

## *Course Syllabus* *Organizational Behavior*

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### **Course Information**

<i>Course Number/Section</i>	OBHR 3310.005
<i>Course Title</i>	Organizational Behavior
<i>Term</i>	Fall 2012
<i>Days &amp; Times</i>	Tuesdays & Thursdays 1:00pm – 2:15pm
<i>Location</i>	JSOM 2.115

### **Professor Contact Information**

<i>Professor</i>	Martina Quan
<i>Email Address</i>	eLearning email / <a href="mailto:martina.quan@utdallas.edu">martina.quan@utdallas.edu</a>
<i>Office Location</i>	McDermott Library 1.406K
<i>Office Hours</i>	Fridays 10:00am–12:00pm and by appointment
<i>Other Information</i>	The quickest and easiest way to contact me is through eLearning email. However, if it is a topic that needs to be addressed in person, you can come to my office during the office hours or email me to set up a time to meet.

### **Course Description**

This class introduces you to the field of Organizational Behavior. Over the semester, we will cover a number of topics at the individual, group and organizational level of analysis. We will discuss your role in the organization as an organization citizen. The discussion covers a wide range of topics from how to get along with others in the organization to ethical responsibility. I will teach by a variety of methods including lectures, exercises, cases, class discussions and videos. Please engage fully in all activities and discussions so that your learning experience will be maximized.

### **Student Learning Objectives/Outcomes**

After taking this class, students should be able to:

- 1) Explain and apply major scholarly approaches, empirical findings, and historical trends in organizational behavior at the individual, group, and organizational level.
- 2) Develop an understanding of ethics as they are related to human values, behavior and approaches to making judgments based upon ethical and environmental considerations.
- 3) Understand the sources and consequences of multi-ethnic and multi-cultural diversity and implications for human interactions within and across levels that include intra-personal, interpersonal, group and organizational and inter-organizational interactions.

## Required Textbook

- The required textbook for this course is: Jennifer M. George and Gareth R. Jones: Understanding and Managing Organizational Behavior (6th edition). Prentice Hall. ISBN-10: 0136124437 ISBN-13: 9780136124436

## ELearning and Communication:

You will need to have access to eLearning for the class use. Class notes, the syllabus, and other relevant course-related materials will be posted on eLearning. You may download this material from the website. In addition, you are advised to check your messages on eLearning frequently, and prior to each class session. This will be the main way of disseminating any messages or instructions relating to the course. A university policy to protect student privacy directs that faculty are not required to answer student emails unless they are from a UTD account.

## Grading Policy

Exam I	30%
Exam II	30%
Weekly Online Quizzes	15%
Individual Short Paper	10%
Class Participation	15%

## Grading Scale:

97 and above	A+
94 to 96	A
90 to 93	A-
87 to 89	B+
84 to 86	B
80 to 83	B-
77 to 79	C+
74 to 76	C
70 to 73	C-
67 to 69	D+
64 to 66	D
60 to 63	D-
59 and below	F

## Exams (60%)

There will be two non-cumulative exams. Exam I covers materials for the first half of the course and exam II covers the second half of the course. Exam questions come from the textbook, lecture materials, class discussions, and videos shown in the class. Exam format will be multiple-choice

and/or true/false, fill-in-the-blank and short answer questions. The exams will be in-class, closed note and closed book. Each exam accounts for 30% of your grade. **Please bring a scantron to class on exam dates.**

Preparing for an exam is an important part of the learning process – it takes weeks of preparations, not days or hours. Keeping up with readings, attending classes and working hard on the assignments are the best preparation for the exams.

### **Weekly Online Quizzes (15%)**

Each week, you will have an eLearning based quiz. The quiz is open book/open note and covers the weekly class material. It is designed to help you prepare for the exams as well as help you keep on top of the course material. I will choose your top 10 quiz scores to calculate your final grade (2 lowest scores dropped). Quizzes will be available beginning on Thursday, Sept.6<sup>th</sup> (see eLearning for further details).

### **Individual Short Paper (10%)**

You will submit a short paper by the end of the semester. The paper should be within 2 pages, with 1-inch standard margin on four sides of the paper, and with font size 12. The topic and details will be posted on elearning.

### **Participation (15%)**

Participation is expected and is essential to the learning process. Lack of participation hinders your understanding of the course material and my requirements on assignments. It also hurts your performance, since I constantly emphasize the relevant information on the exams and on eLearning quizzes in class. I may periodically give in-class assignments, which include self-assessment, team exercise, and case analysis etc.. The purpose is to better engage you in course materials and help you think about the issues/topics. You must be in attendance in order to receive this part of grade. There will be a sign-in sheet at each class. Please let me know if you have to miss certain class. Otherwise, your attendance grade will be adversely affected.

**Course Schedule and Readings\*:**

<b>WEEK</b>	<b>DATE</b>	<b>READINGS [COMPLETED BEFORE LECTURE]</b>	<b>TOPIC FOR LECTURE &amp; CLASS DISCUSSION</b>	<b>ASSIGNMENT /QUIZ DUE</b>
1	Tues. 28-Aug		Syllabus, Course Overview, Introduction to OB	
	Thurs. 30-Aug	Chapter 1	What is Organizational Behavior?	
2	Tues. 4-Sept	Chapters 2&3	Individual Differences: Personality and Ability & Values, Attitudes, and Moods and Emotions	
	Thurs. 6-Sept			
3	Tues. 11-Sept	Chapters 4&5	Perception, Attribution and the Management of Diversity & Learning and Creativity	
	Thurs. 13-Sept			Weekly Quiz 1
4	Tues. 18-Sept	Chapters 5&6	Learning and Creativity & The Nature of Work Motivation	
	Thurs. 20-Sept			Weekly Quiz 2
5	Tues. 25-Sept	Chapters 6&7	The Nature of Work Motivation & Creating a Motivating Work Setting	
	Thurs. 27-Sept			Weekly Quiz 3
6	Tues. 2-Oct	Chapter 8	Pay, Careers, and Changing Employment Relationships	
	Thurs. 4-Oct			Weekly Quiz 4
7	Tues. 9-Oct	Chapter 9	Managing Stress and Work-Life Balance	
	Thurs. 11-Oct			Weekly Quiz 5
8	Tues. 16-Oct		<b>EXAM I (CH 1-9)</b>	
	Thurs. 18-Oct	Chapter 10	The Nature of Work Groups and Teams	Weekly Quiz 6
9	Tues. 23-Oct	Chapters 10&11	The Nature of Work Groups and Teams & Effective Work Groups and Teams	
	Thurs. 25-Oct			
10	Tues. 30-Oct	Chapter 12&13	Leaders and Leadership & Powers, Politics, Conflict, and Negotiation	
	Thurs. 1-Nov			Weekly Quiz 7

11	Tues. 6-Nov	Chapters 13&14	Powers, Politics, Conflict, and Negotiation & Communicating Effectively in Organizations	
	Thurs. 8-Nov			Weekly Quiz 8
12	Tues. 13-Nov	Chapters 15&16	Decision Making and Organizational Learning & Organizational Design and Structure	
	Thurs. 15-Nov			Weekly Quiz 9
13	Tues. 20-Nov	NO CLASS	THANKSGIVING WEEK	
	Thurs. 22-Nov			
14	Tues. 27-Nov.	Chapters 16&17	Organizational Design and Structure & Organizational Culture and Ethical Behavior	
	Thurs. 29-Nov			<b>Short paper due</b> Weekly Quiz 10
15	Tues. 4-Dec.	Chapters 17&18	Organizational Culture and Ethical Behavior & Organizational Change and Development	
	Thurs. 6-Dec			Weekly Quiz 11
16	Tues. 11-Dec		<b>EXAM II (CH 10-18)</b>	Weekly Quiz 12

**\* This schedule is flexible and is subject to change as necessary.**

## SYLLABUS ADDENDUM

### E-mail Policy

Email Use The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information.

UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

### Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, A to Z Guide, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3, and in Title V, Rules on Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own.

As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic

dishonesty are subject to disciplinary proceedings. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism.

### Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog.

Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's Handbook of Operating Procedures. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

### Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

### Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. The contact

information for the Office of Disability Services is: The University of Texas at Dallas, SU 22 PO Box 830688 Richardson, Texas 75083-0688 (972) 883-2098 (voice or TTY).

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

### Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated. The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment. If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

### Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below.

Additional information is available from the office of the school dean.

([http://www.utdallas.edu/Business/Affairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/Business/Affairs/Travel_Risk_Activities.htm)).

### Important Notes

Throughout the semester, each student is expected to follow the university's guideline on student conduct with regard to cheating and other dishonorable behaviors. Severe consequences can occur if such rules are not followed.

The instructor also reserves the right to deduct from a student's individual class participation credit if the student has shown severe non-constructive behavior in class (such as disrupting the class or abusing another individual), in addition to other disciplinary actions.

If a student is absent or late to a class meeting, it will be his or her responsibility to catch up with all the missed materials including any announcement made while the student was absent. No make-up exams or lectures will be given. It will also be the students' responsibility to accept any consequences that may result from absences. No late assignments will be accepted. Finally, it is a student's responsibility to read the syllabus thoroughly and regularly and keep track of all the important dates and requirements every week.

Experience shows that the answer for most questions that students ask can in fact be found in the syllabus. Please always consult the syllabus before contacting the instructor.

***These descriptions and timelines are subject to change at the discretion of the Professor.***