

**UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS**

**MGMT 3720 – ORGANIZATIONAL BEHAVIOR
INET Sections 001 and 026 – 100% online course
5W1 SUMMER 2018 COURSE SYLLABUS
June 4 – July 6, 2018**

Professor: Erin Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building
Phone: 940-565-4766 – Office
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME***

We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.

****Be sure to include MGMT 3720 in the Subject Line****

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or 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.

Office Hours: Daily Online Presence (5W1 and 5W2 Sessions)

Please check the course Blackboard page for announcements, new postings, assignments, etc. It's recommended you check it at least twice a week as summer sessions move quickly!

INTRODUCTION:

Organizational Behavior (MGMT 3720 INET) is a junior level survey course that examines people's behaviors in organizations. MGMT 3720 is a core topic required of all students majoring in one of the many degree plans of the College of Business (CoB) at UNT. The course title, Organizational Behavior, is defined as the study of individual behavior and group dynamics on organizational settings. In the collective judgment of CoB faculty, the research, theory, and practices described in our Organizational Behavior literature represent the very best introductory explanation for the behavior of managers in for profit firms/organizations. *UNT's Undergraduate Catalog* states: 3720 – Organizational Behavior (3 credit hours). Individual behavior in formal organizations. Cases, lectures, and experiential exercises in organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences. Open to non-business majors.

Offering this course through Blackboard creates new opportunities and challenges. Blackboard offers you the convenience of an Internet based class meeting the standards set forth by the College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that Internet translates into "easy A." The keys are to stay current and communicate.

Prerequisites: Open to all highly motivated and self-disciplined students.

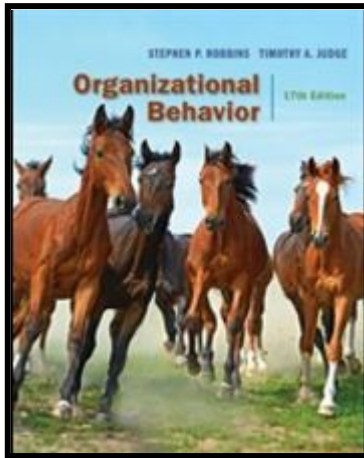
COURSE OBJECTIVES:

The main objectives of this course are as follows:

- 1.) To broaden students' general knowledge of individuals in organizations
- 2.) To increase students' understanding of the psychological processes affecting individual behaviors in organizations, and in doing so, uncovering and modifying (as needed) students' own conceptions of those psychological processes

- 3.) To improve students' analytical skills in defining human problems in organizations in terms of relevant theoretical frameworks explaining the underlying psychological processes
- 4.) To improve students' practical skills in developing effective and viable solutions to the identified problems, using the relevant theoretical frameworks

REQUIRED TEXTBOOK:



We will use Robbins and Judge's Organizational Behavior, 17th edition, published by Pearson. Please note that ONLY the textbook is required. Pearson's online learning tool, My Management Lab, is NOT required. The 17th edition has been used for previous classes, so if you want a hard copy, you should be able to find a used copy to rent or purchase. The UNT Bookstore will have the text in stock.

Pearson's My Management Lab product is NOT required. However, some digital copies of the textbook (digital is usually the most cost effective option) come with access to My Management Lab. No assignments will be given outside of Blackboard, but if you would like to use My Management Lab as a learning tool OR a way to access your e-text, you MUST sign up through the My Management Lab link in the course's Blackboard page. Pearson does offer a digital version of the text without My Management Lab, but most e-text options come with My

Management Lab access. To check out options from the publisher, please visit:

www.mypearsonstore.com

Please note that you should purchase the required text (NOT old versions) as the quiz and exam questions will be pulled from the 17th edition. You need the textbook to do well on the exams and you need to get it during the first couple days of the semester. NO extensions will be provided for delayed shipping. Summer classes move quickly, and you need to get the book immediately in order to stay up with assignments. Additional readings and assignments will be distributed through Blackboard.

My Management Lab – PEARSON:

If you decide to purchase access to My Management Lab (remember, it's optional!), you will have access to tools that will help you absorb course material and put concepts into perspective. The tool is integrated directly with Blackboard so you have a single sign-on experience, and you will find handouts on Blackboard that will help you with registration for My Management Lab. Please see the "Pearson MyLab" tab on the left hand side of the course page.

Course Name on My Management Lab: MGMT 3720_Organizational Behavior_Summer 5W1 2018 EW

****NOTE:** *This course is linked to Blackboard which means you MUST register through Blackboard, NOT directly through the My Management Lab site.* **

Pearson Technical Support: <http://247pearsoned.custhelp.com/>

To enroll, you need: 1) Course ID, 2) Email address, and 3) Student Access Code from Bookstore (or a valid credit card to purchase the access code directly from Pearson). When you register through Blackboard, you won't need the course ID.

ACCESS TO BLACKBOARD:

- You can access the course at <https://learn.unt.edu>
- Login using your EUID and Password
- Click "MGMT 3720" from the list of courses

Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection. If taking exams on campus, please use the BLB computer labs as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). We have experienced exam question distortion in Safari as well as on mobile devices! Be sure to use a hard wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Blackboard.

TECHNICAL ISSUES WITH BLACKBOARD:

Please immediately report all Blackboard problems to the helpdesk at 940.565.2324. 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, Blackboard, etc.). I will make a determination on how to resolve the technical issue based on their advice, University policy, and my experience.

EUID ACCESS AND PASSWORDS:

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>

EVENT TIMING:

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

STRUCTURE:

There are approximately 100 students enrolled in this on-line section of MGMT 3720. My goal is to provide a high level of customer service so that you are not alone in cyber space. If you need assistance with anything related to this course, you should e-mail me at Erin.Welch@unt.edu

Lessons in the course will be conducted using the textbook, lecture notes, supplemental articles, and videos. Videos and articles will deal with issues related to organizational issues. 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 behaviours. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular 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 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 and it has scheduled times and defined availability windows for taking exams.

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 and this will be the account I contact you at since we are NOT using messages on Blackboard. 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/>

BROADCAST E-MAIL MESSAGES: Students may not send broadcast e-mail messages (CC: All Students) to the class. Sending messages without permission is a violation of the UNT Student Handbook and the Code of Conduct. Violations will be reported to the Provost and the Office of Student's Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

ANNOUNCEMENTS:

I will share quick news and course updates with the class using Announcements in Blackboard. Announcements can be accessed via the left hand navigation menu. To be successful, you must stay up to date with announcements and deadlines!

COURSE RELATED E-MAIL MESSAGES:

Please consider the following example of an appropriate e-mail to send to a professor:

To: Erin.Welch@unt.edu
From: Good.Student@my.unt.edu
Title: MGMT 3720 Question about Zip Code Survey

Professor Welch:

Did you receive my Zip Code Survey that I submitted last night (June 6th)?

Thanks,

Good Student

Student ID #10203040

Please keep in mind that my name is **Professor Welch and not "Hey You," "Yo Momma," or "Howdy Teach!." **BE PROFESSIONAL!***

PERFORMANCE EVALUATION AND GRADING:

Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned during the term. Grades will be earned based on successful completion of the following:

Syllabus Quiz	10
Zip Code/Student Information Survey	5
Student Introductions	5
Chapter Quizzes: 16 @ 5 pts. each	80
Discussion Board Assignments: 4 @ 20 pts. each	80
Exams: 4 @ 100 pts. each	400
Maximum Points Possible	580

Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding and no extra credit)

<u>Total Points</u>	<u>Grade</u>
522.0-580.0	A
464.0-521.9	B
406.0-463.9	C
348.0-405.9	D
0-347.9	F

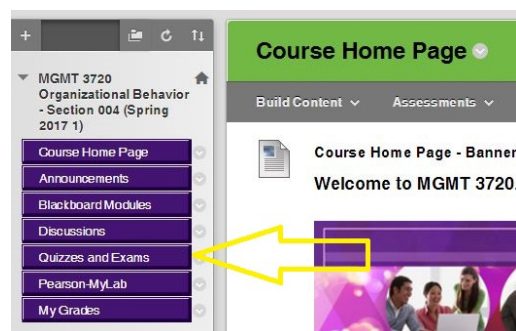
**As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.

NOTES:

- CHECK BLACKBOARD ON A REGULAR BASIS:** You are responsible for staying up to date with announcements made through Blackboard. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.
- ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE:** **Do not come to me and 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 so you won't need extra credit. Remember, no late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned. The Department of Management has high standards for its junior and senior level courses that will be enforced.**

SYLLABUS QUIZ (available in Blackboard under Quiz & Exam Folder):

Each student will complete an on-line syllabus quiz by the due date in the Course Schedule. This will familiarize you with how to take an on-line exam within Blackboard Learn. There are 10 multiple choice and true/false questions (worth 1 pt each), and you have 30 minutes to complete the quiz. Once you complete the quiz, your score will show up under My Grades. 10 Max Possible Pts.



ZIP CODE/STUDENT INFORMATION SURVEY (available in Blackboard under Quiz & Exam Folder):

Each student will complete a Student Information Survey by the due date in the Course Schedule. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire. Please note – grades from the Zip Code/Student Information Survey do NOT show up automatically under My Grades. Points will be entered a couple days after the assignment due date. 5 Max Possible Pts.

STUDENT INTRODUCTIONS/DISCUSSION (available in Blackboard under Discussion Folder):

To kick off the semester, all students will introduce themselves on the Discussion Board. Be sure to respond to all questions (name, major, etc.). The Discussion requires you to post an **Original Response** to each of my question(s) and to **Reply** to at least one (1) of your classmates. Keep your posts professional and post a thoughtful response to one of your peers (not just “nice to meet you!”). When responding, do NOT start a new thread – simply click reply. Keep in mind the following:

- Excessive spelling and/or grammatical errors will result in 0 points.
- Discussion Post Grading will be as follows:
 - **5 points** – Acceptable/Professional, followed the guidelines
 - **2.5 points** – Marginally acceptable, does not meet all guidelines (lacking full understanding of the material and/or independent thought, incorrect grammar and spelling)
 - **0 points** – Not Passing or Not Submitted, excessive spelling and grammatical errors, no independence of thought, unprofessional.

Discussion points will be posted in the Blackboard Grade Book within a couple days after the assignment due date (usually 24-48 hours following the close of a discussion). Once the Discussion is locked/closed, there is NO provision for making up the missed Discussion. 5 Max Possible Pts.

CHAPTER QUIZZES (available in Blackboard under Quiz & Exam Folder):

You will have 16 Blackboard Learn Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. **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 shot for each quiz.

Each quiz is worth 5 points total (1 point per question), and once you complete the quiz, your score will show up under My Grades. Five points may not seem like a lot but the points go a long ways 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. **The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times 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 quizzes are open book, open notes. Complete the quizzes as you work through each corresponding lesson. You will receive a zero if you do not complete a quiz by its due date.

DISCUSSION BOARD ASSIGNMENTS (available in Blackboard under Discussion Folder):

Four discussion board assignments will be administered throughout the semester. As this is an online class, we are not afforded the opportunity to meet and discuss different topics with each other. These discussions are a chance to gain different perspectives from your peers. Keep comments professional (no cuss words – write as though you are drafting a memo to an external customer!) and respect each other's thoughts and opinions. When responding, do NOT start a new thread – simply click reply.

GRADING: These assignments will be graded on content only. If students present quality posts (**original post and responses to two classmates** per the outlines in Blackboard), they will earn full credit (20 points). 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:
 - **20 points** – Extraordinary, Superb, Excellent! Followed the guidelines. No spelling or grammatical errors. Demonstrates that the student researched the topics and has a clear understanding of the concepts. Student provides examples and explain reasoning/thought process.

- **15 points** – Good/Satisfactory. Meets majority of guidelines. Very few spelling and grammatical errors. Demonstrates a general understanding of the company and concepts discussed.
- **10 points** – Fair, Marginally Satisfactory. Only met part of the guidelines. Did not expand on statements/positions. Spelling and grammatical errors.
- **5 points** – Barely Passing/Acceptable. Met very few guidelines. Does not demonstrate that the poster read and understood the concept.
- **0 points** – Not Passing or Not Submitted, Unprofessional, Excessive similarity to answers posted by other students.
- ****The context of the assignment (formatting, grammar, spelling, proper citation techniques, etc.) will be assessed.****
 - **PROOF YOUR WORK and NO TEXTING LANGUAGE!!**
- ****At the end of your original post, be sure to give credit to any works referenced (recommended APA format). ***

Discussion Board Assignments will be posted in the Blackboard Grade Book within one week after the assignment due date. Once the Discussion is locked/closed, there is NO provision for making up the missed Discussion. 20 Max Possible Pts per Discussion Board Assignment.

EXAMS 1, 2, 3, and 4 (available in Blackboard under Quiz & Exam Folder):

The four (4) exams are “knowledge-acquisition-application” oriented, mandatory, and non-cumulative. That is they are designed to “quickly” test your knowledge of organizational behavior concepts and theories. 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. **Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers. Prepare as though it is a closed book exam!**

It is my intent at this time to offer all exams on-line (timed) in multiple choice and true/false format. **The exams will be available for a 24 hour window – refer to the course schedule for exact dates.** You will have one shot at the exam regardless of what you see in Blackboard. Each exam will have 50 multiple choice and true/false questions and you will have 60 minutes to complete each exam. (50 questions @ 2 pts each = 100 possible points)

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. There are more resources to help you earlier in the day (such as myself and be aware of the help desk's hours). Please note that I am not usually available late at night. If you send me an email late at night, don't expect a response until the following morning. If you wait till the last hour of the availability period and encounter difficulties, you might get a zero on the exam.

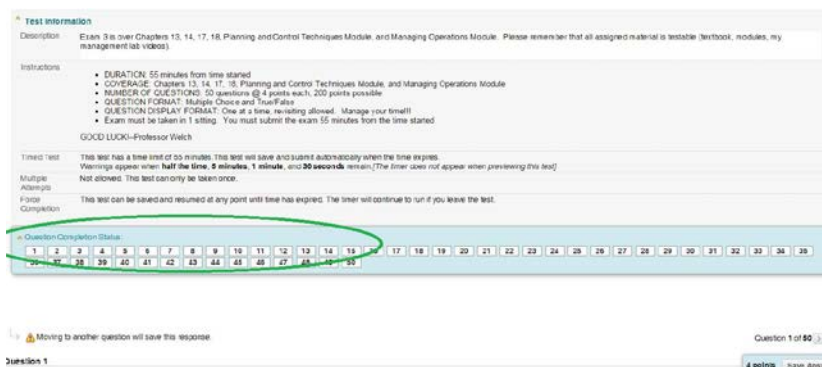
Research involving thousands of students in this course over the past several years indicates that 60 minutes is enough time to answer 50 questions in this junior level, survey course...if you know the material! If you do not know the material, no amount of examination time will be enough. To be successful in this course, you will need to know and understand the text material! Know definitions and outline the chapters to create your own study notes (study guides are NOT provided in my junior and senior level courses). Think about the sample scenarios in the book – these will be very similar to the scenarios you see in the application questions on the exam. The exams focus mainly on the textbook material and material in the Blackboard modules (lecture notes, supporting articles, etc.). To do well on the exams, you must thoroughly read and analyze the text as well as study my lecture notes/chapter outlines which can be found in the Blackboard modules. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Direct Broadband (*not wireless*) connections are **HIGHLY RECOMMENDED** for the exams. **If you experience technical issues, contact the help desk at 940-565-2324, then me A.S.A.P. at Erin.Welch@unt.edu (faculty account) with the ticket number and help desk report.** Modify pop-up blocker software and clear cache for the exam. Do NOT wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue! I will make a determination on how to resolve the technical issue based on the help desk report, University policy, and my experience.

You will not be able to view your exam score until I have completed a post-exam analysis. 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 Blackboard and review my feedback in the announcements section. If you would like to review the exam questions and your submitted answers, please contact me via email to arrange an office visit or conference call.

The Question Completion Status (QCS) button is a feature Blackboard offers with each Quiz and Exam. I recommend that you become familiar with the QCS button -- practice using the button with your Chapter Quizzes and use it during Exams. It will save you time and allow easier movement among test questions, i.e. forward, backward, review, etc. instead of clicking through each question.



****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 your classmates.****

REQUESTS FOR ALTERNATIVE TESTING TIMES:

Assignments (other than exams) are available from the first day of class. Therefore, I do not allow make-up assignments OR alternative assignment due dates as there is adequate time to complete the assignments. Remember, just because it says "due at 11:59pm, Monday" doesn't mean you have to complete the assignments Monday evening. All assignments (except exams) are open from day one so plan accordingly and complete the assignment at the time that works best for YOU!!!

Exams are available for a 24 hour window. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you **MUST** contact me **prior to the exam**, and the request must comply with University policy. In addition, the request needs to be submitted as early as possible. 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 Erin.Welch@unt.edu with the words "MGMT 3720 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request.

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

SUNDOWN RULE:

You have **one (1) week (from the date the grade is released)** to inquire about your grade on an exam, quiz, or any other assignment. **The exception to this is the last round of assignments, Exam 4, and your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar.** The purpose is to resolve any issue during the term and not wait until the last week of the term. **Check your grades every week!**

DROPPING THE COURSE:

If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar's website: <http://www.unt.edu/catalog/>. Please note that **Wednesday, June 27th is the last day for a student to drop a course with consent of the instructor.** Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF) which doesn't impact your GPA.

To drop the course, please contact the Department of Management Staff at 940.565.3140. Be prepared to provide them with the course number, your full name, and student ID number. Since you are an online

student, they can assist you over the phone OR if you are on campus, you may go by the Department of Management which is located in the Business Leadership Building – room 207.

USE OF PERSONAL COMPUTERS & THE BLACKBOARD LEARNING SYSTEM:

The student assumes **ALL** responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Direct Broadband connections are **HIGHLY RECOMMENDED** for the quiz and exams. ISP issues will be dealt with on an individual basis and will require documentation. Blackboard utilizes pop-up windows to display content. Please modify pop-up blocker software. **Also, do not take assessments using a mobile device!**

In addition, your enrollment in this class signifies that you possess basic personal computer skills and have a rudimentary knowledge of Blackboard Learn. **The student assumes ALL responsibility for participating taking exams, and uploading assignments within the Blackboard Learning System.** For a short tutorial on how to navigate Blackboard, please check out the General Information Folder on the Course Home Page.

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:

The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via Blackboard or my.unt email platforms. If you miss an assignment or exam, please refer to the class attendance policy.

EMERGENCY ALERTS:

The University of North Texas has an emergency Notification System, [Eagle Connect Alert](#), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's website <http://www.unt.edu>, will provide updated information during an emergency situation.

COURSE EVALUATIONS:

This semester, 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 (also tell us what you like!). These are very important to me as you are the reason I'm here. I truly 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 Blackboard and via your UNT email once the evaluations open.

ATTENDANCE AND ASSIGNMENTS POLICY:

Students are required to log into the on-line class to check class announcements, check grades, and complete assignments **at least twice a week (more often during summer sessions)**. For due dates and exam times, please see the Course Schedule towards the end of the syllabus. 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. In order 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 of time. Please inform me of the situation and discuss documentation at Erin.Welch@unt.edu

SCHOLASTIC DISHONESTY POLICY:

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

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 and on-line chat tools; (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; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of

the university.

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. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at <http://www.vpaa.unt.edu/academic-integrity.htm> . If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

NOTE: I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

ACCOMMODATION REQUESTS:

The course instructor works closely with and conforms to the strict guidelines of UNT's Office of Disability Accommodation (ODA). Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

ACCEPTABLE STUDENT BEHAVIOR:

Student behaviour 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 behaviour 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. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>

IMPORTANT NEWS FOR F-1 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. 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)].

UNT 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. 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, they should contact the UNT International Student Office at 940.565.2195 or InternationalAdvising@unt.edu to get clarification before the one-week deadline. 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.

MGMT 3720.001/026 – ORGANIZATIONAL BEHAVIOR
5W1 SUMMER 2018 COURSE SCHEDULE

Week	Date	Topic	Reading/Assignment
WEEK 1			
	June 4 Monday	<ul style="list-style-type: none"> - Introduction & Overview - Practice with Blackboard (BB)* - Purchase textbook 	<ul style="list-style-type: none"> - Print Syllabus from BB and Read Thoroughly - Review the General Info Folder in BB - The following assignments are DUE by 11:59pm, Thursday, June 7th. *Syllabus Quiz *Zip Code/Student Information Survey *Discussion – Student Introductions <i>**Note: These assignments aren't due until Thursday, but they are open and may be completed any time before the deadline.**</i>
	June 5 Tuesday	<ul style="list-style-type: none"> - CH 1: What is Organizational Behavior <p><i>**All Exam 1 assignments (Chapter Quizzes and Discussion Board Assignment for CH 1-4) are available and must be completed by 11:59pm, Monday, June 11. It is recommended that you study 1-2 chapters per day to give yourself adequate time to study and analyze the material as well as complete chapter quizzes and the discussion board assignment – do NOT wait until the last minute!**</i></p>	<ul style="list-style-type: none"> - Read Text: CH 1 - Review Module 1 in BB (PPT, Lecture Notes, etc.) - The following assignment is DUE by 11:59pm, Monday, June 11th. *CH 1 Quiz
	June 6 Wednesday	<ul style="list-style-type: none"> - CH 2: Diversity in Organizations 	<ul style="list-style-type: none"> - Read Text: CH 2 - Review Module 2 in BB - The following assignment is DUE by 11:59pm, Monday, June 11th. *CH 2 Quiz
	June 7 Thursday <i>**Assignments Due**</i>	<ul style="list-style-type: none"> - CH 3: Attitudes and Job Satisfaction 	<ul style="list-style-type: none"> - Read Text: CH 3 - Review Module 3 in BB - The following assignments are DUE by 11:59pm, Monday, June 11th. *CH 3 Quiz *Part 1 Discussion Board Assignment
WEEK 2			
	June 11 Monday <i>**Assignments Due**</i>	<ul style="list-style-type: none"> - CH 4: Emotions and Moods 	<ul style="list-style-type: none"> - Read Text: CH 4 - Review Module 4 in BB - The following assignments are DUE by 11:59pm, Monday, June 11th. *CH 4 Quiz *Complete Part 1 Discussion Board Assignment - Prepare for Exam #1
	June 12 Tuesday <i>**Exam 1**</i>	<ul style="list-style-type: none"> - Exam #1 (Material from Chapters 1-4) <p><i>**All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).**</i></p>	<ul style="list-style-type: none"> - Exam #1: Available via Blackboard from 12:01am until 11:59pm, Tuesday, June 12th. Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 1 feedback within 24-48 hours after the exam closes.
	June 13 Wednesday	<ul style="list-style-type: none"> - CH 5: Personality and Values <p><i>**All Exam 2 assignments are available and must be completed by 11:59pm, Monday, June 18th**</i></p>	<ul style="list-style-type: none"> - Read Text: CH 5 - Review Module 5 in BB - The following assignment is DUE by 11:59pm, Monday, June 18th. *CH 5 Quiz
	June 14 Thursday	<ul style="list-style-type: none"> - CH 6: Perception and Individual Decision Making - CH 7: Motivation Concepts 	<ul style="list-style-type: none"> - Read Text: CH 6 - Review Module 6 in BB - Read Text: CH 7 - Review Module 7 in BB - The following assignments are DUE by 11:59pm, Monday, June 18th. *CH 6 Quiz, CH 7 QUIZ, AND *Part 2 Discussion Board Assignment

WEEK 3			
	June 18 Monday <i>**Assignments Due**</i>	- CH 8: Motivation: From Concepts to Applications	- Read Text: CH 8 - Review Module 8 in BB - The following assignments are DUE by 11:59pm, Monday, June 18 th . *CH 8 Quiz *Complete Part 2 Discussion Board Assignment -Prepare for Exam #2
	June 19 Tuesday <i>**Exam 2**</i>	- Exam #2 (Material from Chapters 5-8) <i>**All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.)</i>	- Exam #2: Available via Blackboard from 12:01am until 11:59pm, Tuesday, June 19 th . Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 2 feedback within 24-48 hours after the exam closes.
	June 20 Wednesday	- CH 9: Foundations of Group Behavior <i>**All Exam 3 assignments are available and must be completed by 11:59pm, Monday, June 25th**</i>	- Read Text: CH 9 - Review Module 9 in BB - The following assignment is DUE by 11:59pm, Monday, June 25 th . *CH 9 Quiz
	June 21 Thursday	- CH 10: Understanding Work Teams - CH 12: Leadership <i>**Skip Chapter 11**</i>	- Read Text: CH 10 - Review Module 10 in BB - Read Text: CH 12 - Review Module 12 in BB - The following assignments are DUE by 11:59pm, Monday, June 25 th . *CH 10 Quiz *CH 12 Quiz *Part 3 Discussion Board Assignment
WEEK 4			
	June 25 Monday <i>**Assignments Due**</i>	- CH 13: Power and Politics	- Read Text: CH 13 - Review Module 13 in BB - The following assignments are DUE by 11:59pm, Monday, June 25 th . *CH 13 Quiz *Complete Part 3 Discussion Board Assignment -Prepare for Exam #3
	June 26 Tuesday <i>**Exam 3**</i>	- Exam #3 (Material from Chapters 9, 10, 12, and 13) <i>**All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.)**</i>	- Exam #3: Available via Blackboard from 12:01am until 11:59pm, Tuesday, June 26 th . Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 3 feedback within 24-48 hours after the exam closes.
	June 27 Wednesday	- CH 14: Conflict and Negotiation <i>**All Exam 4 assignments are available and must be completed by 11:59pm, Monday, July 2nd.</i> <i>**If you need to DROP this course, you MUST do so by end of business on Wednesday, June 27th. Please see the syllabus for instructions on how to drop the course.**</i>	- Read Text: CH 14 - Review Module 14 in BB - The following assignment is DUE by 11:59pm, Monday, July 2 nd . *CH 14 Quiz
	June 28 Thursday	- CH 15: Foundations of Organization Structure - CH 16: Organizational Culture	- Read Text: CH 15 - Review Module 15 in BB - Read Text: CH 16 - Review Module 16 in BB - The following assignment is DUE by 11:59pm, Monday, July 2 nd . *CH 15 Quiz *CH 16 Quiz *Part 4 Discussion Board Assignment

Week 5			
	July 2 Monday <i>**Assignments Due**</i>	- CH 18: Organizational Change and Stress Management <i>**Skip Chapter 17**</i>	- Read Text: CH 18 - Review Module 18 in BB - The following assignments are DUE by 11:59pm, Monday, July 2nd. *CH 18 Quiz *Complete Part 4 Discussion Board Assignment - Prepare for Exam #4
	July 3 Tuesday <i>**Exam 4**</i>	- Exam #4 (Material from CH 14, 15, 16, and 18) <i>**All material is testable. For exams, focus on the textbook and material in the Blackboard Modules (lecture notes, supporting articles, etc.).**</i>	- Exam #4: Available via Blackboard from 12:01am until 11:59pm, Tuesday, July 3rd. Once you access Exam #4, you will have 60 mins to complete 50 multiple choice and true/false questions. Exam #4 will serve as our final exam, but it is the same format as prior exams.
	July 4 Wednesday	<i>**University Closed on Wednesday, July 4th for Independence Day. No Classes will be held. Happy 4th of July!**</i>	
	July 5 Thursday	Exam 4 Scores Released along with Final Letter Grades by 12pm, Friday, July 6th	<i>I wish each of you the very best in your future endeavors both Academic and Professional! Enjoy the rest of the summer!— Professor Welch</i>

*BB: Blackboard is referred to as BB throughout the Course Schedule

BB is unavailable every Saturday night from 11:00pm until 2:00am CDT Sunday morning for system maintenance. **Do NOT try to take quizzes during this time!

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

5W1 SUMMER 2018 IMPORTANT DATES PER THE UNT REGISTRAR -

<http://registrar.unt.edu/>

- **June 4, Monday:** Classes Begin
- **June 8, Friday:** Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- **June 27, Wednesday:** LAST day to drop a class with either a W or WF
- **July 4, Wednesday:** UNT closed in observance of Independence Day
- **July 6, Friday:** 5W1 Term Ends