University of North Texas
G. Brint Ryan College of Business
MGMT 3720 – Organizational Behavior
Syllabus Section 001 – Fall 2021
August 23 – December 10
BLB 080 Thursdays 9:00 – 11:50 AM

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: Office hours are Wednesday from 11 a.m. – 2:00 p.m. Due to the current state of affairs these are most likely to take place remotely. I am not receiving students in my physical office at this time. For students who need to meet in person a better ventilated area appropriate for social distancing will be identified. This may change as the semester progresses, but for the time being please schedule in advance.

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: 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.
7.) utilize conflict management tools in organizational environments.
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.

REQUIRED TEXT: Robbins, S.P., & Judge, T.A., Organizational Behavior, 18th Ed.

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

Though this class is a face-to-face course we will still utilize Canvas to review and submit assignments. 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. I will provide you with tips and guidance for operating your equipment, and the helpdesk offers support, but you have to assume responsibility for everything on your end. 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 greatly encouraged to follow guidance issued by the CDC and the University regarding health and safety procedure related to the COVID-19 pandemic. Social distancing, the wearing of masks covering face and nose, and the use of vaccines have proven highly effective in combating the spread and severity of the disease. Students are asked to be considerate of the responsibilities concomitant with being a part of a community of learners during this time. The hope, and the intention, is that we will be able to manage affairs such that face-to-face instruction can continue.

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.

This course fulfills the requirements associated with residency for an F-1 visa for international students.
Assignments and Grading

Discussion Boards
Students will make meaningful and reflective weekly posts to the course site in Canvas regarding their experience that week. These posts will be responses to prompts that focus on insights gained from reading the material, class dialogue, or exposure to concepts.

Concept Quizzes
There will be short quizzes on a weekly basis that cover concepts from the week’s assigned material. These are based largely on recall of definitions for key terms and concepts. These are simple and straightforward exercises meant to promote basic understanding of course topics and promote accountability to the reading schedule. Quizzes are not given in advance or taken late unless otherwise required by University policy.

Organizational Case Studies
There will be three organizational case study opportunities 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 and prompts relative to nature of each assignment will be given out at that time.

Exams
There will be four exams scheduled during the semester according to the course calendar at the end of the syllabus. The last exam (our final) is not comprehensive. All material from the text, covered in class, or posted online, may appear on exams. Exams are not open book or open note; no outside assistance is allowed. Exams will be taken in class unless other arrangements are required by University policy. Exams are not given in advance or taken late unless otherwise required by University policy.

Research Participation
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 5% of your final class grade or 50 points. Full information will be made available in Canvas.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards (10 @ 15 points)</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Concept Quizzes (10 @ 10 points)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Organizational Case Studies (3 @ 100 points)</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td>Exams (4 @ 100 points)</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Research Participation</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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

A. = > 900 points  
B. = 800 – 899 points  
C. = 700 – 799 points  
D. = 600 – 699 points  
F. = < 600 points
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; nor is talking to other students, soliciting or giving help. 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. The course will utilize TurnItIn as a plagiarism checker.

CHOOSEN NAMES & PRONOUNS

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, below is a list of resources for updating your chosen name at UNT.

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

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you or reference you in conversation. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

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.

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.

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

**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 Friday, November 12, 2021 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.

**DUE DATES ON ASSIGNMENTS:**

Due dates are published well in advance and you are encouraged to submit early to avoid technical difficulties, which are your responsibility to resolve and not a justification for late work. If you have a legitimate reason under University policy you should (a) contact your professor in advance to provide notification/verification or (b) work with the Dean of Students Office after the fact to provide your faculty with verification. Late submissions, which are not excused by University policy, will be subject to 25% reduction for the first twenty-four, then 50% thereafter. To take a missed quiz or exam you must schedule to do so in person and scheduling is done based upon instructor’s availability – students should expect a 50% reduction in points for any rescheduled quizzes or exams not covered by University policy. Exams and quizzes are not given in advance. No late work is accepted after December 3, 2021.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or ask SHWC@unt.edu) or your health care provider. Contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. Then let me know if it is impacting your assignment completion.

**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.

**PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION**

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.

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. 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.

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

where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at 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 or at (940) 565 2759.

**RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record of the course and are kept for at least one calendar year after course completion. 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.

**STUDENT BEHAVIOR:**

Act professionally and respectfully 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. Any person who believes that a violation of University policy has been committed by a student can go to https://report.unt.edu and report the allegation. Students who have read the syllabus up until this point have found the easter egg. To get additional points for reading this far, email your professor by the end of the day on september third with the subject line ‘lucky day’ and get ten points added to your ending grade.

**STUDENT SERVICES & ACADEMIC SUPPORT**

**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)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

**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/)

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.
COVID – 19 RELATED INFORMATION FOR FACE TO FACE CLASSES

ASSIGNED SEATING

I am requiring a seating chart and will keep record of attendance in Canvas for all in-person class sessions. This requirement supports the University’s contact tracing efforts to monitor and control the spread of COVID-19 on campus. Students will be assigned a seat in class on the first day and expected to return to that seat throughout the semester.

ATTENDANCE

While attendance is expected regularly and is important to student success, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me, before class, if you are unable to attend because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I can make an informed decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. UNT also asks that you contact COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

CLASS RECORDINGS

Synchronous (live) sessions in this course will be recorded and made available as necessary where related to COVID-19 circumstances. Class recordings are reserved for use only by students in this class for educational purposes and only for students approved through verified absences. Only lecture portions of the class will be recorded as there is insufficient capability to produce quality recordings of class dialogue. However, students should be aware that they may appear on recorded class sessions while participating. These recordings should not be shared outside the class, or outside the Canvas LMS, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

FACE COVERINGS

Face coverings are strongly encouraged in all UNT facilities regardless of vaccination status. Students are invited to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering guidance is subject to change due to community health guidelines, changes in mandates, and CDC guidance. Any changes will be communicated via the instructor.

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Assignments &amp; Reading Due</th>
<th>Subject Matter and Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 08/23/2021</td>
<td>Chapter 1</td>
<td><strong>Organizational Behavior:</strong> defined, explained, and explored.</td>
</tr>
</tbody>
</table>
| Week 2 08/30/2021 | Handouts on COP and CRP  
Discussion Board #1 due by 9/4  
Concept Quiz One in class | **Organizational Theory:** how organizations come to be what they come to be. |
| Week 3 09/06/2021 | Chapters 15 and 16  
Discussion Board #2 due by 9/11  
Concept Quiz Two in class | **Organizational Structure/Culture:** classifying, identifying, and understanding the organization |
| Week 4 09/13/2021 | EXAM 1 in class on 9/16/21                                      | Exam #1 will cover all material introduced to this point from the text, lectures, and materials posted online. |
| Week 5 09/20/2021 | Chapters 5  
Discussion Board #3 due by 9/25  
Concept Quiz Three in class  
Organizational Case Study #1 -9/26 | **Personal Characteristics & Values:** the individuals in the context of the organization. |
| Week 6 09/27/2021 | Chapter 2  
Discussion Board #4 due by 10/2  
Concept Quiz Four in class | **Diversity:** the ins and outs of complexity and considerations for cooperative coordination. |
| Week 7 10/04/2021 | Chapters 6  
Discussion Board #5 due by 10/09  
Concept Quiz Five in class | **Perceiving and Deciding:** processes and factors that influence for better and worse. |
| Week 8 10/11/2021 | EXAM 2 in class on 10/14/21                                     | Exam #2 will cover all material introduced since last exam from the text, lectures, and materials posted online. |
| Week 9 10/18/2021 | Chapters 3 & 4  
Discussion Board #6 due by 10/23  
Concept Quiz Six in class  
Organizational Case Study #2 -10/24 | **Emotional Life at Work:** what we feel, why we feel it, and how the experience can be managed. |
| Week 10 10/25/2021 | Chapter 7 & 8  
Discussion Board #7 due by 10/30  
Concept Quiz Seven in class | **Motivation:** the process for getting things go and the strategies for sustaining it. |
| Week 11 11/01/2021 | Chapter 9 & 10  
Discussion Board #8 due by 11/6  
Concept Quiz Eight in class | **Groups & Teams:** the process for getting things go and the strategies for sustaining it. |
| Week 12 11/08/2021 | EXAM 3 in class on 11/11/21                                     | Exam #3 will cover all material introduced since last exam from the text, lectures, and materials posted online. |
| Week 13 11/15/2021 | Chapter 12  
Discussion Board #9 due by 11/20  
Concept Quiz Nine in class  
Organizational Case Study #3 -11/21 | **Leadership:** influence and purpose in relationships; the styles, theories, and efficacy different leaders |
| Week 14 11/22/2021 | Chapter 13  
NO Class – Thanksgiving Break... but there is a module online to review | **Organizational Politics & Power:** dynamic working of organizational relationships |
| Week 15 11/29/2021 | Chapter 11  
Discussion Board #10 due by 12/2  
Concept Quiz Ten in class | **Communication:** when and how to say what to whom through which medium. |

**FINAL IS AVAILABLE DECEMBER TBD**

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