MGMT 5140 – Organizational Behavior and Analysis
Section 001 – 100% online course
Spring 2020 8W1 COURSE SYLLABUS
January 13 – March 6 2020

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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 my UNT 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 5140 in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me more than 24 hours to respond (e.g. on weekends). If you do not receive an email reply from after 24 hours on Mon-Fri, please re-send your email. I'll let you know if I'm unavailable due to travel, illness, etc.

OFFICE HOURS: My office hours are 2:00 p.m. - 4:00 p.m. on Tuesday, or by appointment as necessary. I have many students so to ensure my availability during these times it is best to e-mail me at least 18-24 hours in advance. I'm available outside of these times on a scheduled, ad hoc, basis.

Course Description for MGMT 5140

This course is designed to acquaint students with the concepts of social psychologies and behavioral sciences as applied to business organizations. The course will provide students a framework for understanding motivators, detractors, and other influencing factors that give rise to behaviors by individuals in organizations and how individuals pattern behaviors into organizational cultures. The course is intended to provide the necessary knowledge for students to engage in leadership roles in organizations through a study of behavioral theories and evidence-based research.

Course Objectives for MGMT 5140

- Describe how individual interpersonal characteristics impact work behavior
- Identify and discuss strategies for motivating self and others to achieve work efficiency
- Recognize key qualities and characteristics of effective leadership in organizations
- Explain organizational effectiveness in terms of culture, structure, and change
- Apply organizational theory principles to solving behavioral-based work problems
- Understand the value and the limitations of applied behavioral science

Required Textbook: Colquitt, LePine, & Wesson. (2020) Organizational Behavior 6th Ed. McGraw-Hill/Irwin.
(We will be using the McGraw-Hill Connect component of this text)

Canvas & Technology

- You can access the course at https://unt.instructure.com

- Login using your EUID and Password

- Click "MGMT 5140" from the list of courses

Please note that Canvas 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. Students are advised to use the Business Leadership Building computer labs for taking exams as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). Be sure to use a hard wired broadband connection or a very dependable wireless connection, and make sure your device is plugged-in or charged. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Also, DO NOT TAKE ASSESSMENTS USING A MOBILE DEVICE! Your enrollment in this class signifies that you possess basic computer skills necessary to use information systems like Canvas. The student assumes ALL responsibility for participating, taking exams, and uploading assignments within Canvas Learning System.

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 make a determination on 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 is taught exclusively online, through Canvas, and it is the student's responsibility to be able to access, and appropriately use, online materials and complete course requirements as 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. 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.

Discussion posts and exams are made available on a scheduled basis throughout the semester. For the discussion forums 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.

Exams will only be open for small periods of time, which will not change, and are published in the course at the beginning of the semester so students may plan ahead.

Assignments and Grading for the Course

Course Expectations Quiz	10
LearnSmart Chapter Assignments (must complete at least 15 @ 10 points each)	150
Reading Insights Discussion Boards (must complete at least 7 @ 20 points each)	140
Application based activities (4 @ 25 points each)	100
Exams (4 @ 150 points each)	600
Total Points Available for the Course	1000

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. = 650 – 699 points

F. = Below 650 points

LearnSmart Chapter Assignments (15 @ 10 points)

Each chapter in the book is assigned as a LearnSmart reading experience. This is a function of CONNECT by McGraw-Hill that provides a guided, interactive experience of reading the textbook. The LearnSmart book will guide you through highlighted sections of the chapter, periodically asking you to pause and answer questions related to the material. It will use an algorithm that responds to how you engage in the reading and answering of questions to guide you through the chapter, so no two students should have the same experience. All 16 chapters are assigned through the LearnSmart software and students must complete at least 15 of the 16 to earn the necessary points for the assignment. You are encouraged to do all 16, but I've given grace to miss some.

Reading Insights (7 @ 20 points each)

A class on organizational behavior cannot ignore that learning is a social activity. There are eight discussion forums, one for each week, where student are expected to post regarding their experience of learning that week. These reflections should focus on what the student has gleaned from the book, the supplemental material, conversations with other students, the professor, etc. These should not be a recitation of the material, but a response to the experience the student had engaging with the material. Students will be expected to respond to classmates as we work collectively to journey through the material that comprises the field of organizational behavior. Eight opportunities to engage

Application-Based Activities (4 @ 25 points each)

In the CONNECT section of the course there are four interactive case studies, in which you participate in a simulated dialogue with an AI system around course concepts. The activities ask that you explore the concepts through participation in a business scenario. In this scenario you get to make choices to respond to issues that arise with the goal of choosing the path that most effectively aligns with the material presented in the text. These serve as excellent test prep experiences and give you the chance to play out the material in an interactive format.

Exams (4 @ 150 points)

Exams will be conducted on-line and will be available as follows: EXAM 1, EXAM 2, EXAM 3 & Exam 4. A 72-hour window has been given for each exam. This generous time window is intended to provide as much accommodation as possible with your individual commitments. Please do not abuse the good will. You have 70 minutes for each exam from the time you start. Exams must be taken in one sitting. Exams will save and submit automatically when the 70 minute time limit is reached. You are advised not to wait until the last hour. If you run into technical difficulties at the last moment you will likely miss the availability window and there will not be any accommodation in such instances. Dates for the exams are posted on the course schedule.

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. No make-ups or alternative assignments will be granted for missing an exam.

All exams require the use of a LockDown Browser with Webcam monitoring. You must have a laptop/computer with a webcam on it to take the exam. The Course Expectations quiz has been created for practice if you are not familiar with this software – take it as many times as you like.

You will not be able to view your missed questions until I have completed a post-exam analysis. If you would like to review the exam questions and your submitted answers, please contact me to arrange an office visit or consultation within a week of receiving your grade for the exam.

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. 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.

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 Monday, April 22, 2020 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 situation.

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.

ATTENDANCE AND ASSIGNMENTS POLICY:

Students are required to log into course through Canvas multiple times a week to check class announcements, check grades, and complete assignments. For due dates and exam times, please see the Course Schedule towards the end of the syllabus. University policy states the conditions and remedies for University 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). 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 we will discuss on a case by case basis.

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 one's 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. The Code of Student Conduct can be found at https://conduct.unt.edu.

Due Dates & Deadlines

The course schedule of exam dates and assignment due dates is posted at the beginning of the course. I do not allow make up assignments OR alternative assignment due dates as there is adequate time to complete the assignments. Plan accordingly and make sure you complete the assignments before the deadlines. No late assignments accepted. You are expected to plan ahead! 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, but no later than 72 hours before the exam. Forward the information to me at Jae.Webb@unt.edu with the words "MGMT 5140 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request. You have one week (from the date the grade is released) to inquire about your grade on an exam, quiz or any other assignment. 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 and do not wait! No make-ups will be granted for missed or late quizzes, assignments, or exams. If you are trying to submit an assignment through Canvas at the last minute and experience technical difficulties; e-mail me the information so that I have an accurate timestamp of your submission. Again, no late assignments are accepted.

Exams are on Friday and Saturday, available all day both days. This is done to allow working professionals an opportunity to take the exam on a weekend. The only exception is for Exam #4, which will be available on Thursday and Friday the last week of class (because the course ends on Friday, May 10, 2020).

All of your postings for the Reading Insights are due by the end of the day on Sunday, before the start of the next week. It is recommended that you post earlier if you are able. Because of the asynchronous nature of the dialogue it's best to allow others more time to review and respond to your post.

Start Date	Reading Schedule	Assignments & Due Dates
Week 1		
01/13/2020	Chapters 1 & 2	LearnSmart Readings for Chapter 1 & 2 Reading Insights Posting – due by 11:59 p.m. on 01/19
Week 2		
01/20/2020	Chapters 3 & 4	LearnSmart Readings for Chapter 3 & 4 Reading Insights Posting – due by 11:59 p.m. on 01/26 **Exam #1 – available 1/24 through 1/26**
Week 3		
01/27/2020	Chapter 5 & 6	LearnSmart Readings for Chapter 5 & 6 Reading Insights Posting – due by 11:59 p.m. on 02/02
Week 4		
02/03/2020	Chapter 7 & 8	LearnSmart Readings for Chapter 7 & 8 Reading Insights Posting – due by 11:59 p.m. on 02/09 **Exam #2 – available 02/07 through 02/09**
Week 5		
02/10/2020	Chapter 9 & 10	LearnSmart Readings for Chapter 9 & 10 Reading Insights Posting – due by 11:59 p.m. on 02/16
Week 6		
02/17/2020	Chapter 11 & 12	LearnSmart Readings for Chapter 11 & 12 Reading Insights Posting – due by 11:59 p.m. on 02/23 **Exam #3 – available all day 02/21 through 02/23**
Week 7		
02/24/2020	Chapter 13 & 14	LearnSmart Readings for Chapter 13 & 14 Reading Insights Posting – due by 11:59 p.m. on 03/01 **ALL APPLICATION-BASED ACTIVITIES DUE BY 02/29**
Week 8		
03/02/2020	Chapter 15 & 16	LearnSmart Readings for Chapter 15 & 16 Reading Insights Posting – due by 11:59 p.m. on 03/06 **Exam #4 – available 03/04 through 03/06**

**LearnSmart Reading Assignments are due prior to
the exam that covers the information. Of the sixteen
required two grades will be dropped.**

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.