MGMT 5140
Organizational Behavior & Analysis
Fall 2019 Course Syllabus

Instructor

Virginie Kidwell, PhD
(Virginie.kidwell@unt.edu)

Contact Info

Office: BLB 325.A
Office hours: In person Friday 1-2pm
　　　　　　　Virtually Wed. 11am-1pm
　　　　　　　And by appointment

Section 001/026/080/086: Is an Online Course running from **08/26/19 to 10/18/19**
Prerequisites*:* None.

Course Description:

This course examines the behavior of people in organizations, including individuals, as well as teams. Understanding the behavior of humans in organizations is essential in establishing and improving organizational efficiency and effectiveness. This course aims to provide students with a better understanding of themselves, as well as others in their organization. It also seeks to provide you with an opportunity to expand the way that you think about and analyze behaviors of others and yourself in organizations with the goal of becoming a more effective employee, manager, and contributing member of an organization.

Please note that this is not a self-paced, correspondence course. Like any other course, there are specific requirements, activities and deliverables that must be completed and submitted at specific times throughout the semester.

Required Course Materials:

Organizational Behavior, 6th ed. by Colquitt, LePine & Wesson, McGrawHill ISBN-13: 978-259927669
ISBN-10: 1259927660 (No CONNECT required for this course; See picture of cover on the last page 8*).

Each week additional articles, cases, videos, etc. are assigned via Canvas in the associated content folder. Further, relevant resources for your research project can be found via the UNT libraries or online. The course website is located on Canvas.

Announcements / Communication:

The Announcements section provides official d announcements by the instructor. Since Announcements is an "official site" within Canvas and part of the course, you are responsible for knowing the information there. As always, the instructor accepts and replies to regular (off-Canvas) e-mail (virginie.kidwell@unt.edu) on any course-related matter. I typically respond to all emails within 24 hours. *Emails to the class will be sent through Canvas. The default email address in the notification system is your UNT account. Please change your email address to ensure that you receive all class communications.*

Course Objectives:
The specific objectives of MGMT 5140 are:
- Describe how perceptions, attitudes, and personality impact work behavior
- Discuss strategies for motivating self and others
- Analyze workgroup behavior and team performance
- Recognize key qualities and characteristics of effective leadership
- Discuss cross-cultural influences on organizational behavior
- Explain organizational effectiveness in terms of culture, structure, and change
- Articulate and discuss emerging issues in organizational behavior
- Understand the value and limitations of applied behavioral science

Course Assignments and How They Are Evaluated: The grade you earn in this course will be determined by your participation in the individual responses and replies to discussion forums, two exams based on the course content (including readings, videos, supplemental lectures, etc.), and an organizational behavior team project. Grading of each component is subject to instructions, guidelines, and tips contained in the associated course documents. Final grade ranges are: 90–100 = A; 80-89 = B; 70-79 = C; Below 70 = F. Do not expect a curve. **I also do not accept late work.** I will post grades/feedback on the Canvas class website as they come available, typically within 72 hours of the deadline.

Exams (50 points/50% – 2 @ 25 points/25% each): Two exams, each one hour in length, will be administered during the semester. Any material covered in the course (required readings, videos, articles, etc.) is fair game for the exams. Questions may be multiple choice and/or true/false format. **See Appendix A for more details.**

Discussion Forums (25 points/25% – 5 @ 5 points/5% each): An introduction discussion board will be available the first week of the term. This discussion, does not have the same rules as the other discussion forums to get credit (pass/fail). An additional four graded discussion forums will be posted by me throughout the semester (due dates are posted on the schedule of assignments below), and consider topics related to the chapter material. You will be required to create one original post that answers all my questions, and respond to another classmate's post (choose 1 response from a classmate and respond/comment in a meaningful way on their information) in order to obtain credit. If you do only one or the other, then you will obtain 0 points for that week. Each discussion forum response (i.e., your answer to each question I pose) must contain at least one original research source, beyond the text or weekly readings to receive credit. The reply is exempt from this requirement, but must contain thoughtful, substantive information. Discussion Forums will be closed after the due date (please refer to the course outline for due dates). To promote a "small class" feel, you will be divided into smaller discussion groups. Your posts must reflect deep thought and careful analysis of material relevant to the chapter, readings, and your own research in order to be graded. You are expected to participate in all forums. **See Appendix B for more details.**

Team Paper (25 points/25%): There is a team-based project paper due during the semester. You will craft a written report and submit it as a team online via Blackboard. The project involves each team analyzing a given company to create an organizational behavior consulting report to build the "perfect" workplace. Additional research is required to complete this project. **Detailed instructions can be found in the "Team Paper" section on Canvas**. Please note that all papers will be submitted to TurnItIn, a plagiarism detection software, and all team members are responsible for the submission of a plagiarism free paper. All individual points for the team projects are subject to peer evaluation.
Total available points: 100

Schedule of Topics and Assignments*

Topics Covered	Assignments Due End of Day Sunday
Module 1: 08/26 – 09/01	
Ch 1 – What is Organizational Behavior? Team paper	*Familiarize yourself with all course materials* Student Information Survey Introduction Discussion Forum Enroll in a Team
Module 2: 09/02 – 09/08	
Ch 2 – Job Performance Ch 3 – Organizational Commitment Team paper	Discussion Forum #1 Team Charter
Module 3: 09/09 – 09/15	
Ch 4 – Job Satisfaction Ch 5 – Stress Ch 6 – Motivation **Exam 1 (Chps. 1-6)**	Exam 1 – *Open 09/14 at 8 AM*
Module 4: 09/16 – 09/22	
Module 4 Ch 9 – Personality and Cultural Values Ch 10 – Ability Team paper	Discussion Forum #2 *Recommended Team Meeting*
No Module: 09/23 – 09/29	
Team paper	*Recommended Team Meeting*
Module 5: 09/30 – 10/06	
Ch 11 – Team: Characteristics & Diversity Ch 12 – Team: Processes & Communication Team paper	Discussion Forum #3 Midterm Collective Peer Evaluation
Module 6: 10/07 – 10/13	
Ch 13 – Leadership: Power & Negotiation Ch 14 – Leadership: Styles & Behaviors **Exam 2 (Chps. 9-14)**	Discussion Forum #4 Exam 2 – *open 10/11 at 8 AM*
Module 7: 10/14 – FRIDAY 10/18 (Last day of class is a FRIDAY)	
Team Project Report Ch 15 – Organizational Structure Ch 16 – Organizational Culture Team paper	*Team Paper – Due <u>Friday 10/18</u> at 11:59 pm* Collective Peer Evaluation – *Due <u>Friday 10/18</u> at 11:59 pm*

*Dates and topics are subject to change: While I do not plan to deviate from the above schedule, unforeseen events may require adjustments.

Technical Support: If you experience any technical issues with Canvas please contact the UNT IT Student Help Desk by phone at 940-565-2324 or via email: helpdesk@unt.edu.

Academic Integrity: UNT's Academic Integrity Policy will be used in the event of academic dishonesty. See this policy at http://vpaa.unt.edu/academic-integrity.htm. Use a spell checker and keep grammatical errors to a minimum. **Plagiarism is not tolerated.** Per University guidelines your written work will be submitted to www.turnitin.com or a similar electronic detection method for an evaluation of the originality of your ideas and proper use and attribution of sources. Individuals that plagiarize will be given a zero on the assignment, with possible referral to the college as outlined in the student handbook.

Students with Disabilities: The College of Business Administration 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, are registered with the UNT Office of Disability Accommodation (ODA), and would like to request accommodation, please contact the instructor of this course as soon as possible to arrange accommodation, preferably by email (virginie.kidwell@unt.edu). Instructor office hours, locations, phone numbers, etc., are listed in this Course Syllabus. University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.

Important Notice for F-1 Students: There is no required on-campus experiential component for this course. To comply with immigration regulations, however, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his/her need to participate in an on-campus experiential component for this course, he/she should contact the UNT International Students and Scholar Services Office (940-565-2195 or email: internationaladvising@unt.edu) to get clarification before the one-week deadline.

SPOT Evaluation: The SPOT (Student Perceptions of Teaching) is the new online student evaluation system for UNT that will be administered in the last few weeks of the term. It will only take a few minutes of your time to complete. I consider your feedback an integral part of the course, and I do carefully review each student's input.

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.

Appendix A – Exams

Two timed exams will be administered using Canvas online. Although I cannot monitor the use of your book and notes, you must complete the exams without the help of anyone else. The exams will consist of multiple choice and/or True/False questions. You will have 60 minutes maximum to complete 50 questions, which is sufficient time to complete an exam of this depth and scope; however, you must pace yourself in order to complete the exam. Please keep in mind that you will be unable to "look up" most questions in the text. Most questions will be structured as application questions. Looking for answers in the text will not be a productive use of your time during the exam. Trying to look up more than 2-3 questions is likely not possible if you plan to complete the exam in this time frame. To do well in this course, you will need to know and understand the text and additional material well.

Only one exam attempt is allowed. Further, once the time for the exam has expired, no more questions may be saved. Please ensure that you save answers that you have completed, so that they will be considered in grading the exam.

The availability period for the regularly scheduled exams is listed on the course schedule. Once you "pick up" your exam, you will have 60 minutes to complete it. You must ensure that you have uninterrupted access to the Internet to complete all your exams. For example, if you accidentally kick the wires off and lose connection, or if your wireless drops out, then you may not be able to get back into the exam. Note that you are not advised under any circumstances to exit the exam, take a break, and then attempt to reenter the exam. The timer begins as soon as you access the exam, and continues even if you exit the exam. You will be able to reenter the exam, as long as it is within the 60 minute timeframe from when you initially started the exam; however, any time you exit the exam, the timer for the exam continues. Please be sure to avoid such situations. Before each test, ensure that your browser settings are updated and compatible with UNT Canvas and that you regularly save your responses.

At a minimum, exams will cover the applicable text chapters outlined in the syllabus and other reading material or videos provided and/or discussed within the course. Be sure to read all exam instructions thoroughly. Please read each exam question carefully and select the best answer. You are responsible for following all exam instructions/directions. The questions will be delivered one at a time, in a randomized manner. Any changes to format or delivery will be specified in the exam instructions. Please read exam instructions carefully to know what is expected for each exam. Note that questions are randomly drawn from the exam question inventory. As such, you can expect that questions will be out of chapter sequence since they are drawn randomly.

Your exam score will not be released until the availability period has ended. In the unlikely event that test security is compromised, the instructor reserves the right to take appropriate follow-up measures. Exam questions, answers, missed questions, correct answers, etc., will NOT be returned in Canvas or in any other form other than in person.

Please be sure to prepare an environment for yourself that is conducive to taking the exam (i.e., quiet, free from distraction, reliable and consistent internet connection).

Appendix B – Discussion Forums

Introduction Discussion Board
There is a forum for the students in the course to get to know one another called "Introduction Discussion Board." In this discussion, you are asked to reply to my thread, briefly answering the questions I have provided. This will assist to get to know your classmate and if you chose so to pick one classmate to complete the final paper with. To keep this discussion board manageable, please **reply** to my thread to answer the questions. Then feel free to reply to individual student's threads to encourage interaction.

Discussion Forums
Part of a useful and effective online course is the additional learning that occurs through meaningful online discussions of the chapter material. Such discussions, when taken seriously and considered carefully, have the possibility to greatly heighten students' learning of the material.

One of your assignments is to participate in online discussions, as scheduled on the course outline. To create a "small" class feel, I will split the class into smaller discussion groups. You should expect to work in a group of 20 students in each discussion setting (you will participate in the same group throughout the semester).

These online discussions require you to post an ORIGINAL RESPONSE to my question(s) (minimum of 250 word for <u>each</u> question, so if two questions then 500 words minimum) and to REPLY to a response provided by one of your classmates (150 word minimum). PLEASE BE AWARE DOING THE MINIMUM does not guarantee max credit. Your grade on each of the discussions is contingent on both your original posts and a reply post to one of your classmates' responses. In order to receive credit for your post, each original response (i.e., response to each question) must contain at least one original research source (outside the text or weekly readings) to support your argument or discussion. The reply is exempt from this requirement, but must contain thoughtful, relevant information.

Please see the schedule of topics and assignments for corresponding due date for discussion post.

Your responses will be graded on the **original contribution (with original citations), meeting the guidelines (including limits), quality, depth, and level of insight**. Keep in mind that posting earlier during the availability window both ensures you complete the assignment and likely gives you the opportunity to make more insightful contributions (i.e., if you are not rushing at the last minute to make a post).

Please do not be offended if I do not reply to your discussion posts. A Discussion Board post from me is unusual simply due to the volume involved. However, I do personally read and evaluate each post you make, and typically provide individual feedback when grading your posts.

Steps for Completing Discussion Forums:
1. Read and analyze the material in the text and all additional readings.
2. Identify the core concepts and theories presented in the chapter, and think about how those tie to the additional readings for the week.
3. Read the questions posed in the discussion forum for that week, and begin researching the topic to clarify new concepts in the question and to seek answers. For example, conduct web-based searches, find information in electronic and hard-copy sources in the library, and access primary contacts.

4. Read what other students have presented in their posts.
5. Use the information gathered in your research to post about your findings and syntheses via your responses (**minimum 250 words per question asked**). Be sure to include a **unique piece of research, beyond the textbook and assigned weekly readings in each response you make**. This shows you have evidence to support your view, and demonstrates higher level thinking. Be sure to link to concepts learned in the chapter as well as define all terminology. I do not care simply for your opinion, so back up your answer with appropriate argumentation.
6. Reply to another student's response for at least one of the questions (**minimum of 150 words**). This does not require an additional, unique citation. Your score for the reply, however, is based on thoughtfulness and substance provided.
7. Each week after the discussions are graded, you can find my comments on your individual post by visiting "My Grades" and clicking "Comments". This feedback will help you as you work to craft subsequent answers.

Please be sure to adhere to the following guidelines when participating in each discussion.
- You are required to provide an original post to each question presented AND respond to at least one of your classmates' posts in one of the question threads (i.e., one response to a classmate for a particular question). **In order to receive credit for the discussion forum, you must make both your original posts, and reply to at least one of your classmates' posts.**
  - o You must make a reply post to my questions presented for the week. Your post must make at least one unique contribution to the discussion for each question; thus, you must read other students' posts in order to ensure you are making a unique contribution. There are advantages to posting early and checking the posts of others in your group frequently.
- Put a lot of thought into each posting you make. Expect to spend a significant amount of time preparing and participating. Starting a few hours before the deadline is never a good idea! Plan sufficient time to prepare.
- A good post is one that adds new insight or that synthesizes past postings by connecting theory with information outside the text. This will require you to do some research before posting your response to a particular week's discussion. Additionally, you should provide at least one new source/point of information (beyond the text and weekly readings) for each question you answer.
- You should provide citations for any new information you provide in your post. For example, suppose you were discussing an article about cultural distance written by Michael Smith in *The Economist* in 2013. You would paraphrase the information, and provide the citation (Smith, 2013). Please refer to my citation guide in the "Team Project Guideline" to assist you with the proper formatting.
  - o Each question addressed in your post should contain at least one unique citation (i.e., a citation not yet presented by one of your discussion group-mates beyond the textbook or weekly readings).
  - o After you have cited an author in-text, you must provide a reference so others can access this particular piece. Also, if the source is online, please provide a link to the source.
- When responding to a classmate's post, focus your attention on the content of his/her prior post. While it is great if your post incorporates issues covered in parallel branches of the thread, you are not required to do so.
- **Avoid using quotes** as much as possible. Using a quote does not display originality of thought. Quotations from other sources should be reserved only in the case of making a really strong point (not when you just can't figure out how to put it into your own words).
- **Avoid plagiarism.** Remember, using the exact or nearly exact words of a source you cite is

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also considered plagiarism. Be sure to paraphrase/summarize what you are reporting. Avoiding plagiarism involves more than simply changing a few words.

- **Avoid repeating material posted by others**. Rather, build on their posts. That will require you to read others' posts prior to making your own.
- Avoid being rude to your classmates in discussion exchanges. For suggested tips please follow this link 'netiquette' recommendations.
- Please do not make "isolated" posts at the "eleventh hour." Such posts do not add substance or quality to the discussion. Posts made in such a manner will be penalized.
- If you cannot access the discussion forum due to a technical issue, please contact the Canvas help desk immediately to seek assistance. Be prepared to provide proof that you have sought assistance in resolving the problem (e.g., I will need the problem ticket no.) Any issues encountered during the last hour or so of availability will be viewed with serious skepticism.

*Cover of Textbook