**MANAGEMENT 3721 – ESSENTIALS OF ORGANIZATIONAL BEHAVIOR**

University of North Texas

G. Brint Ryan College of Business

Online

Revised 8-18-25

**Instructor:** Dr. Kyle Steadham

**Email:** kyle.steadham@unt.edu **Please put MGMT 3721 in the subject line**

**Office Hours:** Monday or Tuesday from 1:00-3:00 pm via Zoom (scheduled at least 24 hours in advance) or by appointment.

**NOTE:** Communication will only occur using the UNT email system or Canvas. Email is checked on a regular basis Monday-Friday and I typically respond within 12 hours or less, but there may be times where it could take up to 24 hours to respond; particularly on weekends. If you haven’t received a response within 24 hours re-send your email.

Please check the course CANVAS page for announcements, messages, new postings, assignments, etc. on a regular basis throughout the semester! I send out several announcements throughout the course to teams, individuals and the class with specific instructions. It is the student’s responsibility to read these in a timely manner.

**COURSE DESCRIPTION**

Essentials of Organizational Behavior (MGMT 3721 – 3 hours) is a junior-level survey course designed to introduce non-business majors to the management of organizations and organizational behavior (OB). The course exposes students to the key concepts of the discipline with an emphasis on OB as a practical field. Topics include organizational diversity, work attitudes, job satisfaction, personalities and values, decision-making, motivation group behavior, leadership, power and politics, conflict and negotiation, organizational culture, and organizational change. The practices described represent an introductory explanation for the behavior of managers in for profit firms and organizations.

## **Course Structure**

This course is offered 100% online via [Canvas](file:///C%3A%5CUsers%5CErin%5CDocuments%5CUNT%5CTeaching%5CMGMT%203820%20-%20Mgmt%20Concepts%5C1208%20Fall%202020%20MGMT%20Concepts%5Cunt.instructure.com) (unt.instructure.com). You will need your EUID and AMS password—the same credentials you use to log in at your [Student Portal at UNT](file:///C%3A%5CUsers%5CErin%5CDocuments%5CUNT%5CTeaching%5CMGMT%203820%20-%20Mgmt%20Concepts%5C1208%20Fall%202020%20MGMT%20Concepts%5Cmy.unt.edu) (my.unt.edu). If you don’t know your password or have trouble logging in, there is a link on the page to [reset your AMS password](https://ams.unt.edu/) (ams.unt.edu).

Lessons in the course will be conducted using the textbook and activities listed in each module within the Canvas course structure. Videos and articles in the Canvas modules deal with issues related to organizational behaviour/culture. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviours. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts. For this method of instruction 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. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed—with scheduled times and defined availability windows for taking exams.

### Dropping the Course

**Please note that (insert date) is the last day for a student to drop a course with consent of the instructor**. If you decide to drop by the deadline, you will receive a W (not a WF) which doesn’t impact your GPA. If you have questions regarding your grade, please contact me via email.

To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar](https://registrar.unt.edu/registration/dropping-class) (https://registrar.unt.edu/registration/dropping-class).

**COURSE OBJECTIVES**

Students who successfully complete MGMT 3721 will be able to:

**CO-1.** Recognize the advantages in applying organizational behavior concepts and managing diversity effectively.

**CO-2.** Explain the means and importance of managing job satisfaction and other work attitudes and emotions.

**CO-3.** Identify themes that influence a person’s perception and decision-making process.
**CO-4.** Describe different applications of motivation for managing employee behavior.

**CO-5.** Explain the role of synergy and creativity in group problem-solving along with problems that teams face.

**CO-6.** Define the characteristics of effective leaders, and contrast leadership and power.
**CO-7.** Discuss ways managers can effectively deal with conflict and negotiate with people inside and outside the organization.

**CO-8.** Examine the various means in which organizations can be structured for maximum effectiveness.

**CO-9.** Compare the effects of organizational culture and change on employees and the organization.

**Course Text:**

In an effort to minimize textbook expenses to each student, this course was designed using an open education resource textbook. You will not be required to purchase a textbook for this course, but can access the textbook free using the link below. Several professors, including myself, created this course using this free resource to avoid added cost to our students.

Course textbook *– Organizational Behavior* by Openstax, can be accessed using the link below:

<https://assets.openstax.org/oscms-prodcms/media/documents/OrganizationalBehavior-OP_TtwWIeQ.pdf>

**TEACHING PHILOSOPHY**

My goal is to provide a high level of customer service to each student. If you need assistance with anything related to this course, please e-mail me at kyle.steadham@unt.edu.

As you review the material, I ask that you think about how it applies to your career and think of ways you can be a more effective employee and/or manager. As your professor, I will guide you toward self-discovery, acquisition, application of knowledge, and creative problem-solving. All readings, quizzes, assignments, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. You will not be successful in this course if you simply memorize facts/definitions/practice questions; you must be able to apply concepts to real life managerial situations. Keeping me informed of your progress and any issues that may arise is critical, so that we can address challenges as they arise. UNT has many resources available to ensure you are making appropriate progress toward the attainment of your educational and personal goals.

**CANVAS, TECHNOLOGY & RESOURCES**

You will have significant exposure to Canvas in this course. **Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual internet connections when completing assignments and taking quizzes and exams.** **Before taking a quiz or exam, ensure you are in a location with a strong internet connection**. Please immediately report ALL Canvas problems to the UNT helpdesk at 940-565-2324 [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>). Students will need access to a webcam and microphone to participate in this course. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

When encountering technical difficulties, first contact the UNT Student Helpdesk. The technicians will create an official report of the incident and will provide a “ticket number” for the technical difficulty reported. **No technological excuses will be accepted for assignments and/or quizzes and exams without an official tech report (and therefore an official ticket number) from the Helpdesk.**

Technical Support: Email: helpdesk@unt.edu or Phone: 940-565-2324

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

Second, after contacting the Student Helpdesk and after receiving an assessment of the problem and a ticket number, forward an email to kyle.steadham@unt.edu. I will make a determination based on the helpdesk report, University policies, applicable laws, and past experiences.

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>.

You can access this course through Canvas at <https://unt.instructure.com/>

* Login using your EUID and Password
* Click “MGMT 3721” from the list of courses

### Minimum Technology Requirements

* **Computer with webcam**
* Reliable internet access
* Speakers
* Plug-ins
* Zoom
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills, Digital Literacy, Critical Thinking, and Writing Skills

* Using Canvas (See the Getting Started Module for Helpful Links)
* Using Respondus Lockdown Browser with webcam
* Using virtual presentation platforms – Zoom specifically
* Using email with attachments
* Downloading and installing software as needed
* Using Microsoft Office Suite (Word, Excel, and PowerPoint)
* Applying critical thinking skills on assessments
* Professional writing skills for discussions/written assignments: Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas coherently

### Rules of Engagement

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

* Treat your instructor and classmates with respect in email or any other communication.
* Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
* Unless specifically invited, don’t refer to your instructor by first name.
* Use clear and concise language.
* Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
* Avoid slang terms and texting abbreviations such as “u” instead of “you.”
* Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10- or 12-point font
* Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
* Limit and possibly avoid the use of emoticons like :) or ☺.
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
* Be careful with personal information (both yours and other’s).
* Do not send confidential information via e-mail

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

### Eagle Connect Accounts

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit [Eagle Connect Email System Website](https://eagleconnect.unt.edu/) (<https://eagleconnect.unt.edu/>)

### Canvas Announcements

I will share quick news and course updates with the class using Announcements in Canvas. Announcements can be accessed via the left-hand navigation menu. ***It is your responsibility to check Announcements!***

### Student Support Services

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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](file:///Users/cathywesturn/Documents/MGMT%203720%20-%20OB/UNT%20Psychiatric%20Services) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

* [Registrar](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CRegistrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

### Academic Support Services

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

**COURSE ASSIGNMENTS AND GRADING**

|  |  |
| --- | --- |
| **Performance Evaluation – MGMT 3721** | **Max Points Possible** |
| **Exams (4 @ 100 points each)** | 400 |
| **Assignments** | 300 |
| **Scheduled Weekly Quizzes (10 @ 5 points each)**  | 50 |
| **Discussion Boards (8 @ 30 points each)** | 240 |
| **Syllabus Quiz** | 5 |
| **Academic Integrity Quiz** | 5 |
| **Total Points**  | **1000** |

***NOTES:***

* ***As the Instructor, I reserve the right to curve grades if deemed appropriate after analyzing the results.***
* ***Final grades will be calculated based on total points earned – no rounding and no extra credit on an individual basis.***
* ***Please don’t ask what you may do for extra credit. Make an effort from the FIRST day of class and do your best on all assigned items. No deals will be given for one student and not all students, because it would be unethical of me to provide one student with an opportunity and not all.***
* ***No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.***

### Event Timing

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

## **COURSE POLICIES AND ASSIGNMENT INFORMATION**

# *GRADING PHILOSOPHY AND GRADING SCALE*

I provide multiple opportunities for students to receive feedback on their learning and performance throughout the course. You will be responsible for completing all work independently, unless there is a team component or instructed otherwise by me. Your grade in this class will be calculated by adding the **total points earned** during the semester. **I do not round up.** You will earn points that correspond to the respective letter grade based on successful completion of the following scale. I reserve the right to adjust exam grades if deemed appropriate after analyzing the results.

# Total Points Grade Earned

|  |  |  |  |
| --- | --- | --- | --- |
| 900-1000  |   |   | A  |
| 800-899  |   |   | B  |
| 700-799 |   |   | C  |
| 600-699  |   |   | D  |
| 0-599  |   |   | F  |

# *GRADING FEEDBACK*

Review the assignment description and the requirements a few times while completing the assignment. Oftentimes I must deduct points for missing components. I encourage you to ask questions and ask for clarification before submitting your assignments. I usually grade assignments within 7 days of submission. Please consider my feedback open-mindedly. My goal is to help you better understand concepts and clarify any misunderstandings. Attempt to see the reasoning instead of becoming upset about not receiving the maximum points for the assignment. I dedicate a lot of time to grade your submissions and provide you with meaningful feedback so that you can succeed in this course, other courses, and the workplace. I cannot address every possible error. I expect you to review your work, recognize what could be revised, and improve your future submissions. Review and reflection contribute to an effective learning process.

# *SUNDOWN RULE*

You have *3 business days* from the date the grade is released to inquire about your grade on an exam, quiz, discussion, or any other assignment. The exception to this is when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any question as soon as grades are posted, rather than wait until the end of the semester. Exams are not returned, and students wanting to go over them should make an appointment (online or phone). Exam appointments are not scheduled during an exam’s availability period.

# *SUBMISSION OF ASSIGNMENTS*

# You will submit all assignments through the respective tabs on Canvas (unless instructed differently by me). I will not accept assignments sent via e-mail or Canvas messaging. If you upload the wrong document in error, contact me. You are responsible for ensuring that you upload/submit all required documents via the correct assignment tab by the due date. I am not responsible for notifying you of wrong assignment or an incomplete assignment at the time of grading. You must double check your submission. When uploaded, certain assignments will be submitted to the Turnitin plagiarism detection platform. Review your Turnitin report and contact me to explain any similar concerns before I grade your submission.

# *LATE WORK*

I do not accept late work. An exception may be made on a rare, case-by-case basis if you provide documentation substantiating a valid personal emergency or extenuating circumstance. If you are overwhelmed or feeling behind, please contact me before the assignment is due. You should not expect that I will be clarifying assignment questions the day the assignment is due. Assignments are designed to span over several weeks and they have varying degrees of complexity so submit your best work early. Read the instructions more than once to best prioritize your time and your resources.

# *WRITING SKILLS*

Students will compose grammatically correct sentences, write well-developed paragraphs, and express coherent ideas. Every assignment must include student name, course number, and assignment title. Submissions must have complete sentences, correct punctuation, and proper capitalization. Avoid using abbreviations and acronyms without appropriate clarification. Cite all sources in-text and include a list of corresponding references. APA style is required.

# *SYLLABUS MODIFICATIONS*

I reserve the right to make changes to the syllabus to reflect any university-wide policy changes as well as to adjust due dates and content covered (including assigning alternative assignments) to better assist you. I will notify you of any such changes via e-mail, in person, and I will provide the updated syllabus to you. Any changes will be out of necessity or to benefit the class as a whole.

# *ARTIFICIAL INTELLIGENCE IS PROHIBITED*

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools tool(s) including but not limited to Claude, ChatGPT, and Gemini is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the Student Academic Integrity policy.

### Assignment Policy

Students are required to log in frequently to check class announcements, check grades, and complete assignments at least twice a week. ***NOTE: For specific due dates and exam times, please see the Course Schedule at the end of this syllabus.***  Please note that Canvas relies heavily on electronic technologies, and technology is not 100% reliable.

### *ACADEMIC INTEGRITY QUIZ* (available in Canvas under the Academic Integrity Module)

Integrity is extremely important not only in the academic world, but also in an individual’s personal and professional life. Before taking this quiz, review each of the documents within the Academic Integrity module. There are 10 questions on this graded quiz to align you with the university policy and course approach regarding this important concept.

#### **DISCUSSION BOARD AND WRITING ASSIGNMENTS**

Discussion board and Case study writing assignments will be administered throughout the semester. These discussions are a chance to gain different perspectives from your peers. Keep comments professional and respect each other’s thoughts and opinions.

***DISCUSSION BOARD AND WRITING ASSIGNMENT GRADING***

These assignments will be graded on content only. If students present quality posts (original post of at least 300 words excluding references and original questions and a response to 2 classmates with at least 100 words each), they will earn full credit. When responding, clearly answer each question. Keep responses to the point, and they MUST demonstrate independence of thought.

* Treat each assignment as a professional, business work product that would be reviewed by a company’s executive leadership team.
* The context of the assignment (formatting, grammar, spelling, proper citation techniques, etc.) will be assessed.
* Proof your work, no texting language/slang – Treat this as a work product!
* At the end of your original post, be sure to give credit to works referenced including the textbook (recommended APA format).

Once the Discussion is locked/closed and writing assignment due dates have concluded, there is NO provision for making up the missed assignment.

# *DISCUSSION BOARDS-* There are 8 discussion boards. The Discussion Boards are intended to promote the exchange of ideas and resources related to course content. Participation is a requirement for this course, and the Canvas discussion boards will be used for online discussions about content related to the course. Your prompt posts and meaningful responses are critical to creating and maintaining an effective online learning environment. Posts to the discussion boards are considered submissions to an academic forum and should demonstrate critical thought, attention to detail, correct spelling, and composition. Please ensure you post your original question early. You must include at least 1 scholarly and/or peer-reviewed reference inside the body of the response and in full at the end in APA format. Your posts must demonstrate that you have read the textbook and additional resources and include scholarly writing. The resources I provide are not necessarily scholarly. Rather they are meant to be a jumping board for you to conduct independent research. When responding to classmates, explain how you can relate to (or possibly disagree) with their perspective. The more you invest in making your responses and questions engaging for your classmates, the more everyone will benefit from the discussions and enrich their knowledge. You will have to post three (3) discussion entries during the discussion week.

### *QUIZZES* - You will have 10 Weekly Quizzes over the course term. Each quiz has 5 multiple choice questions that you must answer in 10 minutes. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. You only have 1 attempt for each quiz. Each quiz is worth 5 points total. 5 points may not seem like a lot, but the points go a long way towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus. All weekly quizzes are open book. No make-up quizzes are allowed and a zero will be assigned if the quiz is not completed by the due date.

### *EXAMS -* The four (4) exams are “knowledge-acquisition-application” oriented. They are designed to “quickly” test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class.

Please note that my exams require critical thinking and careful reading in order to select the best answer especially on application-based questions. Do NOT think that you can just memorize old exams or test banks and make an A. You must study and prepare in order to successfully pass this course. Each exam requires the Respondus Lockdown Browser and webcam and are closed book. Each exam is timed and contains multiple choice, multiple answer and true/false format. The exams will be administered during class time, in-person and will require Respondus Lockdown Browser. You will have one shot at the exam. Each exam will have 50 multiple choice, multiple answer and true/false questions and once you access the exam, you will have 60 minutes to complete each exam.

You will not be able to view your exam score until I have completed a post-exam analysis and release scores. I will send an announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your “My Grades” tool in Canvas. Exams will not be released electronically. If you have questions or would like to review your exam after grades have been released, please send me an email and we will set up a time.

***IMPORTANT: Academic Integrity -- Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as classmates. Each exam will require a Respondus Lockdown Browser with webcam and will be proctored. ANY unethical activity will be investigated, and appropriate action will be taken up to including failure of this course. NOTE: Once you have signed into the exam and are being proctored, do not leave the webcam window. Without facial recognition to the proctor, an alert will occur, and an investigation will be suggested…this includes not viewing other things in the room, monitors, desks etc. Failure to follow this direction will result in an investigation and potential action.***

**UNT POLICIES**

**ACADEMIC INTEGRITY**

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. Academic dishonesty breaches the mutual trust necessary in an academic environment. 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.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor’s discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not appealable.*

1. *Admonition*: The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework:* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment:* The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure*: The instructor may assign a failing grade for the course.

**ATTENDANCE POLICY**

Life happens and as a result you may require time away from class. ALL requests for absence from class must be made prior to class obligations i.e. assignment deadline/due dates, quiz/exam dates etc. in order to be considered. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school 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 discuss documentation at kyle.steadham@unt.edu . You can locate the UNT Attendance Policy at [University of North Texas’ Attendance Policy](http://policy.unt.edu/policy/15-2-5) (<http://policy.unt.edu/policy/15-2->)

Please inform the professor if you are unable to participate in the class because you are ill, in mindfulness of the health and safety of everyone in our community.

**COURSE EVALUATIONS:**

This semester, UNT will administer course evaluations online i.e. “SPOT” – Student Evaluation of Teaching evaluations. These evaluations are used to evaluate faculty performance and provide guidance on what can be improved and also tell us what you like related to instruction and learning. These are a great way to consistently review our curriculum and teaching approaches. I truly value your feedback and appreciate you taking the time to complete the evaluations which are administered towards the end of the semester. You will be notified on Canvas and through your UNT email when the evaluations are open.

**DISABILITY ACCOMODATION**

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. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at 940-565-4323.

**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, April 8th 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. If you have questions or need assistance you may go by the Department of Management in the Business Leadership Building – Room 207.

**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 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. In the event of a university closure, additional information will be provided through this communication medium.

**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.

**STUDENT CONDUCT:**

Any student behavior that interferes with an instructor’s ability to conduct class or other students’ opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, discussion groups or boards, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting lecturer, and use of inappropriate or profane language or gestures in class or other instructional setting. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct . 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.

### 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) (<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.

**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 a student presentation(s), 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.

**SYLLABUS CHANGE POLICY**This syllabus is subject to change. Whenever a change is made, I will post an announcement to Canvas informing you.

## **INTELLECTUAL PROPERTY**

State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.

**MGMT 3721 – Essentials of Organizational Behavior**

**Class Schedule – (Online)**

|  |  |  |
| --- | --- | --- |
| Week | Topic | Reading/Assignment |
| Week 1 | Course IntroductionManagement and Organizational Behavior | ***Refer to Canvas Schedule*** |
| Week 2 | Individual and Cultural Differences | ***Refer to Canvas Schedule*** |
| Week 3 | Perception and Job Attitudes | ***Refer to Canvas Schedule*** |
| Week 4 | ***IMPORTANT: Exam #1 (Material from Week 1-3)*** | ***Refer to Canvas Schedule*** |
| Week 5 | Learning and Reinforcement | ***Refer to Canvas Schedule*** |
| Week 6 | Diversity, Equity, and Inclusion in Organizations | ***Refer to Canvas Schedule*** |
| Week 7 | Perception and Managerial Decision Making | ***Refer to Canvas Schedule*** |
| Week 8 | ***IMPORTANT: Exam #2 (Material from Week 5-7)*** | ***Refer to Canvas Schedule*** |
| Week 9 | Work Motivation for Performance | ***Refer to Canvas Schedule*** |
| Week 10 | Group Relations and Managing Work Teams | ***Refer to Canvas Schedule*** |
| Week 11 | Leading Others in Organizations | ***Refer to Canvas Schedule*** |
| Week 12 | ***IMPORTANT: Exam #3 (Material from Weeks 9-11)*** | ***Refer to Canvas Schedule*** |
| Week 13 | Organizational Power and Politics | ***Refer to Canvas Schedule*** |
| Week 14 | Organizational Design and Culture | ***Refer to Canvas Schedule*** |
| Week 15 | ***Thanksgiving Holiday*** |
| Week 16 | ***IMPORTANT: Exam #4 (Material from Weeks 13-14)*** | ***Refer to Canvas Schedule*** |

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