



MGMT 3720-006: ORGANIZATIONAL BEHAVIOR

SUMMER II 2017 SEMESTER: DATES Jan 16TH, 2018 – May 11TH, 2018

Day/Time/Room: UNT Internet Course (FULLY ONLINE SECTION)

PROFESSOR INFORMATION

	Instructor:	Prof. Virginie Lopez-Kidwell		
	Office Hours:	In-person: By appointment Virtual: Tuesday 9:30am-11:30am	Professional Site:	https://cob.unt.edu/users/vnk0010 https://www.linkedin.com/in/ginnykidwell/
	Office:	335A Business Leadership Building, Denton Campus	Email: (Best Way to Reach Me!)	Virginie.Kidwell@unt.edu DO NOT USE BLACKBOARD MESSAGING, EMAIL ME @ MY UNT EMAIL.

GENERAL INFORMATION

Organizational Behavior is a junior level survey course that examines people’s behaviors in organizations. **Organizational Behavior is at the heart of any businesses.** Formally, organizational behavior is the study of how individuals relate in the workplace and how groups and organizational structures affect individual behavior. Much of what managers do in modern organizations involves leading, communicating with, and motivating an increasingly diverse workforce. They also design jobs, reward systems, and hierarchies for accomplishing those tasks. This course is concerned with understanding organizations and their employees in order to manage them better and increase their effectiveness. It focuses on helping the future manager better understand the nature and dynamics of social behaviors related to organizational performance. It takes an integrated social science approach to enable students to better understand their work environments and the issues that arise from the complex interplay among organizational members. This course explores theories and concepts derived from diverse fields such as psychology, sociology, economics, and anthropology.

Organizational Behavior is defined as the study of individual behavior and group dynamics in organizational settings. The research, theory, and practices described in the Organizational Behavior literature represent the very best introductory explanation for the behavior of managers and individuals in for organizations. This course overviews via cases, lectures, and experiential exercises various topics such as organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences.

Offering this course through Blackboard creates new opportunities and challenges. Blackboard offers you the convenience of an Internet based class meeting the standards set forth by the College of Business, The University of

North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not believe that online classes translates into “easy A.” The keys are to stay on track and complete all the required work as requested, while being self-disciple and motivated.

This course requires approximately 3-5 hours per week of study time for optimal learning. Your focus, dedication and commitment are required to maximize the benefits of our learning journey covering management topics that form the cornerstone of your business education. **Students will need to access the posted material for class weekly via logging into Blackboard to review: information and course updates, complete all assignments on time, and participate actively online to do well in the course.**

COURSE PREREQUISITES

MGMT 3720 is a core topic required of all students majoring in one of the many degree plans of the College of Business (CoB) at UNT. It is open to all highly motivated and self-disciplined students, business as well as non-business majors.

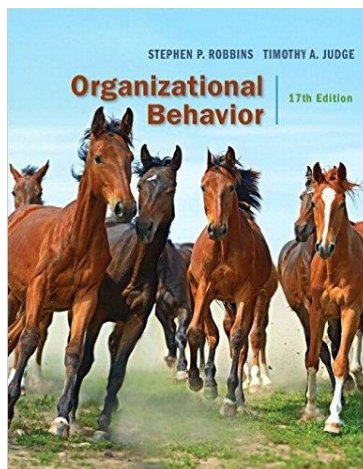
COURSE OBJECTIVES

The main objectives of this course are as follows:

1. To broaden students’ general knowledge of individuals in organizations;
2. To increase students’ understanding of the psychological processes affecting individual behaviors in organizations, and in doing so, uncovering and modifying (as needed) students’ own conceptions of those psychological processes;
3. To improve students’ analytical skills in defining human problems in organizations in terms of relevant theoretical frameworks explaining the underlying psychological processes;
4. To improve students’ practical and critical thinking skills in developing effective and viable solutions to the identified problems, using the relevant theoretical frameworks;
5. To develop students’ soft skills by gaining a better understanding of crucial topics such as communication, conflict resolution, emotional intelligence, teamwork, leadership, professionalism and presentation in the workplace.

REQUIRED TEXTBOOK

We will use Robbins and Judge’s Organizational Behavior, 17th edition, Published by Pearson. You will NOT need an access to Pearson’s My Management Lab for this section. If purchasing from the UNT Bookstore, the most cost effective option is the Student Value Edition which provides you an unbound/loose-leaf copy of the book, and access to an e-book. Another option for those comfortable with digital learning tools is to purchase an e-book from Pearson www.mypearsonstore.com. Or you could locate a used copy of the textbook to rent/buy. Please note that you should purchase the required text, 17th edition (NOT other versions) as this is where the test questions will be pulled from. Additional readings and assignments will be distributed through Blackboard. **You CANNOT Do well in this class without the textbook!**



TEACHING METHODOLOGY & TECHNOLOGY

The course material will be presented in a variety of formats, including online lectures, online class discussions, video clips, articles and books, and interactive activities. As such, not all relevant material is in the textbook, and it is important that students review all material posted regularly, read and/or listen to the assigned material for each week, and participate in the online activities. Students are expected to keep the instructor apprised of any issue which may impact his or her ability to complete assignments appropriately and as such issues would arise.

A good rule of thumb is to spend as much time analysing 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 and it has scheduled times and defined availability windows for taking any test. **Late assignments are NOT accepted without prior instructor approval.**

EVENT TIMING: All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments. If there is a discrepancy between the syllabus due date and the one listed on blackboard, please follow blackboard as this is where the most up to date information is listed.

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>

ACCESS TO BLACKBOARD: You can access the course at <https://learn.unt.edu> . Login using your EUID and Password then Click "MGMT 3720" from the list of courses. Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not 100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection. Please use the Business Leadership Building computer labs for taking tests as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). We have experienced exam question distortion in Opera, Internet Explorer, and Safari as well as on mobile devices! Be sure to use a hard-wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Blackboard.

TECHNICAL ISSUES WITH BLACKBOARD: **Please immediately report all Blackboard problems to the 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 cannot verify your technical issue. **Technical difficulties will be resolved as they appear** <http://www.unt.edu/helpdesk/bblearn/>. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, etc.). I will make a determination on how to resolve the technical issue based on their advice, University policy, and my experience. **Please disable pop-up blocker software.**

STRUCTURE: There are up to 50 students enrolled in this on-line section of MGMT 3720. My goal is to provide a high level of customer service so that you do not feel alone in cyber space. If you need assistance with anything related to this course, you should e-mail me at Virginie.Kidwell@unt.edu. I am here to facilitate your learning experience.

COURSE COMMUNICATION

Communication in this course will take place both in class, through:

1. **Emails** (Virginie.Kidwell@unt.edu) are a **private** and secure text-based communication that occurs within students and professor. Please **do not use the blackboard messaging** as I do not get notification I received a new message that way, email me directly from your email address to mine.
2. **Blackboard Discussion Forums** are public, and care should be taken when determining what to post.
 - a. **Instructor Announcements** – this is where I will place any important announcements, weekly reminders or changes to the class. You will not be able to start a thread here. Announcements can be accessed via the left-hand navigation menu. **It is your responsibility to check all Announcements on a regular basis throughout the semester.**
 - b. **Online Class Discussions** – this is where you will post your required answers/comments related to this online class. Please do engage!

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 and this will be the account I contact you at since we are NOT using messages on Blackboard. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: <https://eagleconnect.unt.edu/>.

BROADCAST E-MAIL MESSAGES: Students may not send broadcast e-mail messages (CC: All Students) to the class. Sending messages without permission is a violation of the UNT Student Handbook and the Code of Conduct. Violations will be reported to the Provost and the Office of Student’s Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

COURSE RELATED E-MAIL MESSAGES: Please consider the following example of an appropriate e-mail to send to a professor (let’s practice being professional!):

To: Virginie.Kidwell@unt.edu
From: Good.Student@my.unt.edu
Title: *MGMT 3720 Question about Assignment X*

Professor Kidwell:

Did you receive my Assignment X that I submitted last night (Date)?

*Thanks,
Good Student - ID #10203040*

ADA COMPLIANCE STUDENTS WITH DISABILITIES

The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, *please contact the course professor as soon as possible*. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed. The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation. Printed tests will be administered by the ODA at a location agreed upon by the student, the instructor, and ODA staff.

EXPECTATIONS OF THIS COURSE

Students are expected to:

- Log into Blackboard regularly to review lectures, read articles, and submit assignments
- Submit all assignments via blackboard by the corresponding deadline – late assignments are NOT accepted without prior approval. Follow the course calendar and all class communications!
- Be motivated and self-discipline to do well in the course
- Interact appropriately and professionally with instructor and peers

The instructor will:

- Be prepared for all class lectures and demonstrate enthusiasm for the various class topics
- Maintain the course schedule as listed in this syllabus as closely as possible (send weekly reminders including any changes to course schedule)
- Respond to **emails** within **one day (24 hours)**.
- Grade assignments submitted on time and as directed within **10 days** of the assignment.

GRADING ELEMENTS

Course Requirements	Total Points
Student Information Survey	Mandatory
4 Quizzes (100 pts each)	400
4 Business Cases (50 pts each)	200
8 Online Discussions (25 pts each)	200
Term Project	200
TOTAL	1000

STUDENT INFORMATION SURVEY: This is mandatory to take to remain in this class. Information will be communicated via blackboard.

ONLINE STUDENT INTRODUCTION: This is also mandatory to take to remain in this class. You will introduce yourself to the class in a discussion board.

QUIZ (400 points – 40%; 4 items): There will be a total of five quizzes on part 1 to part 5 held online (you will get a window of 3 days to take each quiz). I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 quizzes, you do not need to take the last one. Or this means if you miss one quiz, you just need to be sure to take all the remaining quizzes. Please always ensure your computer and connection is working fine before starting the test. Once you start, you must finish within 60 minutes (if you log off, the timer will continue). You can only see one question at the time and must answer as you go along as you cannot go back. These tests are meant to be closed book, meaning you will NOT have the time to search for the answer as you are taking the test. Each quiz will consist of 25 questions multiple choices, each worth 4pts for a total of 100pts covering the key concepts of each section. These tests are to verify what you have learned from reading the textbook. Please be sure as you read each chapter, you build your

own study guide to understand the concepts and their applications. Do not wait the day before the quiz is due to start the reading. **There is no make up for missed quizzes. Each quiz window due date CANNOT be reopened.**

BUSINESS CASES (200 points – 20%, 4 items): There will be a total of five business cases on part 1 to part 5. I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 business cases, you do not need to take the last one. Or this means if you miss one of them, you just need to be sure to complete all the remaining cases. Each one will be worth 50pts, graded for effort, quality and completion. You must allow sufficient time to prepare those, if you complete those in a hurry, your grade will likely suffer. These are to apply the knowledge learned, those assignments are carefully chosen to enhance your learning experience. **No make up for missed or late submission after the submission window is closed.**

ONLINE DISCUSSION POSTS (200 points – 20%, 8 items): There will be a total of 10 online discussions asking questions regarding each chapter, as well as to engage with other students as your online participation. I will only count the best 8 grades out of 10. This means if you did well enough in the first 8 discussion posts, you do not need to take the last two. Or this means if you miss up to two of them, you just need to be sure to complete all the remaining discussions. I may deduct points for any unprofessional post. Each post will be worth 25 pts, graded on effort, quality and completion. I read every post, you must allow sufficient time to prepare those, if you complete those in a hurry, your grade will likely suffer. These are meant to help you process the knowledge learned in each chapter, and facilitate your learning experience. In addition, you will be required to comment on one other student post to get full credit to encourage class participation. **No make up for missed or late submission after the submission window is closed.**

TERM PROJECT (200 points – 20%; 1 item): This class requires a term project called **Organizational Analysis Paper**, where you will get to use your overall class knowledge to analyze various business scenarios. This term project is to engage your critical thinking skills as well as allow you to show me the insights you have gained in this class. This is in lieu of a final exam and should be started early enough to allow sufficient time to create quality work. You may decide to team up with ONE other student or complete the project on your own (I will provide a discussion forum so you can find a potential teammate). If you choose to team up with someone, you will submit one paper for your team. You are encouraged to work with another student but not obligated given the online nature of this class, you are free to decide if you prefer to work on your own. This is due end of day Friday May. 11th. Do NOT wait a few days before the deadline to get started, if you care to create your best work! **No late submission will be accepted. All submitted work is checked using a software for plagiarism against anything published online and any prior class project submissions.**

IMPORTANT DISCLOSURES TO SUCCEED IN THIS CLASS

The work listed above is required, there is no make-up nor is late work accepted once the submission window is closed. However, I have built in flexibility by dropping some of the lowest scores of each of the quizzes, business cases and discussion posts, therefore there are no other exception to be made. You must have a working computer and access to a reliable internet connection as well as set time in your personal and work schedule to complete the classwork. Please note, computer or internet issues or work/personal time conflicts are NOT excusable. I do not make individual exception for late or missed work (unless university excused absence or prior approval by the professor). If I were to make such unexcused/pre-approved exception, I would have to extend it to the rest of the class to remain fair and equitable. While you are encouraged to email me to let me know if you are running into any class difficulties, please do not ask me for unexcused individual exceptions as I will point you back kindly to the syllabus. In addition, it is your responsibility to verify your work is properly submitted via Blackboard, emailing me to tell me you did submitted your work but it did not upload or it is blank is NOT excusable, as then anyone could use such reasoning. Do not email me directly any assignment, everything must be submitted via Blackboard by the given due date. Help me help you succeed! Thank you!

FINAL COURSE GRADE RANGES

Letter Grade	Range
A	900 - 1000
B	800-899
C	700-799
D	600-699
F	<600

AGREEMENT TO THE TERMS OF THE SYLLABUS

While I strive to respect the descriptions and timelines contained in this syllabus, those are subject to change at the discretion of the Professor. This syllabus should be considered a contract, whereby by staying enrolled in this class you agree to abide by the terms and requirements within this syllabus. You also will abide to the Student Ethics Statement stated below.

***“UNT College of Business Student Ethics Statement:** As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.*

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another’s thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users’ data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.”

Student Standards of Academic Integrity <http://policy.unt.edu/policy/06-003>

Code of Student Conduct and Discipline <http://deanofstudents.unt.edu/conduct>

Computer Use Policy <http://policy.unt.edu/policy/14-003>

COURSE CALENDAR (MGMT 3720 SPRING 18)

Week #	Date	Chapter/Reading	Task/Assignment*
PART 1			
1	01/16--01/21	1-What is Organizational Behavior?	Read syllabus; get textbook; review all due dates! Student Information Survey Online Discussion 1
2	01/22--01/28	2-Diversity in Organization	Online Discussion 2
3	01/29--02/04	3-Attitudes and Job Satisfaction	Business Case 1 Quiz 1 (Opens 02/02 at 6AM & Closes at due date)
PART 2			
4	02/05--02/11	4-Emotions and Moods	Online Discussion 3
5	02/12--02/18	5-Personality and Values	Online Discussion 4 Business Case 2
6	02/19--02/25	6-Perception and Individual Decision-Making	Quiz 2 (Opens 02/23 at 6AM & Closes at due date)
PART 3			
7	02/26--03/04	7-Motivation Concepts 8-Motivation: From concepts to applications	Online Discussion 5
8	03/05--03/11	9-Fondation to Group Behaviors	Online Discussion 6 Business Case 3
9	03/12-03/18	<i>SPRING BREAK: ENJOY!</i>	
10	03/19--03/25	10-Understand Work Teams	Online Discussion 7 Quiz 3 (Opens 03/23 at 6AM & Closes at due date)
PART 4			
11	03/26--04/01	11-Communcation	Online Discussion 8 Business Case 4
12	04/02--04/08	12-Leadership	Online Discussion 9
13	04/09--04/15	13-Power & Politics	Quiz 4 (Opens 04/13 at 6AM & Closes at due date)
PART 5			
15	04/16--04/22	14-Conflict and Negotiation 16-Organizational Culture	Online Discussion 10 Business Case 5
16	04/23-04/29	17-Human Resources Policies & Practices	Quiz 5 (Opens 04/27 at 6AM & Closes at due date)
17	04/30--05/06	<i>LAST WEEK OF CLASS</i>	<i>Work on your term project</i>
18	05/07--05/11	<i>FINALS</i>	Term Project due <u>Friday</u> 05/11 at 11:59pm
* DUE DATE ARE SUNDAY at 11:59PM (unless otherwise stated!)			