University of North Texas
G. Brint Ryan College of Business
MGMT 3720 – Organizational Behavior
Syllabus Section 001 – Spring 2020
January 13 – May 8
BLB 080

Professor: Dr. Jae Webb – Department of Management
Office: BLB - 399a
Email: Jae.Webb@unt.edu

To communicate, you MUST email me directly at the UNT email above or through Canvas. If you do not use your UNT assigned student e-mail address your e-mail may not make it to my inbox. I will contact you via your UNT email address, which you are expected to have access to and monitor as a UNT student. See http://it.unt.edu/eagleconnect for questions.

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

OFFICE HOURS: My pre-scheduled office hours are Tuesday from 2:00 – 4:00 p.m. To ensure my availability you should contact me at least 24 hours in advance. Drop-ins run the risk that my time has already been scheduled by other students. Other appointment times are available by request.

Course Overview
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.


Course Objectives:
Behavior Analysis and Management Principles
- Students will be able to identify foundational principles of behavior and discuss how behavior is manifested in organizational life.
- Students will gain an understanding of organizational culture and be able to discuss its origins and explain strategies for managing change in organizations respective of culture.
- Students will be exposed to various strategies for managing interpersonal conflict in organizations and be able identify and explain a preferred strategy.

Organizational Theory and Systems Thinking:
- Students will be exposed to various organizational theories and be able to select and explain a given theory in the context of a business environment.
- Students will be able to analyze organizational issues using a systems approach and offer solutions to the issue respective of the complexity inherent in systems thinking.
- Students will be able to identify factors of successful teams in organizational environments and how these teams form and persist to success.
Canvas & Technology

- You can access the course at https://unt.instructure.com
- Login using your EUID and Password
- Click “MGMT 3720” from the list of courses

Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not a 100% reliable. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. While the class is taught in-person, students are expected to be able to navigate the Canvas course site to access information and submit assignments.

TECHNICAL ISSUES WITH CANVAS:

Please immediately report ALL Canvas problems to the UNT 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, Canvas, etc.). I will determine how to resolve the technical issue based on their advice, University policy, applicable law, 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.

CLASS STRUCTURE:

This course meets in person once a week and then utilizes online tools and resources through Canvas. It is the student’s responsibility to show up and participate, as well as be able to access, and appropriately use, online materials assigned in the course schedule provided in the syllabus.

Students are expected to read all the assigned materials on time, per the course calendar in the syllabus. Lecture notes and other materials posted online are not a substitute for thorough reading of the chapter or assigned materials. Additional material, which may include video segments or articles, may be assigned from time to time. Often, this material will reflect content that is newly identified as relevant to the course and is therefore not specified on the syllabus.

Students are expected to be logged-in to the Canvas website on a weekly basis at minimum to engage with others, complete assignments, and review the posted material.

In class there will be many opportunities to participate and engage in breakout sessions, small group dialogue, and object lessons. Students are expected to contribute in class and to ask questions and seek clarification when necessary.
Assignments and Grading

Pop Quizzes / In Class Assignments
Various pop quizzes or participation assignments will be given in class on any given day. These may take various forms, but will likely show up as an assessment between 5-10 questions and will cover material you have been previously assigned or has been reviewed in class. There is not a set number of assignments. At the end of the course your average on these in class activities will account for 20% of your grade. If you earned an average of 80% on these activities over the course of the semester then you will get 160/200 points toward your final average for the class.

Exams
There will be three exams scheduled during the semester according to the course calendar at the end of the syllabus. The last exam (our final) is comprehensive. All material covered in class or posted online, assigned textbook readings, and videos are covered on the exams. Exams are not open book or open note; no outside assistance is allowed. Students are expected to study beforehand and use this knowledge to take the exams. Exams will include multiple choice, true/false, fill in the blank, and some short answer questions. Exams are given in class only using University laptops and a LockDown Browser. Students arriving late, after another student has already finished and left, will not be allowed to take the exam.

Weekly Insights
Students will make meaningful and reflective weekly posts to the course site in Canvas regarding their experience that week. These posts will focus on insights gained from reading the material, class dialogue, or exposure to concepts. Each opportunity to post is worth ten (10) points and these assignments make up 10% or 100 points of your final grade for the course. There are twelve opportunities to earn the 100 points – this means you can miss two and they’ll be dropped.

Organizational Case Studies
There will be four organizational case studies due throughout the semester according to the course calendar. Students will be presented with a scenario from an organization and tasked to answer questions related to identifying the problem, considering various courses of action, and recommending a strategy for addressing the issue that demonstrates competency of the material covered in class. Instructions relative to the group or individual nature of each assignment will be given out at that time.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Weekly Insights</td>
<td>100</td>
</tr>
<tr>
<td>Pop Quizzes / In Class Assignments</td>
<td>200</td>
</tr>
<tr>
<td>Organizational Case Studies</td>
<td>300</td>
</tr>
<tr>
<td>Exams</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Grades will be based on the points earned during the course according to this scale:

A. = 900 – 1000 points
B. = 800 – 899 points
C. = 700 – 799 points
D. = 600 – 699 points
F. = Below 600 points

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.
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 March 30 is the last day for a student to drop a course. With regards to dropping the course, you will need to go to the following link: https://registrar.unt.edu/registration/dropping-class and click on Request to Drop Class form.

EMERGENCY ALERTS:
The University of North Texas has an emergency Notification System, Eagle Alert (https://www.unt.edu/eaglealert/), 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 radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency.

COLLEGE EMERGENCY EVACUATION PROCEDURES:
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.

ATTENDANCE AND ASSIGNMENTS POLICY:
Students will be expected to attend class regularly and participate in class dialogue. Any absence from class should be discussed with me in advance or as soon as possible after the absence occurs. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to University sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). To treat everyone equally, verified absences are resolved through the Dean of Students Office. Please inform me of the situation and we can discuss on a case by case basis. I will take attendance when deemed necessary; if I believe that class participation/attendance is severe enough to interfere with the learning experience I will arrange individual consultation with the student. Students who are absent without appropriate reason are subject to a grade reduction of up to 10% for the course. No late work is accepted outside of reasons governed by University policy.

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DISABILITY ACCOMMODATION:
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 the students’ specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided to me within the first week of the semester. Note that students must obtain a new letter of accommodation for every semester. For additional information see the ODA website at http://disability.unt.edu.

ACCEPTABLE STUDENT BEHAVIOR:
Act professionally and respectful at all times. Student behavior that interferes with an instructor’s ability to conduct a class, or other students’ opportunity to learn, is unacceptable, 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 review whether the student’s conduct violated the Code of Student Conduct. Sleeping in class is rude and subjects you to being rudely awakened. The Code of Student Conduct can be found at https://conduct.unt.edu.

ACADEMIC INTEGRITY
According to UNT Policy 06.003, Student Academic Integrity, (https://policy.unt.edu/policy/06-003) 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. All violations of the Student Academic Integrity policy will be reported. Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test or quiz. Talking to other students, soliciting or giving help is not allowed. Easter egg - students who read this sentence and e-mail their professor the phrase ‘lucky one am i’ before the end of day on january twentieth will receive ten points added to their final grade as extra credit. 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. Be advised, you will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com.

COURSE EVALUATIONS:
This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of 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 Canvas and via your UNT email once the evaluations open.
<table>
<thead>
<tr>
<th>Class Date</th>
<th>Assignments &amp; Reading Due</th>
<th>Lecture Content and Readings Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/2020</td>
<td>Handouts on COP and CRP Weekly Insight due by 1/24/20</td>
<td>No class this day — you are invited to attend the MLK Jr. March</td>
</tr>
<tr>
<td>01/27/2020</td>
<td>Chapters 4 and 5 Weekly Insight due by 1/31/20</td>
<td>Inter/Intrapersonal psychology: the interplay of emotions, values, and personalities emergent from individuals in social environments.</td>
</tr>
<tr>
<td>02/03/2020</td>
<td>Chapters 6 and 3 Organizational Case Study #1</td>
<td>Individuals at work: affective commitment, identifications/associations, and the emergence of dispositional attitudes.</td>
</tr>
<tr>
<td>02/10/2020</td>
<td>Chapters 7 and 8 Weekly Insight due by 2/14/20</td>
<td>Motivating others: considering how, when, and why to foster in others a desire to act or not act in a given situation.</td>
</tr>
<tr>
<td>01/17/2020</td>
<td>Chapter 2 and Class Handout Weekly Insight due by 2/21/20</td>
<td>Diversity in organizations: complexity, conflict, and considerations for operations.</td>
</tr>
<tr>
<td>02/24/2020</td>
<td>Exam #1</td>
<td>Exam #1 will cover all material introduced to this point from the text, lectures, and materials posted online.</td>
</tr>
<tr>
<td>03/02/2020</td>
<td>Chapters 9 and 10 Organizational Case Study #2</td>
<td>Groups, Teams, and Collaboration: foundations of social processes in business environments.</td>
</tr>
<tr>
<td>03/16/2020</td>
<td>Chapter 16 and 18 Weekly Insight due by 3/20/20</td>
<td>Organizational culture: emergence, patterns, and managing change.</td>
</tr>
<tr>
<td>03/30/2020</td>
<td>Chapter 13 and 14 Organizational Case Study #3</td>
<td>Power: organizational paradigms of power, empowerment, and oppression in organizational life.</td>
</tr>
<tr>
<td>04/06/2020</td>
<td>Chapter 11 and Class Handout Weekly Insight due by 1/10/20</td>
<td>Symbolic Interactionism: communication between meaning-making organisms.</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>Chapter 15 and 17 Weekly Insight due by 1/17/20</td>
<td>Organizational Design and Management: reporting structures and management of human resources.</td>
</tr>
<tr>
<td>04/20/2020</td>
<td>Exam #2</td>
<td>Exam #2 will cover all material introduced since the last exam from the text, lectures, and materials posted online.</td>
</tr>
<tr>
<td>04/27/2020</td>
<td>Organizational Case Study #4</td>
<td>Semester review and discussion</td>
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**Final is Monday, May 4, at 1:30-3:30 P.M.**

The specific time, and method of submission, for each Organizational Case Study will be listed in Canvas well in advance of the due date.

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