Organizational Behavior – Spring 2018
MGMT 3320 21 (online via blackboard.shsu.edu)

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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 in the subject I will return grades within 7 business days.
Virtual Office	Located in Blackboard Discussions, use the **Virtual Office** to ask general questions related to the course or syllabus.		

Office Hours Tuesday 11:00am – 1:00pm;
Thursday 11:00am – 3:00pm, or by appointment
Virtual office hours (video chat) - scheduled by
appointment using Blackboard Collaborate
Ultra.

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**

 A l l   a s p e c t s   o f   t h i s   s y l l a b u s ,   e x c l u d i n g   S H S U   p o l i c i e s ,   a r e   s u b j e c t   t o   r e v i s i o n

Required Text & Course Materials:

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

****For this course, you are required to purchase **McGraw-Hill Education Connect® access** for Colquitt, Organizational
Behavior, 5th edition. You are not required to have a print text, and please be aware if you purchase a used textbook you
will still need to purchase Connect access. If you would like a print version of the text, a print-upgrade option is also
available via Connect if you find yourself wanting a print companion at some point during the semester. This will be a full
color binder-ready version of the text.

Three options are available for getting the access code:

1. Purchase a Connect access card (with access to digital book) from the university bookstore.
    ISBN: 9781260402315
    Price: check with the SHSU bookstore
    Colquitt, Organizational Behavior, 5th edition

2. Purchase a Connect access card bundled with a loose-leaf copy of the text from the university bookstore.
    ISBN: 9781260402285
    Price: check with the SHSU bookstore
    Looseleaf book with Connect Code
    Colquitt, Organizational Behavior, 5th edition

3. Purchase access directly from Connect during registration for the program for **$85.00**. This includes digital access to
    the textbook (access through Blackboard).

You may also use courtesy access for the first 2 weeks of class if you are waiting on financial aid. You will see this option
when registering, and will be reminded of your courtesy access expiration date each time you login. At any time, you can
convert your courtesy account to paid access. You will not lose any work, as long as you use the same username and
password.

Accessing Course Materials:

The course can be accessed through your Blackboard account.

Connect Student Registration Instructions

To register for MGMT 3320 Connect access

1. Go to Blackboard
2. Click on the course section MGMT 3320
4. Under course content, open "Weekly Modules"
5. Click on the first assignment "Chapter 1, What is organizational behavior?"
6. Sign in with an existing Connect account or create an account:
   - **Use your SHSU email address AND full official name**
   - If you do not have a Connect account, click Create.
7. Select an option to access your instructor's online course:
   - Use the 20 digit access code on the Connect Access Card purchased from the University Bookstore, or
   - Buy access using a credit card, or
   - If available, use Courtesy Access
7. Click 'Go To Your Course' on the Confirmation page.

Required Software:
- Internet Browser
  - *Google Chrome is recommended for the course management system*
- Flash Plug-in
- Adobe Reader

Technical Support: If you have any questions or problems on how to use Connect throughout the course, please contact the McGraw Hill Customer Experience Group at the contact information below. A case number will be generated when you call; it's very important you receive a case number to verify any technical issue you may be experiencing.
- Phone: 800-331-5094
- Email & Chat: mhhe.com/support
- Hours: M-Th 24hours, Friday 7am – 8pm, Saturday 9am – 7pm, Sunday 11am – 1am

Course 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, 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 team and organizational performance.

Course Objectives:

- To provide an *overview* of the fundamental theories and principles of organizational behavior, and to illustrate how these theories are translated into practice within organizations.

- To help students fundamentally understand how people behave in organizations and what causes them to behave the way they do.

- To provide opportunities for students to apply the knowledge of organizational behavior and to enhance their experiential knowledge of virtual teams through team assignments.

- 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 regarding 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.

Evaluation:

Grade Component	Points
Exams (2 @ 125 pts each);	250
Final exam	150
Team Charter	10
Team Assignment (OB in the News)	100
Team Project (OB in the Movies)	150
Team Member Evaluation	100
Connect HW	140
Discussion Board Posts	60
Reflection Paper	50
Syllabus Quiz	10
Connect Reading HW (LS)	32
Total	**1052**

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 (1052) 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 **6/4** to receive credit.
- Earn an additional **10 points** by completing week 1 or 2 Discussion Board posts.
- Earn an additional **32 points** by completing the Connect reading assignments (LearnSmart Advantage). Each chapter reading is worth 2 points (16 chapters total). I want to give you an incentive to keep up with your reading each week.

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Course Assignments (late assignments are not accepted)

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Individual Assignments

Discussion Board Posts (60 points)

Students are expected to post and/or reply to a discussion board assignment. Assignments will vary week-to-week, so it is important to pay attention to the instructions. The first four Discuss Board posts are worth 10 point each. The last four DB posts are worth 5 points each. Expectations:

- Posts and replies submitted by the deadlines.
- Writing style is professional and NOT in text or Instant Messaging style.
- Content and tone are professional and respectful.
- Contributes to a conversation by:
    - asking good questions
    - making insightful observations
    - avoiding duplication of previous posts
    - adding to what a classmate has said

Connect Homework Activities (140 points)

Each week's class session covers one or two book chapters, and students will complete a brief activity which covers related course material. These activities are meant to encourage students to read the textbook and apply their learning using an interactive activity. Connect registration through McGraw-Hill is required to complete these assignments, however all assignments are available in Blackboard.

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. You are asked to 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 April 4th**. Visit the writing center prior to submitting your paper-- online tutoring is available, as well as face-to-face sessions on the main campus and TWC. Plan ahead because an appointment is required: http://www.shsu.edu/centers/academic-success-center/writing/.)

- If you can show proof of your virtual or physical visit to the Writing Center, I will award 5 bonus points per assignment.

Exams (400 points)

There will be three exams (accessible through Connect), each containing multiple choice or true/false questions. Each exam is cumulative, covering material from the respective exam periods. The final exam is 80% cumulative, and 20% comprehensive. Each exam is worth 125 points; however final exam is worth 150 points.

- Makeup exams will not be given except for in extenuating, unavoidable circumstances. You must notify the Professor in advance of the exam which is to be missed. If you miss an exam due to illness you must have a signed, documented medical excuse from the doctor or health center.

Team Assignment & Project

Teams of 4 or 5 individuals will be randomly assigned by the professor and posted on Thursday, January 25th.

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 (virtual) 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.

To help teams get started, the first team assignment is to complete a **Team Charter** (**due February 7th**). Team members will need to quickly familiarize themselves with the collaborative tools available in Blackboard (e.g. Collaborate, Group Discussion Board, Email, File Exchange, Group Tasks), and beyond (e.g. doodle.com, freeconferencecall.com, Google Docs, Google Slides, GroupMe) to successfully complete the team assignments.

The team assignments require students to present in our online course, therefore narration from all team members is also a requirement. Become familiar with available technology that will allow your team to accomplish this task:

- How to record audio in PowerPoint
- How to create and narrate a Prezi

After completing the OB in the News team assignment, the group members are required to complete a group journal (available in Blackboard) 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 the final project?

Additionally, the team needs to revisit the team charter to assess team member performance to date, and reflect any necessary changes or modifications (e.g. changes in roles and responsibilities, action plan for the final project). One member needs to post the revised team charter in the group journal by **March 28th**.

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 week's topic to the class.

Within 24 hours of completing the "OB in the News" assignment, each team member is 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?

Details and specific requirements will be posted in Blackboard.

OB in the Movies, Paper and Presentation (150 points)

This project encourages you to develop your imagination as an organizational behaviorist and to 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 March 28th as part of the updated team charter.**

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

If you have conflicts with your group that you can't resolve, you may resign – but you must provide documentation that the group attempted to resolve the conflict to no avail. Conversely, groups may discharge members, but only after the group shared feedback with the student and gave the student an opportunity to turn things around. If 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.

To terminate 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** 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 terminated group member no later than **3/21** (please send a "confirmation of our discussion" email to the terminated individual, and copy me on the email).

- If you choose to resign or terminate someone from your group, this should be done by **3/21** so that there is still adequate time for the individual to complete a solo project. This should be the 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, which will be completed by measuring weekly participation in the course. **No late assignments will be accepted** as you are given ample time to complete the course content for each week, and are expected to plan accordingly. Class attendance and participation are an important indication of your commitment and professionalism, and are critical to your success in this course, thus attendance (i.e. participation) is mandatory.

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 Virtual 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.

Virtual Classroom Citizenship:

- Be respectful to the Professor and to other students in the course.
- Please use proper Netiquette when interacting with others. No flaming (negative hurtful comments); use correct grammar and spelling; don't yell (write in all caps).
- Use the virtual office to ask general course questions.
- Check the course homepage, discussions and e-mail several times a week.
- Keep up with reading assignments and activities.
- Participate actively in class discussions.

In exchange, the students can expect the Professor to:

- Be respectful to the students in the course.

- Read and respond to discussion posts directed at me, and respond to e-mails within 24 hours (except for the weekend).
- Post grades for assignments and exams within a week of submission.
- Quickly adhere to all requests for virtual office hours.

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 for debates to emerge, but please refrain from making personal attacks and harsh criticisms.

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 or proper salutation 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.

Course Schedule:

Note: New weekly modules will be posted each Wednesday evening at 6:00pm. Weekly assignments are due by 11:59pm the following Wednesday unless otherwise noted. You have 7 days to complete each weekly course module.

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

Date	Topic	Materials Covered	Assignment Due
Week 1			
Wed 17-Jan	Introductions; What is OB?	Syllabus, Ch 1	Review syllabus and course navigation
			Complete the Connect HW for Ch 1
Week 2			
Wed 24-Jan	Job Performance	Chapter 2	Due 1/24: Discussion Board 1, Connect HW, Syllabus Quiz
		Team Charter Activity	Teams assigned on 1/25
Week 3			
Wed 31-Jan	Organizational Commitment	Chapter 3	Due 1/31: Discussion Board 2, Connect HW
February 1st - Last day to drop without a "Q" grade and receive 100% refund			
Week 4			
Wed 7-Feb	Job Satisfaction	Chapter 4	Due 2/7: Team Charter; Connect HW
Week 5			
Wed 14-Feb	Stress	Chapter 5	Due 2/14: Connect HW
			OB in the News
Week 6			
Wed 21-Feb	Motivation	Chapter 6	Due 2/21: Discussion Board 3, Connect HW
			OB in the News

Week 7			
Wed 28-Feb	Trust Justice & Ethics	Exam 1 (Ch 1 - 6) Chapter 7	Due 2/28: Exam 1 Connect HW
Week 8			
Wed 7-Mar	Learning & Decision Making	Chapter 8	Due 10/11: Discussion Board 4, Connect HW OB in the News
14-Mar	**Week 9 - Spring Break**		
Week 10			
Wed 21-Mar	Personality & Cultural Values	Chapter 9	Due 3/21: Discussion Board 5, Connect HW, Last day to resign or terminate someone from a team OB in the News
Week 11			
Wed 28-Mar	Ability	Chapter 10	Due 3/28: Connect HW, update team charter Movie Selection Due (in updated team charter), OB in the News
Week 12			
Wed 4-Apr	Exam 2	Exam 2 (Ch 7 - 10)	Due 4/4: Exam 2, Reflection Paper
April 6 - Last day to drop with a "Q"			
Week 13			
Wed 11-Apr	Teams: Characteristics & Diversity Teams: Processes & Communication	Chapter 11 & 12	Due 4/11: Discussion Board 6, Connect HW, Movie Outline Due OB in the News
Week 14			
Wed 18-Apr	Leadership: Power & Negotiations Leadership: Styles & Behaviors	Chapter 13 & 14	Due 4/18: Discussion Board 7, Connect HW OB in the News
Week 15			
Wed 25-Apr	Organizational Structure	Chapter 15	Due 4/25: Connect HW OB in the News
Week 16			
Wed 2-May	Organizational Culture	Chapter 16	**Due 5/2: OB in the Movies** **Due 5/4: Discussion Board 8**
Finals			
Wed 9-May	Chapter 1 - 10 (20%), Ch 11 - 16 (80%)	Final Exam	**Due 5/7: Team member evaluations** **Due: 5/9: Final Exams**

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