

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



## MGMT 3720 Organizational Behavior

Fall 2023 Syllabus: August 21 – December 15, 2023

Section 002: Hybrid Format – Meets on Thursdays 11:00 AM – 12:20 PM, BLB 225

### Instructor Contact

**Name:** Professor Welch, Department of Management Senior Lecturer

**Office Location:** 358A - Business Leadership Building - Denton Campus

**Phone Number:** 940-565-4766 – Office

**Office Hours:** Tuesdays 1:00-3:00 PM and Thursdays 2:00-4:00 PM On Campus

\*Other times available by appointment (Zoom or In-Person)

\*During finals week – no office hours, by appointment only

**Email:** [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)

**Please put MGMT 3720 in the Subject Line**

**Communication Expectations:** 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 send a follow up email. I will inform you if I will be unable to respond due to travel or illness.

### Course Description

**MGMT 3720 Organizational Behavior** (3 credit hours) is a junior level course that examines individual behavior in organizational settings. MGMT 3720 is a core topic required of all students majoring in one of the many degree plans of the Ryan College of Business (RCOB) at UNT. In the collective judgment of RCOB faculty, the research, theory, and practices described in our Organizational Behavior literature represent the very best introductory explanation for the behavior of managers and employees in for profit firms/organizations. The class will include lectures and experiential exercises in organizational culture, motivation, leadership, perception and attribution, communication, decision making and performance, and individual differences.

### Course Structure

**What makes this class unique is the fact that it's hybrid which means it will be face-to-face and online.** This means we only meet for an hour and twenty minutes instead of three hours per week like a traditional face-to-face class.

For a blended class structure to work, students **MUST** spend time outside of class reviewing the material and completing online assignments. While the structure of the course provides flexibility for students, please note that the course is **NOT** self-paced. It has a set schedule of meetings and weekly assignments 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.

Class lectures are designed to enhance the key concepts covered in the textbook. This is a partnership – you must study the materials (read the chapter and review the material in the Canvas Modules especially supporting videos

and articles) and I will utilize the class time to expand on key concepts. The class lectures will also help prepare you for the exams. **Please note – lecture power points can be found on Canvas but they are just a rough outline. Much more detail will be provided during lecture. Students must be present during lecture to receive credit for the in-class assignments.**

Lessons in the course will be conducted using the textbook, lecture power points, supporting articles/videos, guest speakers, and other materials. 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 behaviors. 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.

## Dropping the Course

**Please note that November 10<sup>th</sup> is the last day for a student to drop a course with consent of the instructor.** If you decide to drop by the deadline, you will receive a W (not a WF) which doesn't impact your GPA. If you have questions regarding your grade, please contact me via email. Please visit the [UNT Registrar Website](https://registrar.unt.edu) (registrar.unt.edu) for detailed procedures and deadlines regarding these drops.

## Course Objectives

The course prepares students for industry by helping them understand the behavior patterns of individuals, groups, and organizations. After completing this course, students will be able to:

- CO-1. Describe the impact of management and individual differences in organizations.
- CO-2. Identify the role of perception and job attitudes in organizational behavior.
- CO-3. Describe how to build effective, accountable, and inclusive organizations.
- CO-4. Explain the importance of diversity, inclusion, and equity for sustainable development in the business world.
- CO-5. Analyze the important variables in individual and group decision making.
- CO-6. Analyze how perception and emotional intelligence affect behavior at work.
- CO-7. Identify connections between the practice of emotional intelligence and workplace productivity.
- CO-8. Analyze the strengths and weaknesses of different motivational strategies.
- CO-9. Explore motivational strategy application in situational real-world contexts.
- CO-10. Interpret the role and function of groups and teams in organizations.
- CO-11. Identify different styles of leadership in organizations based on management practices.
- CO-12. Review the uses of different leadership theories in organizational operations.
- CO-13. Assess the role of influence tactics and politics in organizations.
- CO-14. Summarize conflict management tools in organizational environments.
- CO-15. Evaluate the connections between organizational culture and organizational performance.
- CO-16. Discuss techniques for building inclusive and equitable organizational cultures.

## Required Materials



**Organizational Behavior**, an open-source educational text published by OpenStax® accessible at: <https://openstax.org/details/books/organizational-behavior>

The above book will be the basis for our class. You can access the e-text version free online using the link above. There is an option to purchase a hardcopy through the website above or through the UNT Bookstore. Paperback ISBN 978-1-59399-877-6. Digital ISBN: 978-1-947172-72-2

Additional material will be distributed in Canvas.

To fully participate in this class, students will need reliable internet access to reference content on the Canvas Learning Management System and a computer with speakers, webcam, and Microsoft Office (Word, Excel, PowerPoint). If you are new to Canvas, please visit [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>) for more information on Canvas app and browser compatibility.

## Eagle Connect / Canvas

All students should activate and regularly check their **EagleConnect (email) 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 email address, visit [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>)

To access the course in Canvas:

- Go to [Canvas](https://canvas.unt.edu) (<https://canvas.unt.edu>)
- Login using your EUID and Password
- Click on “MGMT 3720” from your list of courses

## Getting Help with Technology Issues

Here at UNT we have a Student Help Desk that you can contact for help with your EagleConnect email, 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 (do not wait to report them). The University computer techs can determine exactly what has taken place and will advise me of the outcome. I will decide on how to resolve the technical issue based on their advice, University policy, and my experience.

**Help Desk:** [Helpdesk Website](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Tour of IT Services at UNT:** [Tour of IT Services Website](https://it.unt.edu/techtour) (<https://it.unt.edu/techtour>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

## 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 on a regular basis throughout the semester.**

## 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](mailto:Erin.Welch@unt.edu)  
From: [Good.Student@my.unt.edu](mailto:Good.Student@my.unt.edu)  
Title: MGMT 3720 Question about Exam 3

Professor Welch,

Will Exam 3 be the same format as prior exams? (not cumulative)

Thanks,

Good Student

Please keep in mind that my name is Professor Welch and not “Hey Prof” or “Yo Momma”. Be professional.

## Teaching Philosophy

My goal is to provide a high level of customer service. If you need assistance with anything related to this course, you should e-mail me at [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu) and we can schedule an appointment (Zoom or face-to-face) if needed.

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 member of an organization. As your professor, I will guide you toward self-discovery, acquisition, and application of knowledge, and creative problem-solving. All readings, assessments, 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 if you simply memorize facts/definitions/practice questions; you must be able to apply concepts to real life organizational behavior and management situations. **Keeping me informed of your progress and any issues that may arise is critical.** The University of North Texas has many resources available to ensure you are making appropriate progress toward the attainment of your educational and personal goals. You are not alone.

## Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity. If you ever have any concerns, please contact me.

## Attendance, Participation and Classroom Conduct

**Regular attendance and participation are expected.** Attendance may be taken during each class. Arrive on time so class can start promptly. Honing your professional skills is part of the university experience and one of the learning outcomes of this class. **Professionalism** means coming to class, not being called out for playing on your phone and distracting others, participating in discussions, etc. If you use a laptop, please be respectful of the classmates around you. If I receive complaints regarding your laptop usage, I will ask that you move to the back row. If complaints continue regarding your classroom conduct, an academic penalty may be assessed. Students should be prepared to discuss material and ask questions.

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 may be referred 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. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines for the online portion of the class:

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as “wassup?” 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
- 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

## Course Requirements

### Grading Breakdown/Assessing Your Work

Assignment	Points Possible
Syllabus Quiz	5 points
Student Introductions (completed in class)	5 points
Organizational Behavior (OB) Exercises (completed in class; 6 exercises at 5 points each)	30 points
Guest Speaker Observations (3 reports at 6 points each)	18 points
Organizational Environment Case Study (completed in class)	10 points
Research Surveys/SONA Participation	22 points
Chapter Quizzes (12 quizzes at 5 points each)	60 points
Exams (3 exams at 100 points each)	300 points
<b>Total Points Possible</b>	<b>450 points</b>

### Final Letter Grade = Total Points Earned

A = 405-450 points

B = 360-404.9 points

C = 315-359.9 points

D = 270-314.9 points

F = 0-269.9 points

#### NOTES:

- **As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.**
- **Final grades will be calculated based on total points earned – no rounding and no extra credit.**
- **Make an effort from the first day of class and do your best on all assigned items. No deals will be given because it would be unethical of 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 by holding you accountable for mastering the material.**

### Requests for Alternative Testing Times/Assignment Deadlines

Requests for alternative testing times or assignments deadlines should be made **prior** to the deadline and/or only for excused absences/family emergencies per the attendance policy. Forward the request to me via email and include a detailed reason for the request.

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.

### **Sundown Rule**

**NOTE: You have one (1) week (from the date the grade is released) to inquire about your grade on any assessment or assignment.** The exception to this is the last round of assignments, Exam 3, 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!

### **Event Timing**

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

### **Course Evaluation**

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 and what you liked about the course.

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 Canvas and via your UNT email once the evaluations open.

## **Course Policies and Assignment Information**

### **Assignment Policy**

Students are required to log into the hybrid class via Canvas to check class announcements, check grades, and complete assignments each week. Additional information will be provided in class.

**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, and technology is not 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection.

### **Syllabus Quiz (completed in Canvas)**

IMPORTANT: Available in Canvas under the Introductory Assignments Canvas Module. Webcam and LockDown Browser REQUIRED for the Syllabus Quiz which allows you to test your system before taking an Exam. Exams require Webcam and LockDown Browser. Chapter Quizzes do not.

Each student will complete an online syllabus quiz by the due date in the Course Schedule at the end of this document. The syllabus quiz will familiarize you with how to take an online assessment within Canvas and ensure that you understand the respective course and university policies. There are 5 multiple choice and true/false questions (worth 1 point each), and you have 10 minutes to complete the quiz.

### **Student Introductions (completed in class)**

To kick off the semester, all students will introduce themselves. More information provided in class. 5 maximum possible points. Allow a few days for responses to be reviewed and points posted.

### **Organizational Behavior (OB) Exercises (completed in class)**

Students will participate in organizational behavior exercises that require them to consider how key concepts relate to their career path. More information provided in class. 5 maximum possible points per exercise. Allow a few days for responses to be reviewed and points posted.

### **Guest Speaker Observations/Reports (completed in Canvas)**

We will have guest speakers/industry professionals present on course topics throughout the semester. All students are expected to be courteous and respectful to speaker(s). This includes arriving on time, paying

attention, and demonstrating interest by participating and asking questions when appropriate. Also, use it as a networking opportunity – ask good questions, introduce yourself, exchange business cards, connect on LinkedIn, etc. For each presentation, students will submit their observations (more information in Canvas). Also, be prepared to see exam questions over the guest speaker presentations. Each short, written assignment will be worth 6 points each (rubric in Canvas). Please allow a few days for responses to be reviewed and points posted.

### **Research Surveys/SONA Participation (completed in SONA/Canvas)**

As part of your learning experience in this course, you will be required to participate in research studies to gain experience with the research process and learn about methods and scaling techniques. Your participation in these research studies will make up 22 points (almost 5%) of your final class grade.

Students will need to create a SONA account with the Ryan College of Business. Please wait until week three to sign up and when doing so, make sure you are signing up for the SONA Ryan College of Business account instead of the SONA Psychology Department account here at UNT. To create an account, go to: [unt-cob.sona-systems.com](http://unt-cob.sona-systems.com) Once you create an account (**Be sure to select the correct class section!**), you can browse and sign up for available studies.

The amount of credit assigned is based on the length of time the study takes to complete (in-person lab studies may be worth more – Behavioral Lab in BLB 279):

- Short online studies (5-15 minutes) earn 1 credit
- Medium online studies (15-30 minutes) earn 2 credits
- Long online studies (30-45 minutes) earn 3 credits

**NOTE: You can't earn more than 5 credits (22 points) for our section of MGMT 3720, and credits will not be granted for surveys completed after the due date in the course schedule.**

To fulfill the 5% course requirement, you must earn a total of 5 REP credits throughout the semester (i.e., 1 credit = 1 percent of your final grade). Once completed, upload a screenshot to Canvas to receive points. See the course schedule for the deadline.

- 1 credit = 4 points in our class
- 2 credits = 9 points in our class
- 3 credits = 13 points in our class
- 4 credits = 18 points in our class
- 5 credits = 22 points in our class

If you have questions on accessing the surveys, please contact the behavioral lab manager by email at [RCoBRep@unt.edu](mailto:RCoBRep@unt.edu) and copy me ([Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)). Your questions will be addressed promptly.

#### **Please Note:**

- 1) Access the studies early and often to make sure you have first access to available studies.
- 2) Make sure you assign your credits to the correct course. This course is: **MGMT 3720.002 Organizational Behavior with Professor Welch**.
- 3) If you do not want to participate in the posted studies, you can complete a 2-page research article critique for 2 credits. To do so, please email [RCoBRep@unt.edu](mailto:RCoBRep@unt.edu) and they will assign you an article to critique.
- 4) The ONLY way that points will be entered in Canvas is if you upload a screenshot documenting credits earned in SONA. If documentation is not uploaded by the deadline in the course schedule, you will not receive the points.

### **Chapter Quiz Policy (completed in Canvas)**

You will have 12 Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 5 multiple choice or true/false 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). 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. Complete the quizzes after you attend lecture but before the due date. Scores show up instantaneously.

### **Examination Policy for EXAMS 1-3**

**IMPORTANT: All exams are mandatory and the same format. Lockdown Browser and Webcam Required. They are available at the end of each major module in Canvas – for example, Exam 1 is at the end of the Part 1 Module. Before you take the exam, be sure to read the Exam 1 Information Page towards the end of the Part 1 Module. There is an information page for each exam.**

Exams will be offered online via Canvas. For exam dates, please visit the course schedule.

Exams will be administered over assigned material. The last exam is not cumulative. It is the SAME format as Exams 1 and 2. You will have one shot at the exam in Canvas. Each exam will have 50 multiple choice and true/false questions and once you access the exam, you will have 60 minutes to complete each exam. (50 questions at 2 points each = 100 possible points on each exam)

Each student will be required to access and take the exam using the Lockdown Browser software which is available through the university. Download LockDown Browser (webcam required too):  
<https://download.respondus.com/lockdown/download.php?id=165715487#1>

Exams require preparation, critical thinking, and careful reading! You must know the material to do well. Remember, that the exam locks in Canvas at the closing time.

Students must take the exam using a dependable internet connection. If you experience technical issues, contact the help desk immediately and then forward the ticket/documentation to [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu). Do not wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue. After receiving the ticket number, I will decide 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 via Canvas once scores have been released (usually within 48 hours after the exam closes). After I send the announcement that scores have been released, you will be able to view your scores on Canvas, but exams will not be released electronically. To review your exam results, please make an appointment with me.

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must read and analyze the assigned material. Pay special attention to the lectures. The material covered in lecture will be tested, and during lecture, I give hints on what will show up on the test. Give yourself time to do so. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

**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, exam questions are randomized. You will not see the same questions in the same order as your classmates. You should not discuss exam questions with classmates.**

### **Syllabus Change Policy**

This syllabus is subject to change. Whenever a modification 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.

## 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.

## 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, ChatGPT/artificial intelligence; (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 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) (<https://policy.unt.edu/policy/06-003>).

**Please review the Academic Integrity pages in the Getting Started Module including the Ryan College of Business (RCoB) Statement on Academic Honesty.**

### **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.

### **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, 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.

### **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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

**Course Schedule MGMT 3720.002: Organizational Behavior Hybrid, 11:00-12:20 PM on Thursdays in BLB 225**

Week	Date	Topic	Reading/Assignment
<b>Week 1</b>	8/24/2023 Thursday	<ul style="list-style-type: none"> <li>Course Introduction and Syllabus Review</li> <li><b>Student Introductions In-Class Assignment</b></li> </ul>	<ul style="list-style-type: none"> <li>Attend Class</li> <li>Review the Syllabus and Access Textbook</li> <li>Review the Getting Started and Introduction Modules in Canvas</li> <li>The following assignment is DUE by 11:59 PM, Sunday, August 27<sup>th</sup>: <ul style="list-style-type: none"> <li><b>Syllabus Quiz</b></li> </ul> </li> </ul>
<b>Week 2</b>	8/31/2023 Thursday	<ul style="list-style-type: none"> <li>CH 1: Management and Organizational Behavior</li> <li>CH 2: Individual and Cultural Differences</li> <li><b>In-Class Assignment A (CH 1)</b> <ul style="list-style-type: none"> <li><b>Note: Labor Day Holiday, Monday, September 4<sup>th</sup> – No Classes</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Attend Class</li> <li>Review the CH 1 Canvas Page</li> <li>Read Text: CH 1</li> <li>Review the CH 2 Canvas Page</li> <li>Read Text: CH 2</li> <li>The following assignments are DUE by 11:59 PM, Sunday, September 3<sup>rd</sup>: <ul style="list-style-type: none"> <li><b>CH 1 Quiz</b></li> <li><b>CH 2 Quiz</b></li> </ul> </li> </ul>
<b>Week 3</b>	9/7/2023 Thursday	<ul style="list-style-type: none"> <li>Guest Speaker #1</li> <li>Register for SONA/Research Surveys and Start Completing Surveys</li> </ul>	<ul style="list-style-type: none"> <li>Attend Class</li> <li>Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam</li> <li>Register for SONA Research Surveys and Start Completing Surveys per instructions</li> <li>The following assignment is DUE by 11:59 PM, Sunday, September 10<sup>th</sup>: <ul style="list-style-type: none"> <li><b>Guest Speaker Observations Report #1</b></li> </ul> </li> </ul>
<b>Week 4</b>	9/14/2023 Thursday	<ul style="list-style-type: none"> <li>CH 3: Perception and Job Attitudes</li> <li>CH 5: Diversity in Organizations (skip CH 4)</li> <li><b>In-Class Assignment B (CH 3)</b></li> </ul>	<ul style="list-style-type: none"> <li>Attend Class</li> <li>Review the CH 3 Canvas Page</li> <li>Read Text: CH 3</li> <li>Review the CH 5 Canvas Page</li> <li>Read Text: CH 5</li> <li>The following assignments are DUE by 11:59 PM, Sunday, September 17<sup>th</sup>: <ul style="list-style-type: none"> <li><b>CH 3 Quiz</b></li> <li><b>CH 5 Quiz</b></li> <li><b>Prepare for Exam 1</b></li> </ul> </li> </ul>
<b>Week 5</b>	9/21/2023 Thursday	<p><b>IMPORTANT: Exam #1 (Material from Chapters 1, 2, 3, and 5; Guest Speaker 1)</b></p> <p>Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas. <b>Lock Down Browser and Webcam are required. Before preparing for the exam, please read the Exam 1 Information Page.</b></p>	<p><b>Exam #1: Available via Canvas from 12:00 AM until 11:59 PM, Thursday, September 21<sup>st</sup></b></p> <p>Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM.</p> <p>Scores will be released along with Exam 1 feedback via an announcement within 48 hours after the exam closes.</p>

<b>Week 6</b>	9/28/2023 Thursday	<ul style="list-style-type: none"> <li>▪ CH 6: Perception and Managerial Decision Making</li> <li>▪ CH 7: Work Motivation for Performance</li> <li>▪ <b>In-Class Assignment C (CH 6)</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Review the CH 6 Canvas Page</li> <li>▪ Read Text: CH 6</li> <li>▪ Review the CH 7 Canvas Page</li> <li>▪ Read Text: CH 7</li> <li>▪ Continue working on SONA Research Surveys</li> <li>▪ The following assignments are DUE by 11:59 PM, Sunday, October 1<sup>st</sup>: <ul style="list-style-type: none"> <li>▪ <b>CH 6 Quiz</b></li> <li>▪ <b>CH 7 Quiz</b></li> </ul> </li> </ul>
<b>Week 7</b>	10/5/2023 Thursday	<ul style="list-style-type: none"> <li>▪ Guest Speaker #2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam</li> <li>▪ Continue working on SONA Research Surveys</li> <li>▪ The following assignment is DUE by 11:59 PM, Sunday, October 8<sup>th</sup>: <ul style="list-style-type: none"> <li>▪ <b>Guest Speaker Observations Report #2</b></li> </ul> </li> </ul>
<b>Week 8</b>	10/12/2023 Thursday	<ul style="list-style-type: none"> <li>▪ CH 9: Group and Intergroup Relations</li> <li>▪ CH 10: Understanding and Managing Work Teams</li> <li>▪ <b>In-Class Assignment D (CH 10)</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Review the CH 9 Canvas Page</li> <li>▪ Read Text: CH 9</li> <li>▪ Review the CH 10 Canvas Page</li> <li>▪ Read Text: CH 10</li> <li>▪ The following assignments are DUE by 11:59 PM, Sunday, October 15<sup>th</sup>: <ul style="list-style-type: none"> <li>▪ <b>CH 9 Quiz</b></li> <li>▪ <b>CH 10 Quiz</b></li> <li>▪ <b>Prepare for Exam 2</b></li> </ul> </li> </ul>
<b>Week 9</b>	10/19/2023 Thursday	<p><b>IMPORTANT: Exam #2 (Material from Chapters 6, 7, 9, 10 and Guest Speaker 2)</b></p> <ul style="list-style-type: none"> <li>▪ Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas including the Guest Speaker Presentation. <b>Lock Down Browser and Webcam are required. Before preparing for the exam, please read the Exam 2 Information Page.</b></li> </ul>	<p><b>Exam #2: Available via Canvas from 12:00 AM until 11:59 PM, Thursday, October 19<sup>th</sup>.</b></p> <p>Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM.</p> <p>Scores will be released along with Exam 2 feedback via an announcement within 48 hours after the exam closes.</p>
<b>Week 10</b>	10/26/2023 Thursday	<ul style="list-style-type: none"> <li>▪ CH 12: Leadership</li> <li>▪ CH 13: Organizational Power and Politics</li> <li>▪ <b>In-Class Assignment E (CH 12)</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Review the CH 12 Canvas Page</li> <li>▪ Read Text: CH 12</li> <li>▪ Review the CH 13 Canvas Page</li> <li>▪ Read Text: CH 13</li> <li>▪ The following assignments are DUE by 11:59 PM, Sunday, October 29<sup>th</sup>: <ul style="list-style-type: none"> <li>○ <b>CH 12 Quiz</b></li> <li>○ <b>CH 13 Quiz</b></li> </ul> </li> </ul>

<b>Week 11</b>	11/2/2023 Thursday	<ul style="list-style-type: none"> <li>▪ Guest Speaker #3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam</li> <li>▪ Continue working on SONA Research Surveys</li> <li>▪ The following assignment is DUE by 11:59 PM, Sunday, November 5th:               <ul style="list-style-type: none"> <li>▪ <b>Guest Speaker Observations Report #3</b></li> </ul> </li> </ul>
<b>Week 12</b>	11/9/2023 Thursday	<ul style="list-style-type: none"> <li>▪ CH 14: Conflict and Negotiations</li> <li>▪ Start wrapping up SONA/Research Surveys</li> </ul> <p><b>NOTE: If you need to DROP this course, you MUST do so by November 10<sup>th</sup>. Please visit the UNT Registrar website for instructions on how to drop. If you have questions on your grade, email me.</b></p>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Review the CH 14 Canvas Page</li> <li>▪ Read Text: CH 14</li> <li>▪ Start wrapping up SONA/Research Surveys</li> <li>▪ The following assignment is DUE by 11:59 PM, Sunday, November 12<sup>th</sup>:               <ul style="list-style-type: none"> <li>○ <b>CH 14 Quiz</b></li> </ul> </li> </ul>
<b>Week 13</b>	11/16/2023 Thursday	<ul style="list-style-type: none"> <li>▪ <b>Organizational Environment Case Study</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Class</li> <li>▪ Complete Case Study in-class</li> </ul>
<b>Week 14</b>	11/23/2023 Thursday	<ul style="list-style-type: none"> <li>▪ <b>Thanksgiving Break – No Classes November 20-26<sup>th</sup></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ No Assignments</li> <li>▪ Happy Thanksgiving!</li> </ul>
<b>Week 15</b>	11/30/2023 Thursday	<ul style="list-style-type: none"> <li>▪ CH 15: External and Internal Organizational Environments and Corporate Culture</li> <li>▪ <b>In-Class Assignment F (CH 15)</b></li> <li>▪ <b>Finish SONA Surveys and Upload Screenshot</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Review the CH 15 Canvas Page</li> <li>▪ Read Text: CH 15</li> <li>▪ The following assignments are DUE by 11:59 PM, Sunday, December 3<sup>rd</sup>:               <ul style="list-style-type: none"> <li>▪ <b>CH 15 Quiz</b></li> <li>▪ <b>Finish SONA/Research Surveys and Upload Screenshot to Canvas to Document Credits Earned</b></li> <li>▪ <b>Prepare for Exam #3</b></li> </ul> </li> </ul>
<b>Week 16</b>	12/7/2023 Thursday	<p><b>IMPORTANT: Exam #3 (Material from Chapters 12, 13, 14, 15, and Guest Speaker 3)</b></p> <p>Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas. <b>Lock Down Browser and Webcam are required. Before preparing for the exam, please read the Exam 3 Information Page.</b></p>	<p><b>Exam #3: Available via Canvas from 12:00 AM until 11:59 PM, Thursday, December 7th.</b></p> <p>Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM.</p> <p>Scores will be released along with Exam 3 feedback via an announcement within 48 hours after the exam closes.</p>
<b>Week 17</b>	12/14/2023	Finals Week	<p>Finals Week: Please see Canvas Announcements for more information on the final class meeting time. Good luck on your final exams and projects!</p>

## Fall 2023 Important Dates Per the UNT Registrar

- **August 21, Monday:** Classes Begin.
- **August 31, Thursday:** First UNT SHRM Meeting, 5-6 PM. Location to be announced.
- **September 4, Monday:** Labor Day – No Classes.
- **September 26, Tuesday:** HR Networking Event, Gateway Ballroom 35, 4-6 PM. Bring your resume and network with employers hiring for HR Internships and Jobs!
- **November 10, Friday:** Last day to drop a class with a W.
- **November 20-26, Monday-Sunday:** Thanksgiving Break – No Classes.
- **December 8, Friday:** Reading Day, No Classes.
- **December 9-15, Saturday through Friday:** Finals week. [Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule)  
(<https://registrar.unt.edu/exams/final-exam-schedule>)
- **For those graduating, remember to apply for graduation –** [Apply for Graduation](https://registrar.unt.edu/apply-graduate)  
(<https://registrar.unt.edu/apply-graduate>)