 23 - 29	17	Human Resource Policies & Practices	Term Paper Due
Week 16: Apr 30 – May 6	18	Organizational Change & Stress Management	Personal Inventory Assessment Paper 3
Week 17 May 7 - 10	EXAM 3 (13-18) (Comprehensive Final Available as a Make-Up Exam)		

GRADING RUBRIC FOR TERM 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 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 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 6 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 6 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

GRADING RUBRIC FOR SELF-ASSESSMENTS

“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

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.

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 that is 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.

-----**University Rules/Procedures 12.01.99.RO.05:**

(See Student's Guide Handbook, Policies and Procedures, Conduct)

1.9: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.

1.10: 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, Gee Library, Room 132

Phone: (903) 886-5150 or (903) 886-5835; Email: StudentDisabilityServices@tamuc.edu

1.11: Nondiscrimination notice: A&M – Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

1.12: Campus Concealed Carry Statement: Campus Concealed Carry – Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.