MGMT 3721 Essentials of Organizational Behavior for Non-Business Majors

BLB 005

Instructor Contact

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Pronouns: she/her
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Communication Expectations: Since we will only see each other in person once per week, when not in class we will primarily use email to communicate with one another. You may contact me at Julia.herchen@unt.edu and I will respond within 24 hours on business days. Responses on weekends and holidays may take longer. We can also schedule a phone call or video call if needed to address concerns. If you would like to schedule a time to talk to me via one of these methods, please email me at least two or three times that work with your schedule. When emailing me, please include "MGMT 3721" in the subject line so that I know which of my classes you are contacting me about.

CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips) that you may find useful.

Welcome to UNT

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. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Junior-level survey course designed to introduce non-business majors to the management of organizations and organizational behavior. Exposes students to the key concepts of the discipline with an emphasis on OB as a practical field. Topics include work attitudes, motivation, leadership, group and team processes, and decision-making.

Course Structure

This is a hybrid course. We will meet in person once per week and you will be expected to complete work online in Canvas in between our weekly class meetings. All course materials for the online portion of this course will be available via Canvas. This is not a self-paced course. You will have assignments, quizzes and/or exams due every week over the course of the semester. You must complete these during the time window indicated in Canvas and on the Course Schedule.

Course Objectives

At the conclusion of the course, students who have mastered the material will be able to:
1) Understand the foundations of individual behavior and their relation to group behavior.
2) Identify the processes that give rise to organizational culture.
3) Evaluate the importance of diversity in organizations.

4) Identify the role of personality and perception in organizational behavior.
5) Analyze individual and group processes relative decision-making and problem solving.
6) Identify the role and function of groups and teams in organizations.
8) Understand psychological elements underlying motivation.
9) Evaluate the role of influence tactics and politics in organizations.
10) Identify different styles of leadership in organizations based on management practices.
11) Understand the practical uses of different leadership theories in organizational operations.
12) Assess the connections between organizational culture and organizational performance.

Materials

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

Course Technology & Skills

Minimum Technology Requirements

The following are required to succeed in this course:

- Computer
- Reliable internet access
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Students must have the following proficiencies to succeed in the course:

- Using Canvas

Technical Assistance

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

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

Quizzes: There will be short quizzes on a weekly basis that cover concepts from the week's assigned material. The questions largely ask you to recall definitions for key terms and concepts and/or apply the knowledge from the chapter. These simple and straight forward exercises are meant to promote basic understanding of course topics and promote accountability to staying on track with reading assignments. These quizzes are open book and open notes but are an individual assessment (you may not be assisted by another individual.) You will have 2 attempts at each quiz.

Discussion Boards: Students will make meaningful and reflective posts to discussion boards in Canvas regarding topics covered in the chapter we are studying that week. There will be many weeks where you will be required to view outside material (a website, a video or an article), take an online assessment or perform other tasks related to, but outside, the textbook chapter. You will post your individual responses to the prompts provided. In addition, you will also be required to comment on at least one and sometimes two classmate's posts to create a connection with a classmate, share information with a classmate or share an alternative point of view to one that a classmate has shared.

Weekly Class Meetings: Attendance at class meetings is required. You will earn 100 points (10% of your course grade) by attending class each week. You may miss up to 2 class sessions and still earn the full 100 points. For every unexcused absence beyond 2, 10 points will be deducted from this total. So, for instance, if you have 4 unexcused absences over the semester your attendance grade will be 80 points (80%).

Exams: There will be three exams scheduled during the semester. The dates of each exam are in Canvas and are laid out on the Course Schedule. All material covered in class or posted online, assigned

textbook readings, and videos are covered on the exams. Exams are open book and open notes, but these are individual exams – you must complete them on your own with only the assistance of your book and your notes (you may not be assisted by another individual.)

Optional Comprehensive Final Exam: You may choose to take an optional final exam. If your score on the optional final exam is higher than your lowest regular exam grade, then it will replace that grade.

Assignment	***Points Possible***	***Percentage of Final Grade***
Quizzes • ***13 Chapter quizzes @ 10 points each***	*130 points*	*13%*
Introductory Discussion Board • ***1 Discussion boards @ 20 points***	*20 points*	*2%*
Discussion Boards • ***10 Discussion boards @ 15 points each***	*150 points*	*15%*
Weekly Class Meetings • ***Attendance***	*100 points*	*10%*
Exams • ***3 Exams @ 200 points each***	*600 points*	*60%*
Total Points Possible	*1000 points*	*100%*

Grading

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Course Policies

Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Late Work

UNT instructors have the prerogative to accept or not to accept late work. Late work for this course is generally not accepted unless an exception is made by the instructor in writing. If you feel an exception is warranted, please contact the instructor via email.

Examination Policy

All exams will be online and are open book and open notes. Exams must be taken in the exam window noted on the Course Schedule and on Canvas unless otherwise agreed by me in writing via email prior to the exam open date. You are responsible for assuring you have a strong internet connection before you start any exam. If technical issues occur during an exam, please contact the Student Helpdesk and document the remedy ticket number before contacting me.

Assignment Policy

Students will complete discussion posts and quizzes over material covered in the textbook. Due dates for these items are found on the Course Schedule and in Canvas

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Syllabus Change Policy

The instructor may make changes to the Course Schedule or to this syllabus at any time. Any changes will be posted on Canvas and a Canvas Announcement will point out the relevant change(s).

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. If you violate academic integrity standards in this course, you will receive a semester course grade of 'F' and you will be reported to the Office of Academic Integrity.

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 additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment

policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

Student Evaluation Administration

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

University of North Texas Compliance

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

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

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

Student Verification

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

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

Use of Student Work

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

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

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

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

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

Academic Support & Student Services

Student Support Services

Mental Health

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

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)

- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

**UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

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

Academic Support Services

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

MGMT 3721
COURSE SCHEDULE FALL 2026

Date	In Class Topic	Homework	Graded Work & Due Dates
Week 1 Aug 18	Introductions Syllabus Review	• Read Chapter 1 including Critical Thinking Case • Skim Appendix A	• Introductory Discussion Board due Sunday, 11:59pm
Week 2 Aug 25	Chapter 1: Management and Organizational Behavior Appendix A: Scientific Method	• Read Chapter 2 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 1 and Appendix Quiz Open Wednesday 8:00am Close Sunday 11:59pm
Week 3 Sept 1	Chapter 2: Individual and Cultural Differences	• Read Chapter 3 including Critical Thinking Case and Management Skills Application Exercises	• Chapter 2 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 3 due Sunday 11:59pm
Week 4 Sept 8	Chapter 3: Perception and Job Attitudes	• Read Chapter 4 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 3 Quiz Open Wednesday 8:00am Close Sunday 11:59pm Discussion Board Chapter 4 due Sunday 11:59pm
Week 5 Sept 15	Chapter 4: Learning and Reinforcement	• Read Chapter 5 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 4 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 5 due Sunday 11:59pm
Week 6 Sept 22	Chapter 5: Diversity in Organizations	• Read Chapter 6 including Critical Thinking Case and Management Skills Application Exercises	• Chapter 5 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 6 due Sunday 11:59pm
EXAM 1 – Covers chapters 1, 2, 3, 4 & 5 Open: Thursday Sept 24, 8:00am Close: Sunday, Sept 27, 11:59pm			

Date	In Class Topic	Homework	Graded Work & Due Dates
Week 7 Sept 29	Chapter 6: Perception and Managerial Decision Making	• Read Chapter 7 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 6 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 7 due Sunday 11:59pm
Week 8 Oct 6	Chapter 7: Work Motivation for Performance	• Read Chapter 8 including Critical Thinking Case	• Chapter 7 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 8 due Sunday 11:59pm
Week 9 Oct 13	Chapter 8: Performance Appraisal and Rewards	• Read Chapter 9 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 8 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 9 due Sunday 11:59pm
Week 10 Oct 20	Chapter 9: Group and Intergroup Relations	• Read Chapter 10 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 9 Quiz Open Wednesday 8:00am Close Sunday 11:59pm
EXAM 2 – Covers chapters 6, 7, 8, & 9 Open: Thursday, Oct 22, 8:00am Close: Sunday Oct 25, 11:59pm			
Week 11 Oct 27	Chapter 10: Understanding and Managing Work Teams	• Read Chapter 12 including Critical Thinking Case	• Chapter 10 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 12 due Sunday 11:59pm

Date	In Class Topic	Homework	Graded Work & Due Dates
Week 12 Nov 3	Chapter 12: Leadership	• Read Chapter 13 including Critical Thinking Case and Managerial Decision Exercises	• Chapter 12 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 13 due Sunday 11:59pm •
Week 13 Nov 10	Chapter 13: Organizational Power and Politics	• Read Chapter 15 including Critical Thinking Case	• Chapter 13 Quiz Open Wednesday 8:00am Close Sunday 11:59pm • Discussion Board Chapter 15 due Sunday 11:59pm
Week 14 Noc 17	Chapter 15: External and Internal Organizational Environments and Corporate Culture		• Chapter 15 Quiz Open Wednesday 8:00am Close Sunday 11:59pm
EXAM 3 – Covers chapters 10, 12, 13, & 15 Open: Thursday, Nov 19, 8:00am Close: Sunday, Nov 22, 11:59pm			
Week 14 Nov 24	**Fall Break**		
OPTIONAL COMPREHENSIVE FINAL EXAM Open: Monday, Nov 30, 8:00am Close: Wednesday, Dec 2, 11:59pm			