University of North Texas – G. Brint Ryan College of Business

MGMT 3721 Essentials of Organizational Behavior INET via Canvas

FA 2024 Syllabus: Section 401 (asynchronous online class with no scheduled meetings in person or online)

Instructor Contact

Name: Amy Hicks, Department of Management, Adjunct Instructor

Office Location: Adjunct Instructor – Virtual Meetings or Sage Hall 202

Phone Number: 940-369-7217

Office Hours: Zoom / By Appointment

- Prearranged student/instructor availability

Email: amy.hicks@unt.edu

Please put MGMT 3721 in the Subject Line – email is the best way to reach me.

You should ONLY email me from your UNT.EDU email account. Emails from non-unt.edu accounts may not be received/answered.

Communication Expectations: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take up to 24 hours to respond, especially on weekends. If you do not receive an email reply after 24 hours, please re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Please check the course CANVAS page for announcements, new postings, assignments, etc. on a regular basis throughout the semester!

Course Description

Essentials of Organizational Behavior (MGMT 3721 – 3 hours) is a junior-level survey course designed to introduce non-business majors to the management of organizations and organizational behavior (OB). The course exposes students to the key concepts of the discipline with an emphasis on OB as a practical field. Topics include organizational diversity, work attitudes, job satisfaction, personalities and values, decision-making, motivation group behavior, leadership, power and politics, conflict and negotiation, organizational culture, and organizational change. The practices described represent an introductory explanation for the behavior of managers in for profit firms and organizations.

Course Structure

This course is offered 100% online via Canvas (unt.instructure.com). You will need your EUID and AMS password—the same credentials you use to log in at your Student Portal at UNT (my.unt.edu). If you don't know your password or have trouble logging in, there is a link on the page to reset your AMS password (ams.unt.edu).

Lessons in the course will be conducted using the textbook and activities listed in each module within the Canvas course structure. Videos and articles in the Canvas modules deal with issues related to organizational behavior/culture. Recognize that each video/article is simply a record of an issue which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and biases which executive decisions have been made. As such, they will provide the basis for in-depth examination of issues and concepts.

For this method of instruction to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as

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you do reading it. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed—with scheduled times and defined availability windows for taking
exams.

Dropping the Course

<mark>Please note: Nov 8</mark> *Last day for a student to drop a course or all courses with a grade of W.* If you have questions regarding your grade, please contact me via email. Fall Academic Calendar & Key Dates | University of North Texas (unt.edu)

To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the UNT Registrar (https://registrar.unt.edu/registration/dropping-class). Check with the Office of the Registrar and the Financial Aid Office for consequences and information.

Course Objectives

Students who successfully complete MGMT 3721 will be able to:

CO-1. Recognize the advantages in applying organizational behavior concepts and managing diversity effectively.

CO-2. Explain the means and importance of managing job satisfaction and other work attitudes and emotions.

CO-3. Identify themes that influence a person's perception and decision-making process.

CO-4. Describe different applications of motivation for managing employee behavior.

CO-5. Explain the role of synergy and creativity in group problem-solving along with problems that teams face.

CO-6. Define the characteristics of effective leaders, and contrast leadership and power.

CO-7. Discuss ways managers can effectively deal with conflict and negotiate with people inside and outside the
organization.

CO-8. Examine the various means in which organizations can be structured for maximum effectiveness.

CO-9. Compare the effects of organizational culture and change on employees and the organization.

Course Text:

To minimize textbook expenses to each student, this course was designed using an open education resource textbook. You will not be required to purchase a textbook for this course but can access the textbook free using the link below. Several professors created this course using this free resource to avoid added cost to our students.

Course textbook – Organizational Behavior by Openstax, can be accessed using the link below:

University of North Texas Official Bookstore (bncollege.com)

Organizational Behavior (openstax.org)

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TEACHING PHILOSOPHY

My goal is to provide a high level of customer service to each student. If you need assistance with anything related to this course, please e-mail me at amy.hickss@unt.edu . As you review the material, I ask that you think about how it applies to your career and think of ways you can be a more effective employee and/or manager. As your professor, I will guide you toward self-discovery, acquisition, application of knowledge, and creative problem-solving. All readings, quizzes, assignments, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. You will not be successful in this course if you simply memorize facts/definitions/practice questions; you must be able to apply concepts to real life managerial situations. Keeping me informed of your progress and any issues that may arise is critical, so that we can address challenges as they arise. UNT has many resources available to ensure you are making appropriate progress toward the attainment of your educational and personal goals.

CANVAS, TECHNOLOGY & RESOURCES

You will have significant exposure to Canvas in this course. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual internet connections when completing assignments and taking quizzes and exams. Before taking a quiz or exam, ensure you are in a location with a strong internet connection. Please immediately report ALL Canvas problems to the UNT helpdesk at 940-565-2324 Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements). Students will need access to a webcam and microphone to participate in this course. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

When encountering technical difficulties, first contact the UNT Student Helpdesk. The technicians will create an official report of the incident and will provide a "ticket number" for the technical difficulty reported. No technological excuses will be accepted for assignments and/or quizzes and exams without an official tech report (and therefore an official ticket number) from the Helpdesk. Technical Support: Email: helpdesk@unt.edu or Phone: 940-565-2324 For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328).

Second, after contacting the Student Helpdesk and after receiving an assessment of the problem and a ticket number, forward an email to Professor Hicks at amy.hicks@unt.edu. I will make a determination based on the helpdesk report, University policies, applicable laws, and past experiences. Enterprise User Identification Numbers (EUID's) and passwords are required by the University of North Texas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php. You can access this course through Canvas at https://unt.instructure.com/
• Login using your EUID and Password
• Click "MGMT 3721" from the list of courses

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Minimum Technology Requirements
• Computer with webcam
• Reliable internet access
• Speakers
• Plug-ins
• Zoom
• Microsoft Office Suite
• Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
Computer Skills, Digital Literacy, Critical Thinking, and Writing Skills
• Using Canvas (See the Getting Started Module for Helpful Links)
• Using Respondus Lockdown Browser
Using virtual presentation platforms – Zoom specifically
• Using email with attachments
• Downloading and installing software as needed
• Using Microsoft Office Suite (Word, Excel, and PowerPoint)
• Applying critical thinking skills on assessments
• Professional writing skills for discussions/written assignments: Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas coherently

Course Expectations

There are standards in which the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:
• Treat your instructor and classmates with respect in email or any other communication.
• Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
• Unless specifically invited, don't refer to your instructor by first name.
• Use clear and concise language.
• Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
• Avoid slang terms and texting abbreviations such as "u" instead of "you."
• Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10- or 12-point font
• Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
• Limit and possibly avoid the use of emoticons like :) or J.
• Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
• Be careful with personal information (both yours and other's).
• Do not send confidential information via e-mail
See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.
Eagle Connect Accounts. All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit Eagle Connect Email System Website (https://eagleconnect.unt.edu/)

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Canvas Announcements
I will share quick news and course updates with the class using Announcements in Canvas. Announcements can be accessed via the left-hand navigation menu. It is your responsibility to check Announcements!

Communication Expectations

Assignment and Exam due dates will be clearly stated on the course schedule, under each online category, and within the module system. You can usually expect returned grades and comments (if any) within seven days. Delays in grading will be communicated. Online communication with other students (if any) is expected to be respectful.

I will communicate with you using Zoom® where web cameras must be turned on to verify your identity as per FERPA. Email permission must be granted to me if others on your end can overhear our discussion. We will not examine the class grade book but may discuss your grades via a supplemental spreadsheet.

In addition, we will use Canvas course announcements to deliver messages to your default email account such as EUID@unt.edu, EUID@my.unt.edu, or EUID@students.unt.edu. You can expect a response within 24 hours. It is your responsibility to check your default e-mail account four times weekly. Remember, I do not have administrative access to change your default e-mail account. Only you can make changes. Please consider the following example.

Success in an Online Course

Here is additional information on how to be successful in an online class How to Suceed as an Online Student (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

NOTE: Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue.

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.).

UIT Help Desk: Helpdesk Website (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

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Eagle Connect Accounts

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: https://eagleconnect.unt.edu/

Canvas Announcements

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Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center) (940-565- 2333 or askSHWC@unt.edu)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness- center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual- counseling)

Other student support services offered by UNT include:

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services:

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

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Course Assignments and Grading

Grading Breakdown

Assignment	*Points Possible*
Exams (4 @ 100 points each) 400	400 points
Organizational Case Studies (3 @ 100 points each) 300	300 points
Discussion Boards (5 @ 20 points each) 100	100 points
Scheduled Weekly Quizzes (10 @ 10 points each) 100	100 points
Syllabus Quiz 10	10 points
Academic Integrity Quiz 10	10 points
Final Exam (100 points)	100 points
Total Points Possible	**920***

Total Points Earned / Total Points Possible = Final Letter Grade*

A = >=90.0%

B = >=80.0%

C = >=70.0%

D = >=60.0%

F = <60.0%

*Any Extra Credit opportunities would not be included in the Total Points Possible but would be added to your Total Points Earned. As of today, there are NO Extra Credit opportunities posted or scheduled.

NOTES:

• As the Instructor, I reserve the right to curve grades if deemed appropriate after analyzing the results.

• Final grades will be calculated based on total points earned – no rounding and no extra credit.

• Please don't ask what you may do for extra credit. Make an effort from the FIRST day of class and do your best on all assigned items. No deals will be given for one student and not all students, because it would be unethical of me to provide one student with an opportunity and not all.

• No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.

A = 828.0-920.0 points

B = 736.0-827.99 points

C = 644.0-735.99 points

D = 552.0-643.99 points

F = Below 551.99 points

Requests for Alternative Testing/Assignment Times

Assignment, quiz and exam due dates are posted from the first day of class. Therefore, I do not allow

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make-up assignments OR alternative assignment due dates as there is adequate time to plan to complete each of them. Plan accordingly and make sure you complete the assignments and take exams and quizzes before the deadlines. Technology can be challenging so do not wait until the deadline to submit! If the assignment, quiz or exam is not turned in by the deadline, a grade of zero will be assigned.

Final exams can be rescheduled if you have two or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Forward the information to me at amy.hicks@unt.edu

with the words "MGMT 3721 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request.

Grade Inquiry Rule

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. **You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.**

Borderline Grades

Students slightly below grade thresholds will have their course grades raised if they meet a certain condition. Students less than a percentage point from a threshold (89, 79, 69, 59 - your final grade falls within .5% of the next grade up) you must meet the following condition: You have submitted all graded assignments (**no** zero scores appear in Canvas).

Event Timing

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight saving time adjustments (if applicable).

Course Evaluation

UNT will administer course evaluations online (the "SPOT" – Student Evaluation on Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved and what you liked about the course.

I value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Canvas and via your UNT email once the evaluations open.

Course Policies and Assignment Information

Assignment Policy

Students are required to log into the on-line class to check class announcements, check grades, and complete assignments at least 4 times a week (more often during summer sessions).

NOTE: For specific due dates and exam times, please see the Course Schedule towards the end of this syllabus.

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not

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100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection.

ACADEMIC INTEGRITY QUIZ (available in Canvas under the Academic Integrity Module)
Integrity is extremely important not only in the academic world, but also in an individual's personal and professional life. Before taking this quiz, review each of the documents within the Academic Integrity module. There are 10 questions on this graded quiz to align you with the university policy and course approach regarding this important concept.

DISCUSSION BOARD AND WRITING ASSIGNMENTS

Discussion board and case study writing assignments will be administered throughout the semester. These discussions are a chance to gain different perspectives from your peers. Keep comments professional and respect each other's thoughts and opinions.

DISCUSSION BOARD AND CASE STUDY GRADING

These assignments will be graded on content only and optimal grading will be given to including course concepts learned in this course along with outside research as it applies to the challenge questions. If students present quality posts (original post and a response to 2 classmates), they will earn full credit. When responding, clearly answer each question. Keep responses to the point, and they MUST demonstrate independence of thought.

• Discussion Post Grading will be as follows:
o 90-100% of total points – Extraordinary, Superb, Excellent, Above and Beyond! Followed the guidelines. No spelling or grammatical errors. Demonstrates that the student researched the topics and has a clear understanding of the concepts. Uses several course concepts (and applies to the case/question) in response and writing assignments. Student provides examples and explains reasoning/thought process and provided a detailed response to classmates.
o 80-89% of total points – Good/Satisfactory. Meets majority of guidelines. Very few spelling and grammatical errors. Demonstrates a general understanding of the concepts discussed. However, forgot some of the requirements such as responding to a classmate or did not provide detailed/thoughtful response to classmate.
o 70-79% of total points – Fair, Marginally Satisfactory. Only met part of the guidelines. Did not expand on statements/positions. Spelling and grammatical errors. Limited or no works referenced.
o 0 – 65% of total points – Not Passing or Not Submitted, Unprofessional, Excessive similarity to answers posted by other students. No works cited for references. No submission.
o NOTE:
Treat each assignment as a professional, business work product that would be reviewed by a company's executive leadership team.
The context of the assignment (formatting, grammar, spelling, proper citation techniques,

etc.) will be assessed.

Proof your work, no texting language/slang – Treat this as a work product!

At the end of your original post, be sure to give credit to works referenced including the textbook (recommended APA format).

Once the Discussion is locked/closed and writing assignment due dates have concluded, there is NO provision for making up the missed assignment.

QUIZZES - You will have 10 Weekly Quizzes over the course term. Each quiz has 5 multiple choice questions that you must answer in 10 minutes. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. You only have 1 attempt for each quiz. Each quiz is worth 5 points total (1 point per question). Five points may not seem like a lot, but the points go a long way towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus. All weekly quizzes are open book. No make-up quizzes are allowed and a zero will be assigned if the quiz is not completed by the due date.

EXAMS - The four (4) exams are "knowledge-acquisition-application" oriented. They are designed to "quickly" test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students "are on board" and are "staying up-to-date" with the instructor and the rest of the class. Please note that my exams require critical thinking and careful reading in order to select the best answer especially on application-based questions. Do NOT think that you can just memorize old exams or test banks and make an A. You must study and prepare in order to successfully pass this course. Each exam requires the Respondus Lockdown Browser and are closed book. Each exam is timed and contains multiple choice, multiple answer and true/false format. You will have one shot at the exam. Each exam will have 50 multiple choice, multiple answer and true/false questions and once you access the exam, you will have 60 minutes to complete each exam.

You will not be able to view your exam score until I have completed a post-exam analysis and release scores. I will send an announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your "My Grades" tool in Canvas. Exams will not be released electronically. If you have questions or would like to review your exam after grades have been released, please send me an email and we will set up a time.

IMPORTANT: Academic Integrity -- Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as classmates. Each exam will require a Respondus Lockdown Browser. ANY unethical activity will be investigated, and appropriate

action will be taken up to including failure of this course.

Attendance Policy

The INET version of this course has no face-to-face meeting times, but you should plan on checking Canvas at least 4 times per week to see if there are new announcements and make sure you are current with all assignments, discussions, and quizzes.

All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). To treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where.

This is not intended to be an invasion of privacy but will allow me to accommodate you during this unusual period. Please inform me of the situation and discuss documentation at amy.hicks@unt.edu. You can locate the UNT Attendance Policy at University of North Texas' Attendance Policy (http://policy.unt.edu/policy/15-2-)

Class Participation

Every assignment that requires active participation in Canvas will have information regarding the number and substance of your responses. Please read all instructions in Canvas and the Syllabus to make sure you are meeting the criteria stated in the assignment.

Syllabus & Course Schedule Change Policy

This syllabus and course schedule are subject to change. Whenever a change is made, I will post an announcement to Canvas informing you.

Intellectual Property

State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages, on-line chat tools, Group-Me Chats; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university; (4) dual submission of a paper, discussion post, or project, or resubmission of a paper or project to a different class without express permission from the instructor; or (5) any other act designed to give a

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student an unfair advantage on an academic assignment.

The term "plagiarism" includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an education assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Instructors will report all instances of academic dishonesty to the Academic Integrity Database.

This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. Student Academic Integrity Policy (https://policy.unt.edu/policy/06-003).

UNT G. Brint Ryan College of Business Student Ethics Statement

As a student of the UNT Ryan College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case, I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety, or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Code of Student Conduct and Discipline (http://deanofstudents.unt.edu/conduct)

Computer Use Policy (http://policy.unt.edu/policy/14-003)

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ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class (for online classes, please send me an email to request a meeting or we may be able to handle via email). For additional information see the [ODA website](https://disability.unt.edu/) (https://disability.unt.edu/).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.   All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

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Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

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To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on- campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission

from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

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Course Schedule, MGMT 3721 Fall 2024

Week	Start Date	Topic	Reading/Assignment
Week 1	8/19/24	Course Introduction Management and Organizational Behavior	Review the Syllabus View the Course Introduction video/Professor Chat Obtain the course textbook (free online or purchase hard copy) Complete reading assignments for Week 1 Review the Instructional materials module for Week 1 Complete reading assignments for Week 2 Review the Instructional materials module for Week 2 **The following assignments are DUE by 11:59 pm, Sunday , 8/25** Academic Integrity Quiz Watch the Course welcome video (located in announcements) Syllabus Quiz Week 1 Quiz Take the practice quiz for Respondus Lockdown Browser (non-graded) to ensure your computer is set up correctly for the Respondus Lockdown Browser. Note: All exams will require this browser.
Week 2	8/26/24	Individual and Cultural Differences	Complete reading assignments for Week 3 Review the week Instructional materials module for Week 3 **The following assignments are DUE, Sunday 9/1 at 11:59pm:** Week 2 Quiz Week 2 Discussion Board

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Week 3	9/2/24	Perception and Job Attitudes	<mark>The following assignments are DUE, Sunday, 9/8 at 11:59pm:</mark> Week 3 Quiz Note: Prepare for Exam #1
Week 4 <mark>**EXAM 1**</mark>	9/9/24	IMPORTANT: Exam #1 (Material from Week 1-3)	<mark>**Exam #1: Available via Canvas from 3:00pm, Tuesday 9/10 until 11:59pm until Thursday 9/12 @11:59 pm**</mark>, Note: Respondus Lockdown Browser is required for all Exams. § Complete reading assignments for Week 5 § Review the week 5 lecture and week 5 concepts module
Week 5	9/16/24	Learning and Reinforcement	Complete reading assignments for Week 6 Review the week Instructional materials module for Week 6 <mark>**The following assignments are DUE, Sunday 9/22, at 11:59pm:**</mark> <mark>**Week 5 Discussion Board**</mark>
Week 6	9/23/24	Diversity, Equity, and Inclusion in Organizations	Complete reading assignments for Week 7 Review the week Instructional materials module for Week 7 <mark>**The following assignments are DUE, Sunday 9/29 at 11:59pm:**</mark> <mark>**Week 6 Quiz**</mark>
Week 7	9/30/24	Perception and Managerial Decision Making	<mark>**The following assignments are DUE Sunday 10/6 at 11:59pm:**</mark> Week 7 Quiz Organizational Case Study #1 ▪ *Note: Prepare for Exam #2.*

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Week 8 EXAM 2	10/7/24	IMPORTANT: Exam #2 (Material from Week 5-7)	**Exam #2: Available via Canvas from 3:00pm, Tuesday 10/8 through Thursday 10/10 @11:59 pm** Note: Respondus Lockdown Browser is required for all Exams. Complete reading assignments for Week 9 Review the week 9 lecture and week 9 concepts module.
Week 9	10/14/24	***Work Motivation for Performance***	Complete reading assignments for Week 10 Review the week Instructional materials module for Week 10 **The following assignments are DUE, Sunday 10/20 at 11:59pm:** Week 9 Quiz Week 9 Discussion Board
Week 10	10/21/24	Group Relations and Managing Work Teams	Complete reading assignments for Week 11 Review the week Instructional materials module for Week 11 **The following assignments are DUE, Sunday 10/27 at 11:59pm:** Organizational Case Study #2 Week 10 Quiz
Week 11	10/28/24	Leading Others in Organizations	**The following assignments are DUE Sunday 11/3 at 11:59pm:** Week 11 Discussion Board Note: Prepare for Exam #3
Week 12	11/4/24	**Review Week**	▪ **DUE Sunday 11/10 at 11:59pm:** Week 11 Quiz
Week 13 Exam 3	11/11/24	MPORTANT: Exam #3 (Material from Weeks 9-11)	**Exam #3: Available via Canvas from 3:00pm, Tuesday 11/12 through Thursday 11/14 at 11:59pm** Note: Respondus Lockdown Browser is required for all Exams. Complete reading assignments for Week 14 Review the week 14 lecture and week 14 concepts module

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Week 14	11/18/24	Organizational Power and Politics	Complete reading assignments for Week 14 Review the week Instructional materials module for Week 14 **The following assignments are DUE, Sunday 11/24 at 11:59pm:** Week 13 Discussion Board Organizational Case Study #3.
Week 15	11/25	**THANSGIVING WEEK**	**NOTHING DUE**
Week 16	12/2	Organizational Design and Culture	**The following assignments are DUE, Sunday 12/8 at 11:59pm:** Week 14 Quiz Note: Prepare for Exam #4 (Final Exam)
Week 16 Final Exam	12/2	IMPORTANT: Exam #4 (Material from Weeks 13-14)	**Exam #4: Available via Canvas from MONDAY 12/9 8:00 am through Wednesday 12/11** Note: Respondus Lockdown Browser is required for all Exams. Congratulations to our graduates! Professor Hicks

ALL INFORMATION IN THIS SYLLABUS AND COURSE SCHEDULE ARE SUBJECT TO CHANGE AT PROFESSOR'S SOLE DISCRETION*