**MGT3376 Syllabus – Spring 2017
Organizational Behavior
Section 001 - MWF 1:00 – 1:50 pm in RCOBA 00005**

**Section 004 - MWF 2:00 – 2:50 pm in RCOBA 00287**

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| **Instructor:** | Dr. Kim Boal | **Phone (Cell):** | (806) 441-3509 |
| **Office:** | RCOBA 354E | **E-mail:** | kim.boal@ttu.edu  |
| **Office Hours:** | MWF Noon- 1:00 pm, or by appointment |  |  |
| **TA:** | Daniel Gullifor (Section 001)Mingwei Li (Section 004)  | **Phone (Cell):** | (309) 397-4934 (Gullifor)(408) 307-3036 (Li) |
| **Office:** | RCOBA 332E (Gullifor)RCOBA 351E (Li) | **E-mail:**  | daniel.gullifor@ttu.edumingwei.li@ttu.edu  |
| **Office Hours:** | TT 9:30 am – 10:30 am, or by appointment (Gullifor)MF 1:00 pm – 2:00 pm, or by appointment (Li) |  |  |
| **Final:** | Thursday, May 11th, 1:30 – 4:00 pm |  |  |

### **Required Texts/Readings/Cases:**

* Scandura, T.A. (2015) *Essentials of Organizational Behavior*. Los Angeles: Sage.
* Open-access study tools and resources are available at http://edge.sagepub.com/scandura.

### **Description:**

* The purpose of the course is to systematically analyze how key concepts and practices in the areas of management and organizational behavior (OB) can be integrated as a basis for understanding individual and firms’ success in the current competitive, global environment.
* We will utilize a variety of learning methods, including lecture/discussions, videos, exercises, newspaper clippings, and case analyses.

### **Specific Student Learning Outcomes for this course:**

1. To use critical thinking to develop effective diagnostic and problem solving skills.
2. Apply the principles of organizational behavior to practical problems in the workplace
3. Identify themes that influence a person’s self-concept and workplace behavior
4. Gain insight into your own management styles, their effects on others, and their overall effectiveness
5. Explain the role of synergy and creativity in group problem-solving along with problems that teams face
6. Recognize barriers to interpersonal cooperation and the actions that can be taken to overcome them
7. To produce professionally written case reports illustrating the types of individual, interpersonal, group and inter-group issues which occur in complex organizational settings.
8. To refine professional presentation skills.
9. Consider the meaning of civic participation and its effects on yourself and your community

### **Recommendations**

### This course covers a great deal of material that builds progressively throughout the course. Mastering the earlier material is essential to successfully complete the course.

* The assignments are an integral component of the course. Completing the assignments is a key component to internalizing the course material.
* This course will require frequent discussions and exercises. Your participation and involvement are therefore essential. Your engagement in class discussion is critical to your success (both in terms of learning goals as well as the extrinsic grade goals you may have).

### **Evaluation**

Your final grade will be based on two (2) components:

 **Exams**

Exam 1 100

 Exam 2 100

 Exam 3 100

 **Class Attendance/Participation** 100

 **TOTAL** 400 Points

Grades will be determined based on the students’ accumulation of points within the class’s distribution as follows:

 Z-score > 1.0 = A

 0.99 > Z-score > 0.00 = B

 -0.01 > Z-score > -1.00 = C

 -1.01 > Z-score > -2.00 = D

 -2.01 > Z-Score = F

**Description of Evaluation Criteria:**

**Examinations:** Three, non-cumulative examinations will be given on the dates indicated on the topic outline attached. These may include multiple choice questions taken from lecture, text material, readings, and cases. No make-up examinations will be allowed, except in cases warranted by extraordinary circumstances and supported with documented evidence. Students who do not provide documented evidence for missing an exam will receive zero points.

**Attendance:** The nature and structure of this class requires active participation, particularly in team activities. On-time attendance is expected and required at all classes and you are expected to be conversant in the material assigned for each day. Treat this class as you would any other professional obligation. By accepting a job, you are making an implicit commitment to attend work regularly. By registering for this class, you make a similar commitment. Note that you will not be able to do well on the examinations without attending class regularly, since much additional material is presented during the lectures and does not appear in the textbook(s).

**Participation:** Your success in this course depends upon your willingness to actively participate. Thus, each student has the responsibility to fully participate; and the instructor has the responsibility to ascertain the level of participation. The participation core grade is determined subjectively by the instructor based upon observation, and your initiative in contributing to the success of the course for all concerned through cooperative learning activities. Participation includes, but is not limited to, advance preparation for class through completion of assignments, the level of demonstrated ability to answer instructor questions and respond helpfully to other students’ questions, contributions to cooperative learning activities, initiating relevant discussion both in and out of class as observed by the instructor (e.g., in case discussions), and on-time presence for class sessions.

**Course Schedule:**

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| **Class** | **TOPIC** | **CLASS AGENDA** |
| 1(1/20) | ⬩ Introductions & Syllabus | ⬩ Introductions & Syllabus |
| 2(1/23) | ⬩ What is Organizational Behavior? | ⬩ Chapter 1 |
| 3(1/25) | ⬩ What is Organizational Behavior? | ⬩ Chapter 1 |
| 4(1/27) | ⬩ What is Organizational Behavior? | ⬩ Individual/Group Activity #1 |
| 5(1/30) | ⬩ Individual Differences | ⬩ Chapter 3 |
| 6(2/1) | ⬩ Individual Differences | ⬩ Chapter 3 |
| 7(2/3) | ⬩ Individual Differences | ⬩ Individual/Group Activity #2 |
| 8(2/6) | ⬩ Attitudes & Job Satisfaction | ⬩ Chapter 4 |
| 9(2/8) | ⬩Attitudes & Job Satisfaction | ⬩ Chapter 4 |
| 10(2/10) | ⬩ Attitudes & Job Satisfaction | ⬩ Individual/Group Activity #3 |
| 11(2/13) | ⬩ Perception | ⬩ Chapter 5 |
| 12(2/15) | ⬩ Perception | ⬩ Chapter 5 |
| 13(2/17) | ⬩ Perception | ⬩ Individual/Group Activity #4 |
| 14(2/20) | ⬩ Motivation: Core Concepts | ⬩ Chapter 7 |
| 15(2/22) | * Motivation: Core Concepts
 | ⬩ Chapter 7 |
| 16(2/24) | **EXAM #1** |  **EXAM #1** |
| 17(2/27) | ⬩ Motivation: Learning & Rewards | ⬩ Chapter 8 |
| 18(3/1) | ⬩ Motivation: Learning & Rewards | ⬩ Chapter 8 |
| 19(3/3) | ⬩ Motivation: Learning & Rewards | ⬩ Individual/Group Activity #5 |
| 20(3/6) | ⬩ Individual Decision Making | ⬩ Chapter 6 |
| 21(3/8) | ⬩ Individual Decision Making | ⬩ Chapter 6 |
| 22(3/10) | ⬩ Individual Decision Making | ⬩ Individual/Group Activity #6 |
| 3/11-3/19 | **SPRING BREAK** | **SPRING BREAK** |
| 23(3/20) | ⬩ Leadership: Core Concepts | ⬩ Chapter 2 |
| 24(3/22) | ⬩ Leadership: Core Concepts | ⬩ Chapter 2 |
| 25(3/24) | ⬩ Leadership: Core Concepts | ⬩ Individual/Group Activity #7 |
| 26(3/27) | ⬩ Group Processes & Teams | ⬩ Chapter 9 |
| 27(3/29) | ⬩ Group Processes & Teams | ⬩ Chapter 9  |
| 28(3/31) | ⬩ Group Processes & Teams | ⬩ Individual/Group Activity #8 |
| 29(4/3) | ⬩ Managing Conflict & Negotiation | ⬩ Chapter 10 |
| 30(4/5) | ⬩ Managing Conflict & Negotiation | ⬩ Chapter 10 |
| 31(4/7) |  **EXAM #2** |  **EXAM #2** |
| 32(4/10) | ⬩ Organizational Communication | ⬩ Chapters 11 |
| 33(4/12) | ⬩ Organizational Communication | ⬩ Chapters 11 |
| 34(4/14) | ⬩ Organizational Communication | ⬩ Individual/Group Activity #9 |
| 4/17 | **NO CLASS** | **NO CLASS** |
| 35(4/19) | ⬩ Stress in Context of Org Change | ⬩ Chapter 13 |
| 36(4/21) | ⬩ Stress in Context of Org Change | ⬩ Individual/Group Activity #10 |
| 37(4/24) | ⬩ Cross Cultural Differences/Org Culture | ⬩ Chapter 12 & 14 |
| 38(4/26) | ⬩ Cross Cultural Differences/Org Culture | ⬩ Chapter 12 & 14 |
| 39(4/28) | ⬩ Cross Cultural Differences/Org Culture | ⬩ Individual/Group Activity #11 |
| 40(5/1) | ⬩ Leading Change | ⬩ Chapter 15 |
| 41(5/3) | ⬩ Leading Change | ⬩ Chapter 15 |
| 42(5/5) | ⬩ Leading Change | ⬩ Individual/Group Activity #12 |
| 43(5/8) |  **REVIEW DAY** |  **REVIEW DAY** |
| 44(5/11) | **FINAL EXAMINATION (EXAM #3)**1:30 – 4:00 PM |

This topic outline may be modified. The professor will notify students by email of any changes.

### **Important Course Policies:**

***Make up exam policy:*** There are no excused absences from exams other than (1) absolute schedule conflicts such as official university travel and religious holidays, and (2) physician documented illness or documented personal emergency. A request for a make-up exam based on absolute schedule conflict must be approved one week in advance of the regularly scheduled exam. A request based on illness or personal emergency must be made within one day of the regularly scheduled exam. Students who follow these procedures will be administered a make-up exam at an alternative time; students who violate them will receive a score of zero on the missed exam.

***General Behavior:***Students are expected to conduct themselves with respect and professionalism toward faculty, students, and others present in class, and will follow the rules prescribed by the instructor for classroom behavior. Students who do not comport themselves appropriately may be asked to leave the classroom (possibly with a grade penalty), or may be dropped from the course by the instructor.

***Cell Phones and Laptops:***Before you enter the classroom, please turn off and put away your cell phone (and anything else that may ring/beep). Laptops may be used to take notes and search information pertinent to the class.

***Extra Credit:***For fairness and equity, if extra credit assignments are made available to one student, they must be made available to all students in a class, and all students so informed.

***Incompletes*:** A grade of incomplete will not be granted except for situations that occur beyond a student’s control and when the student’s previous work has been satisfactory in quality.

***Disability Services*:** Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405.

***Academic Integrity*:** Academic integrity is taking responsibility for one’s own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. "Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. If academic dishonesty is found, I will report the incident to the Office of Student Conduct. For a more detailed description of academic dishonesty, please refer to <http://www.depts.ttu.edu/studentconduct/academicinteg.php>

***TTU Resources for a Safe Campus:***Texas Tech University is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to The Student Resolution Center: (806) 742-SAFE (7233). The TTU Counseling Center (<http://www.depts.ttu.edu/scc/>) provides confidential support (806-742-3674) and the Voices of Hope Lubbock Rape Crisis Center has a 24-hour hotline: 806-763-RAPE (7273). For more information about support, reporting options, and other resources, go to: <http://www.depts.ttu.edu/sexualviolence/>