

MANAGEMENT 5140: Organizational Behavior and Analysis
The University of North Texas
College of Business Administration
Spring 2023

THIS IS AN 8 WEEK COURSE THAT MEETS THE 1ST HALF OF THE SEMESTER
January 17 – March 10, 2023

Instructor: Dr. Danielle Cooper

Office: BLB 385E

E-mail: Danielle.Cooper@unt.edu

Phone: 940-565-4487

Office Hours: By Appointment on Zoom Web conferencing or in BLB 385E

Check course Announcements regularly for communication from the instructor throughout the semester.

COURSE ACCESS:

This course will use the Canvas online learning platform. Access the course at <https://unt.instructure.com/>

- Login using your EUID and password under “Course Login”
- Click “MGMT 5140” from the list of courses
- You will need Acrobat Reader and RealPlayer for this course
- You will need Microsoft Word, Powerpoint, and Excel

COURSE OBJECTIVES:

1. Define organizational behavior and identify theories that inform the field of OB.
2. Describe what influences job performance and task performance.
3. Identify organizational citizenship behaviors and explain how organizations can encourage these behaviors.
4. Differentiate between different types of commitment and withdrawal.
5. Explain the steps organizations can take to increase employee motivation.
6. Define personality and identify the "Big Five"
7. Identify teamwork processes and describe how communication impacts team outcomes.

COURSE MATERIALS:

Organizational Behavior: Improving Performance and Commitment in the Workplace, 8th Edition, by Jason Colquitt (Author), Jeffery LePine (Author), Michael Wesson (Author)

One-month FORBES digital subscription for Weekly Additionally Readings

OVERVIEW OF COURSE REQUIREMENTS

In this course, students will be required to complete three exams. They will also be required to complete weekly learning modules that present the course content for that week, including supplemental readings and videos. Students are responsible for reading the textbook to complement the material presented in the course module. Modules may include graded self-assessments or graded discussion questions. Students are required to complete assignments following the directions provided in each module. Students are also required to write a problem-solving paper applying organizational behavior concepts to an organizational issue.

EVALUATION OF COURSE PERFORMANCE:

GRADE WEIGHTS:

Exam 1	20 points
Exam 2	20 points
Exam 3	20 points
Modules	
Module Self-Assessments	15 points
Module Discussion Postings	15 points
Problem-Solving paper	10 points

Total Possible Points	100 points

<u>Grade</u>	<u>Sum of Course Points</u>
A	90 - 100
B	80 – 89.9
C	70 – 79.9
D	60 – 60.9
F	Below 60

EXAMS:

The course includes three exams. Exams will be administered online on the Monday through Wednesday of the week they are assigned. You have a 50-hour window to access exams starting at 7pm on the Monday they are assigned and ending at 9pm on Wednesday that week. Once you have accessed the exam, you will only have a limited time to complete the exam. Exams consist of multiple choice and true false questions. Questions will be both content and application oriented and will include questions from the content in the modules and the textbook.

Makeup exams will only be offered for absences in accordance with university policy AND when I am notified prior to the scheduled exam. Failure to take an exam without prior notice of an excused absence will result in a grade of zero for the exam. It is the student's responsibility to coordinate a date and time with me for any make-up exam.

You are responsible for taking exams in a location with a reliable computer and internet connection. If you do not have one at home, you are encouraged to find one in a local library or on the UNT campus.

COURSE ASSIGNMENTS AND DISCUSSIONS POSTINGS:

Modules: You will complete 8 Course modules during the semester. Modules can be found on the course home page under "Course Modules." The schedule of Module Assignments can be found on the last page of your syllabus. Modules may consist of online notes, articles, videos, self-assessments, discussion postings, and/or exams.

The posted online notes, articles, and videos are designed to complement the weekly textbook reading assignments. It is strongly recommended that you read your text assignment before completing the corresponding module. Course exams will be drawn from both the textbook reading and the content in the modules. It is essential that you review both in preparing for your exams.

Students must complete assignments for each course module **DURING THE WEEK IN WHICH THEY ARE ASSIGNED**. All self-assessments and discussion postings that are required in the modules are due by Sunday at 12 midnight at the end of the week in which they were assigned. For example, Module #1 Self-Assessment is assigned on Monday and is due by the end of the day, Sunday by 12 midnight.

Please carefully read the instructions in each module.

Self-Assessments: Three of your modules include a 5-point self-assessment. The purpose of these assignments is to take the concepts we are learning and explore how they apply to you and your own life. You are graded on the completeness and thoughtfulness of your responses to the questions.

Discussion Postings: Three of your modules include a set of questions that will be answered as a discussion posting. The purpose of these postings is to give you an opportunity to discuss complex organizational issues with your peers and to learn from their perspectives.

Within the Course Modules, the instructor has posted supplementary articles, videos, or audio files to supplement your learning. This information and your textbook readings provide the background to answer questions designed to stimulate class discussion. When assigned, these questions are the assignment for that week's module. Students must post comments and responses that address the questions and promote in-depth discussion of module context.

The Discussion Forum is a key feature of the course. Students enrolled in this course typically come from a variety of professional backgrounds, thus, adding to the diversity and scope of opinions. Class participants will have different perspectives that will add course depth. **Your participation and involvement are critical to the success of the course.**

Your posting answering the assigned set of discussion questions is worth 5 points. You are graded on the completeness of your responses to the questions, your inclusion of course and module concepts, and your original thinking. Be sure to respond to a classmate for each discussion forum for full credit.

PROBLEM-SOLVING PAPER:

This assignment asks you to apply one topic from the course to attempt to solve a specific problem that exists in an organization with which you are familiar. That problem should center on a job performance, organizational commitment, or employee well-being issue.

Your paper can focus on either a current or past employer of yours, or some other company with which you have significant familiarity. What's needed is some knowledge of the inner workings of the company--its struggles, its strengths, its climate, and so forth. The paper should include the following four sections:

1. Organizational Background - Provide just enough details on the company for me to be able to understand the problem that will be described. Resist the urge to provide irrelevant details and feel free to omit or disguise any details that might be sensitive in nature. You are not required to name the company if you would prefer to keep the name confidential
2. Problem - Describe, specifically, one problem that the company is struggling with that will serve as the focus of the paper. Resist the urge to discuss multiple problems--focus on one specific issue with which the organization is struggling. Be sure to focus on a problem that can be impacted by the relevant topic.
3. Topic - Choose one topic from the list below, and apply that topic to gain insight on the problem. Describe very specifically how the concepts, principles, and findings represented in the topic matter to the problem, and how they can be leveraged to articulate a solution. If there is a

theory or concept that we discussed that does appear below, but that you believe is important to your problem, please feel free to reach out to me to discuss focusing on it instead.

- Value-percept theory
- Job characteristics theory
- Challenge-hindrane stressors
- Expectancy theory
- Goal setting theory
- Equity theory
- Psychological empowerment
- Cognition-based trust
- Justice
- Ethical decision making
- Cognitive ability
- Emotional intelligence
- Team processes
- Types of power
- Transformational leadership

4. Recommendations - Provide three very specific recommendations that flow out of the discussion of the topic and that can help solve the problem. In thinking about how to craft the topic into those recommendations, strike a balance between being practical and being bold in your solutions. Every organization has key constraints that need to be considered when designing interventions. Although those should be considered, resist the urge to “play it safe”, as that tendency often leads to modest interventions, and we are looking for an opportunity to “think outside the box” and explore novel solutions. For each of your recommendations, explain the *specific action steps* and provide *an explanation of why you made this recommendation* based on the preceding discussion in your paper.

Beyond the parameters above, please bring your own self-expression, initiative, and creativity to the content and style of the paper. You will be graded on the organization of your paper, the quality of information included, writing mechanics, sources included, and incorporating material from the course.

You will turn in your 6-page paper on Canvas. The writeup should be in Microsoft Word, using 12-point font, double-spaced. It is expected that you will use not only the text, but some of the required readings in the course to support your discussion. Appropriate parenthetical citations are expected and an accompanying references page is also required, with APA reference style preferred. The reference page does not count towards the 6-page expectation.

Plagiarism is a serious offense and can result in a zero on the assignment, a zero in the course, or suspension/expulsion from the university. If you need further information regarding citation, I highly encourage you to visit the following website: <https://owl.english.purdue.edu/owl/section/2>

COURSE ASSISTANCE:

At times, access to the course may be down due to server problems. The UNT CLEAR office will make students aware of such “downtime” whether expected or unexpected. Please see the UNT e-campus main access page (ecampus.unt.edu) for announcements.

Functionality issues: If you have difficulty accessing the course, please contact the Student Support Staff at helpdesk@unt.edu, phone: (940) 565-2324, in person: 130 Sage Hall. Support Desk Hours: M-Th, 8am-midnight; F, 8am-8pm; Sat, 9am-5pm; Sun, 8am-midnight.

Contact Instructor: If you cannot locate the answer or if you need additional information, contact your instructor using email. You may also contact your instructor when you have questions concerning assignments (accessing, using, submitting, grading, etc.)

STUDENTS WITH DISABILITIES:

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with a disability. If you have an established disability as defined by the Americans with Disabilities Act and would like to request an accommodation, please see me as soon as possible. My office hours and office number are noted above. University policy requires that within the first week of class students notify their instructor that accommodations will be needed.

RESEARCH PARTICIPATION

You may have opportunities during the semester to serve as a research subject and earn extra credit toward the course grade. You may choose not to participate and an alternative means of earning extra credit will be made available to you.

POLICY ON CHEATING:

Students are responsible for the textbook chapters outlined in this syllabus and for the course content reviewed in online Course Modules.

Students are expected to uphold University rules and standards of scholastic honesty and integrity. Cheating or other academic misconduct will not be tolerated. Violations will be subject to disciplinary action. Cheating includes collaboration on any assignments that will be graded on an individual basis. It also includes plagiarism, unauthorized preparation of notes for use on exams, looking at another student's examination answers, or requesting or passing information during an examination. Students who become aware of suspicious activities are asked to promptly notify the professor so that immediate corrective action can be taken. Please refer to the University's policy on academic integrity: <http://vpaa.unt.edu/academic-integrity.htm>

You will be asked to agree to an ethics statement that outlines the ethical principles you are expected to adhere to in this course. The ethics statement will be made available to you on our course homepage.

NOTICE TO F1 VISA HOLDERS

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 [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

University of North Texas Compliance:

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. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

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.

SPOT

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider SPOT to be an important part of your participation in this class.

CLASS SCHEDULE

Note: This is a flexible course schedule. The instructor reserves the right to change this schedule.

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
1/17	Week #1: Introducing Organizational Behavior; Job Performance <i>Self-Assessment 1 due 1/22</i>	Chapters 1,2
1/23	Week #2: Organizational Commitment; Job Satisfaction <i>Self-Assessment 2 due 1/29</i>	Chapters 3,4
1/30	Week #3: Stress; Motivation <i>Discussion 1 due 2/5</i>	Chapters 5,6
2/6	Week #4: Trust, Justice, Ethics; Learning and Decision-Making <i>Exam One, Chapters 1-6 due 2/8</i> <i>Discussion 2 due 2/12</i>	Chapters 7,8
2/13	Week #5: Personality and Cultural Values; Ability <i>Self-Assessment 3 due 2/19</i>	Chapters 9,10
2/20	Week #6: Teams <i>Exam Two, Chapters 7-10 due 2/22</i> <i>Discussion 3 due 2/26</i>	Chapters 11,12
2/27	Week #7: Leadership <i>Problem Solving Paper due 3/1</i>	Chapters 13,14
3/6	Week #8 Finals Week <i>Exam Three, Chapters 11-14 due 3/8</i>	