



Organizational Behavior – Fall 2017 MGMT 3320 03/04

Instructor	Dr. Carliss Miller	Phone	936.294.2322 (rarely used)
Class Times	Sec 03 12:30pm – 1:50pm Sec 04 2:00pm – 3:20pm	Class Location	Smith-Hutson Building, Room 338
Office	236D Smith-Hutson Building	E-mail (best way to reach me)	carliss.miller@shsu.edu ; I will respond to emails within 24 of receipt on business days (Mon-Fri). Please include the course name and section in the subject
Office Hours	Monday & Wednesday 10:00am – 11:30am; 3:30pm – 4:30pm , or by appointment. Virtual office hours (video chat) can also be scheduled (Blackboard Collaborate Ultra or Skype).	Course Management	Blackboard.shsu.edu; I rely heavily on Blackboard for assignment submissions, access to lecture slides, and class announcements. Please check regularly for updates. If you run into technical issues submitting an assignment, contact blackboard@shsu.edu for help

All aspects of this syllabus, excluding SHSU policies, are subject to revision

Required Text:

Colquitt, J.A.; LePine, J.A.; & Wesson, M. J. (2017). Organizational Behavior: Improving Performance and Commitment in the Workplace. 5th Edition. McGraw-Hill Education. ISBN 9781259545092.

Prerequisite: MGMT 3310

Course Description:

Much of what managers do in modern organizations involves leading, communicating with, and motivating an increasingly diverse workforce. They also design jobs, reward systems, and hierarchies for accomplishing those tasks. This course is concerned with understanding organizations in order to manage them better and increase their effectiveness. It focuses on helping the future manager better understand the nature and dynamics of social behavior related to organizational performance.

Course Objectives:

- To provide an overview of the fundamental theories and principles of organizational behavior, and to illustrate how these theories translate into practice within organizations.
- To help students fundamentally understand how people behave in organizations, and what causes them to behave the way they do.
- By the end of the course, students will be able to understand and explain a variety of behavioral phenomena in organizations including individual behaviors, interpersonal relationships, and group dynamics. Students should be able to understand the concepts and foundational theories with regard to personality, stress, attitudes, organizational culture, leadership, motivation, ethics, and attributions about behavior, communication, as well as organizational structure. Understanding organizational behavior serves as a primary step towards effective management.
- To provide opportunities for students to apply the knowledge of organizational behavior through team assignments.

Evaluation:

Grade Component	Points
Exams (4 @ 125 pts each); Final exam is optional	125
Team Assignment (OB in the News)	100
Team Project (OB in the Movies)	200
Team Member Evaluation	100
HW/Quizzes	100
Reflection Paper	50
Total	1050

The total points you accumulate will determine your final grade in this course (out of 1000 points), and your letter grade will be reflected as such:

1000-900 = A 899-800 = B 799-700 = C 699-600 = D 599-0 = F

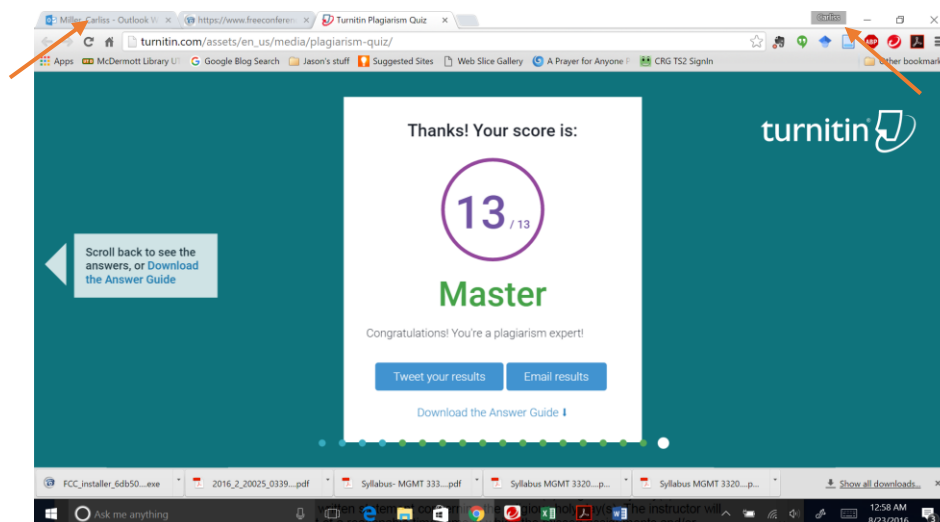
Extra Credit:

Please note that the potential points in the course (1050) exceeds the maximum grade (1000). Thus, extra credit is already baked into your assignments. However, I understand that framing is everything. Therefore, you can consider the following assignments as extra credit:

- You can earn up to **10 additional points** by completing the optional syllabus quiz, which must be submitted by **8/30** in order to receive credit.
- Earn an additional **10 points** by completing the optional plagiarism quiz, which must be submitted by **9/18** in order to receive credit.

Plagiarism Tutorial & Quiz:

Use the website http://turnitin.com/assets/en_us/media/plagiarism-quiz/ to complete your plagiarism tutorial and quiz. Review the tutorial and retake the quiz as many times as is necessary to earn a grade of 100% correct on the quiz (if you submit a quiz with a 12/13 score or below, then you won't receive credit). Capture a screen shot of your quiz results (Ctrl+PrtScr) and then paste it into a word document (Ctrl+V), and submit your document in blackboard on the assigned date. If you can't figure out how to do a screen shot, then use your camera on your phone. Your screen shot should identify that you are the author of the quiz, similar to my example below:



I will only accept the plagiarism quiz through the assignment link on blackboard. If you email it to me, you will not get credit.

- Earn up to **30 additional points** by completing the last three Pop Reading Quizzes. Attendance on the day of a pop quiz is required to receive credit. More on the quizzes below...

Course Assignments (late assignments are not accepted)

Individual Assignments

Reflection Paper: Worst Coworker (50 points)

This assignment asks you to consider a current or past coworker who has low levels of either job performance, organizational commitment, or both. Draw on concepts from the course to explain exactly why this coworker is so ineffective, and how you and his/her supervisors might react, given that knowledge. The paper should be 1000 words in length. More details will be provided in Blackboard. **Due October 11th**. (Visit the writing center prior to submitting your paper. Plan ahead because an appointment is required: <http://www.shsu.edu/centers/academic-success-center/writing/>.)

In-Class Pop Reading Quizzes

Everyone is expected to come to class prepared by reading the chapter we are covering that day (see course schedule below). To reinforce and reward your preparation and attendance, at the beginning of some class sessions, students will be given a five question Pop Reading Quiz (each question is worth 2 points) that covers the material for the day. These quizzes will be short answer, multiple choice or true/false. The quiz will be closed note and closed book. **If your name is not on your quiz, you will not get credit.** If you show up after the quiz has already been taken, you will not get credit. **I don't give make-up quizzes.**

Exams

There will be four exams, and an optional comprehensive final exam. Each exam will consist of multiple choice or short essay questions. Any material in the readings or presented in class (including major conclusions drawn from activities and exercises) may appear on an exam. Exams 1 - 4 will cover material from the respective exam periods. Each exam is worth 125 points, including the optional final. If you take the final, your lowest exam score will be replaced so that your course grade is based on your four highest exam scores. If you are unable to take an exam during its scheduled time, then that exam will count as the one that you drop. **If you show up more than 10 minutes late to take the exam, your grade will be reduced by 20 points.**

- **I don't give Make-up exams.**
- Make-up exams will ONLY be given for required university activities and must be arranged in advance. These activities and dates must be submitted to, and approved by, the Professor by **9/11/2017**, or as soon as possible. Make-up exams are also considered in the event of a medical emergency verified by a medical professional.

Team Assignment & Project

In teams, each class member will participate in two class assignments: 1) an opportunity to facilitate class learning and discussion with 'OB in the News' 2) an opportunity to conduct research and provide a movie analysis of OB concepts in action. The assignment and project will involve both a written portion and an oral presentation. A peer evaluation will be conducted at the end of the semester to assess the contributions of each team member. Team project handouts will be posted in Blackboard for more details.

OB in the News, Paper and Presentation (100 points)

Teams will be responsible for using current events to facilitate the discussion of OB concepts over the course of the semester. Each team will choose a specific day on the syllabus schedule and then use current events (newspaper/magazine articles, news broadcasts, etc.) to creatively illustrate OB concepts from that day's topic to the class.

Details and specific requirements will be posted in Blackboard.

Teams of 4 or 5 individuals will be randomly assigned by the professor and announced on Friday, September 2nd. On September 12th, teams will be assigned to cover a class session for "OB in the News."

Within 24 hours of completing the "OB in the News" assignment, the team members are required to complete a group journal worth 10 points of the grade (available in Blackboard in the Groups link), and reflect on the following questions:

- What are three positives and one negative about your group experience this week?
- How did you contribute to the team's assignment?
- How will you apply what you learned from the team's assignment towards future assignments?

OB in the Movies, Paper and Presentation (200 points)

This project encourages you to develop your imagination as an organizational behaviorist and critically analyze fictional portrayals of men and women at work.

Working in teams of the same 4 to 5 people, this team project includes a Movie Analysis and Presentation. After watching the movie, the group will analyze the material by relating it to topics covered in the course. The purpose of the project is to provide you with an opportunity to examine and research a topic related to the human side of the workplace. The class project should enhance learning for both the team and the rest of the class when the findings are presented towards the end of the semester. Details and specific requirements will be posted in Blackboard. **Movie selection due October 4th.**

Guidelines for team dynamics and policies for any non-participating team members:

All teams have hiring and firing capabilities. Individuals have the ability to resign from a group. However, every student must belong to a group. If you have conflicts with your group that you can't resolve, you may resign – but you must interview and find a position with another group.

Conversely, groups may discharge members, but the students fired from a group must find another group. In the event that a team member's contribution and performance is unacceptably poor, and if team members' documented attempts to resolve the issue are unsuccessful, group members will have the right, with my consent, to fire a group member who is not carrying his or her weight to the satisfaction of the team members.

In order to fire a group member, you must first contact me to advise me of the problems and the steps you have taken to resolve the problem. It is the responsibility of the team to bring problems of this nature to the Professor's attention as early as possible in the course to permit corrective action (i.e. not at, or near, the end of the course when it is too late to permit remedial action to alter the behavior of the individual). In addition, you must advise your fired group member no later than **October 30th** (please send a "confirmation of our discussion" email to the fired individual, and copy me on the email).

- **October 30th** is the last possible day to resign or terminate a team member. If an individual is unable to join another group (after documented attempts), then the individual can submit a solo project as a last resort.

University & Course Policies

Academic Dishonesty:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office.](#)

- **All written assignments will be submitted online for a plagiarism check. Assignments with a high % of non-original content (>25%) will be given a zero.**

Student Absences on Religious Holy Days Policy:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: </dept/academic-affairs/documents/aps/students/861001.pdf>

Attendance:

SHSU policy requires attendance to be taken. Class attendance and participation are an important indication of your commitment and professionalism, and are critical to your success in this course, thus attendance is **mandatory**. You are entitled to **3 personal days** (i.e. absences). You may use these days without penalty at any time during the semester except for exam days and group presentation days. **Beginning with the 4th day missed, your final grade will be reduced by 10 points for each day missed.** Please let me know in advance if you need to miss a class. Keep in mind that assignments are required on or before the due date.

Late Work and Missed Assignments and/or Exams

It is the individual student's responsibility to acquire missed lecture notes, assignments, handouts and announcements from a class member – not the Instructor (check Blackboard). Each student is responsible for all information given in class. This includes any changes to the syllabus, content and format of exams, and details given regarding assignments.

All deadlines for submissions are clearly defined; therefore, **no assignments or projects will be accepted late FOR ANY REASON**. If a student misses their group presentation, they will receive a grade of zero for that project. If a student misses an exam, they will receive a grade of zero for that exam. If a student misses a quiz, they will receive a grade of zero. If a student feels they have a compelling reason for missing either the presentation, exam, or activity, they may file a written appeal with the Professor.

Students with Disabilities Policy:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the **Office of Services for Students with Disabilities** located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

Visitors in the Classroom:

Only registered students may be enrolled in our class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class through their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Classroom Citizenship:

This is a team-based, experiential course; consequently, contribution is critical. The success and value of this course depend on class discussion. We all have experiences that will enrich the topics and direction of discussion in this course. This means that you need to **be fully acquainted with the readings for a given session**. It is my expectation that you will have read the assigned material and be prepared to participate in class discussions and activities.

1. Come prepared to ask questions that add to your understanding of the course materials as well as that of your fellow students.

2. Recommended approach to the readings: continually ask yourself the following questions—

- Do I understand the theory and/or principles of this material?
- What are the implications? How would I apply this as a manager?
- In what ways have I experienced this?

Please refrain from sleeping in class, reading material unrelated to the class, whispering while other students are talking, browsing on the internet, texting, and other such disrespectful actions. As in a business setting, the positive, active participation of all members increases the benefit to all.

Professionalism:

Professionalism is expected in the quality and preparation of your assignments, as well as how you communicate with me and your classmates verbally and in writing. We may discuss topics that some might consider controversial, and it is possible that we will engage in vigorous debates. However, please refrain from making personal attacks and harsh criticisms. Please come speak with me if you have any concerns.

When sending an email, please use proper email etiquette (<http://www.netmanners.com/e-mail-etiquette-tips/>). Here are a couple of good tips from this site:

1. Include a courteous greeting and closing, such as Dear ____ or Hello ____; Best regards, at least for the initial email
2. Always use the appropriate level of formality unless you're on a first name basis
 - You can address me as Dr. Miller or Professor Miller
3. Use spellcheck and proper sentence structure. This goes a long way, especially if you are inquiring about a job, scholarship or business opportunity.

Other important aspects of professionalism include:

- *Refrain from complaining* or whining about projects, workload, and due dates.
- *Engaging in ethical behavior*, which means that you do not ask the professor to make "special exceptions" (i.e., bend the course rules) for you, cheat on exams, or plagiarize.

Course Schedule:

To ensure a high quality learning experience, it is critical that you prepare thoroughly before each class meeting. Readings and assignments should be completed before class. You will get the most from each class by participating actively in class discussions each day. Contributions from everyone are critical to the success of the course and to the shared learning experience.

This course outline provides a general plan for the course. **I reserve the right to make changes to content, requirements, and schedule. All changes will be announced in class and/or through Blackboard.**

Date/Day	Topic	Materials Covered	Assignment Due
Week 1			
Wed 8/23	Introductions; Course Overview	Introductions (Meet & Greet Exercise), Ch 1	
Week 2			
Mon 8/28	What is OB? Job Performance	Ch 1 & Ch 2	
Wed 8/30	Teams, Work Styles, Individual Differences	True Colors - Guest Speaker. Meet in SHB 128	Syllabus Quiz Due in Blackboard by 11pm
Week 3			
Mon 9/4	Labor Day	No Class	
Wed 9/6	Organizational Commitment & Job Satisfaction	Ch 3 & Ch 4; Work Values	Teams Announced on 9/2, Teams begin working on Team Charter
September 8th - Last day to drop without a "Q" grade and receive 100% refund			
Week 4			
Mon 9/11	Team Assignment/Project. Exam Review	Team Project Handouts, Exam Review.	Team Charter Due in Blackboard by 11pm. OB in the News Assignments announced by 9/12
Wed 9/13	Exam 1	Ch 1 - 4	Bring a blue scantron & #2 pencil
Week 5			
Mon 9/18	Library Overview; Stress	Ch 5; Guest Speaker	Last day to submit plagiarism quiz in Blackboard by 11pm
Wed 9/20	Motivation	Ch 6	OB in the News
Week 6			
Mon 9/25	Trust, Justice, & Ethics	Ch 7	OB in the News
Wed 9/27	Learning & Decision Making	Ch 8	OB in the News
Week 7			
Mon 10/2	Exam 2	Ch 5 - 8	Bring a blue scantron & #2 pencil
Wed 10/4	Personality & Cultural Values	Ch 9	OB in the News; Teams post movie choices by 11pm in the Group Journal
Week 8			
Mon 10/9	Ability	Ch 10	OB in the News
Wed 10/11	Teams: Characteristics & Diversity	Ch 11	OB in the News; Reflection Paper Due in Blackboard before class begins
Week 9			
Mon 10/16	Teams: Processes & Communication	Ch 12	OB in the News
Wed 10/18	Teams: Processes & Communication	Experiential Learning	
Week 10			
Mon 10/23	Exam 3	Ch 9 - 12	Bring a blue scantron & #2 pencil
Wed 10/25	Team project	No formal class meeting. Use this time to work on movie project outline. The room is still available to work in teams	Movie project outline due in Group Journal by 11pm (1 per group)

Week 11			
Mon 10/30	Leadership: Power & Negotiations	Ch 13	OB in the News
Wed 11/1	Leadership: Styles & Behaviors	Ch 14	OB in the News
Week 12			
Mon 11/6	Organizational Structure	Ch 15	OB in the News
Wed 11/8	Organizational Culture	Ch 16	Movie project outline due in Group Journal by 11pm (1 per group)
November 10 - Last day to drop with a "Q"			
Week 13			
Mon 11/13	Exam 4	Ch 13 - 16	Bring a scantron & #2 pencil
Wed 11/15	Team Consultations	Team Health Check Activity; Each team will meet with the professor during class time for a project update	
Week 14			
Mon 11/20	Presentation Prep	Practice makes perfect! Teams are encouraged to do a run through of their presentation to test timing and classroom technology.	Bring PPT on a USB drive
Wed 11/22	Thanksgiving Break	No formal class meeting.	
Week 15			
Mon 11/27	Team Project Presentations	Teams 1 - 4	Team papers due at the time of scheduled presentation (printed & stapled). Print a hard copy of the PPT (3 slides per page - stapled). 11/29 - Last day to submit peer evaluations by 11pm
Wed 11/29	Team Project Presentations	Teams 5 - 8	
Week 16			
Mon 12/4	Comprehensive Final Exam (Optional)	Sec 03: 1:00pm - 3:00pm	
		Sec 04: 3:30pm - 5:30pm	

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