



OBHR 3310-003: Organizational Behavior
Fall Semester 2013 Monday/Wednesday 2:30pm - 3:45pm
Room JSOM 2.801

Class/Instructor Information

Instructor:	Virginie (Ginny) Lopez-Kidwell
Email:	virginie.kidwell@utdallas.edu <i>Email is, for me, the most effective means of communication; however, I neither read nor respond to email on a 24-7 basis. You should expect an answer within 1 business day. Please plan ahead!</i>
Office	4.403 Naveen Jindal School of Management (JSOM) & Office phone (972) 883-2298 <i>Please know for important and/or urgent matter email is best as I may not always check my office voicemail on a daily basis.</i>
Office Hours:	3:45-5pm on Monday & Wednesday (or by appointment) <i>Though I welcome drop-ins, it is usually a good idea to email me ahead of time if you have a pressing issue to discuss. I honor my office hours but meetings, both with students and faculty, may be scheduled during these times.</i>
Website:	Class web site/E-learning: https://elearning.utdallas.edu/webapps/portal/frameset.jsp Coursebook site: http://coursebook.utdallas.edu/search/searchresults/term_13f/cp_obhr/3310/vxk133330 My Academic site (<i>I will be added shortly in the directory</i>): http://jindal.utdallas.edu/faculty/ My Linked-In Profile: http://www.linkedin.com/in/ginnykidwell
Pre-requisites	RHET 1302, MATH 1325, & BCOM 3311 or ACCT 3311

Class Material

1. **Organizational Behavior, v. 1.1** by Bauer & Erdogan from Flatworldknowledge
<https://students.flatworldknowledge.com/course/1441145>.

Purchasing this book is critical in preparing yourself for the lectures, exams, and assignments. The cost for this book even as new is minimal and the publisher offers various options (digital only \$34.95 or digital & print book \$49.95). You may find a used copy as well. Or you can also share 1 textbook with another classmate as you wish (no online assignment so the digital access may be shared and is optional). I will provide the first chapter as a pdf file as a courtesy. Additionally I will leave at the Eugene McDermott Library 2 textbooks on Reserve which can be checked out for 2 hours at a time (call number 13457 & 13458).

2. **VLeader Leadership Business Simulation Software** by SimuLearn inc.
http://www.simulearn.net/LeadershipSupport/UT_Dallas.html.

You are required to purchase the VLeader leadership business simulation (by Aug. 30th, \$49.95 to be paid online, plus 2\$ to be paid in class for our fun performance competition. Once the product is purchased, you will receive the software and after installing it and registering for an account, you will have access to: the introductory training, 5 leadership simulations & a student workbook. You are also eligible as an option to receive a formal leadership training completion certificate (which you can list on your resume as an official training). More details will be given in class regarding the certification.

Class Description & Learning Outcomes

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 behavior 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.

By the end of this course, you should have obtained the knowledge to provide an overview of the fundamental theories and principles of organizational behavior, and to illustrate how these theories are translated into practice within organizations, such as being able to:

1. Describe and understand the importance of Organizational Behavior.
2. Distinguish between traits, perception, attitudes and behaviors and analyze their impact on organizations.
3. Explain the motivation process and how to design jobs to increase motivation.
4. Identify the causes of stress, and emotions and managing their impact.

5. Describe the various components and functioning of effective teams.
6. Learn how to manage conflict and effectively negotiate with others.
7. Understand the challenges of managerial decisions.
8. Identify and recognize different leadership styles.
9. Gain an appreciation for the importance of emotional intelligence, how to navigating the socio-political organizational world, and the many challenges of interpersonal interaction.
10. Develop an understanding of ethics as they are related to human values, behavior and approaches to making judgments based upon ethical and environmental considerations.
11. Demonstrate an understanding of the sources and consequences of multi-ethnic and multi-cultural diversity and implications for human interactions within and across levels that include intrapersonal, interpersonal, group, as well as organizational and inter-organizational interactions.

Student Evaluation

COURSE EVALUATION*	POINTS AVAILABLE
2 Exams In-Class (200 pts each)	400pts
Leadership Business Simulation Simulations: Intro, 1, 2, 3 (25 pts each) Organizational Scenario Development Team Thinking Paper (<i>weighted by peer evaluation</i>)	400pts 100pts 100pts 200pts
Class Participation, Preparation and Attendance	200pts
Total Possible Points	----- 1000 pts

**Students are treated as consistently as possible, and no student receives preferential treatment over another. Your grade is a reflection of the above evaluation.*

Course Grade Scale

Final Point Total	Letter Grade
970-1000	A+
940-969	A
900-939	A-
870-899	B+
840-869	B
800-839	B-
770-799	C+
740-769	C
700-739	C-
680-699	D+
670-679	D
660-669	D-
0-659	F

Course Assignments

Exams (In-Class)

There will be 2 midterm exams and no final. All midterm exams will be closed book, non-cumulative, multiple choice format. Each exam will consist of 50 multiple choice questions worth 4 points each (for a total of 200pts). The questions will come from both the in-class lecture (e.g. handouts, instructor or guest lectures, in class exercises, videos and discussions) and the assigned chapters from the text (related to what we covered in class). I will give you a list of review topics from which the questions will be drawn on the review day. No Make-up for missed exam.

Leadership Business Simulation

This is a crucial portion for this class! We will use the last part of the semester to apply what we have learned. Please note you will be graded on your effort, critical thinking, writing & learning and not on the actual simulation scores (however we will have a fun performance competition with \$ reward for the top 5 performers). This is your chance to apply what you learn & raise your emotional abilities! You will need to complete (no late assignment accepted):

1. The introductory training to get familiar with the simulation (individual task).
2. The Simulations Scenario 1 to 3 along each related assignments (individual task).
3. Develop & write up an organizational scenario related to the simulation (individual task).
4. Write-up a Team Thinking Paper related to the Simulation Experience (due Final week, Monday Dec. 16th 3:45pm printed copy to slide under my door of my office JSOM 4.403).

All information regarding the above assignments will be given in due time and posted on E-learning.

Class Attendance, Participation & Preparation

Regular class attendance, participation and preparation are expected of each student.

Class participation will be assessed through of variety of class activities to be conducted during most classes, to keep you engaged with the class material. Those are graded on merit only, meaning attending that class and participating into the activity. You are all awarded with the maximum of 100pts at the start of the semester. You may miss up to 2 activities and still keep your full credit, but for each subsequent missed activity, you will lose 20pts. No Make Up for In-Class Participation.

Class preparation will be assessed through a number of "topic assignments" to be completed at home, and turned in at the beginning of class (typed printed copy), designed to prepare you for the lecture and illustrate important concepts. You are all awarded with the maximum of 100pts at the start of the semester. You may miss up to 2 of those assignments and still keep your full credit, but for each subsequent missed activity, you will lose 20pts. No Make Up for Class preparation. No late assignments will be accepted nor if you emailed me your assignments, you must turn it in person at the beginning of the class when it is due and to me personally. Those are mostly graded on merit as well, meaning you answered all the questions, I can read your answer properly, and you listed your information.

Extra Credit

At my discretion, there may be opportunity for extra credit during the semester. Those will be rare so take advantage of those when they occur. No make-up for extra credit opportunities.

Assignment Schedule

Please check E-learning for all above described assignments due dates (Class participation will not be scheduled in advance).

Course Policies

Late Work, Missed Assignments and/or Exams and Appeal

- 1. There will be no make-up for exams, class participation & preparation, simulation assignments or final paper!**
 - a. If you miss an assignment with an unexcused absence you will receive a zero unless otherwise specified in this syllabus.
 - b. If you miss an assignment with an excused absence approved by UT Dallas (e.g., serious illness, family death, etc.) with written documentation the weight from the missed assignment will be reassigned equally to the rest of the grading category.
- 2. Deadlines:** The failure to complete any assignment at the specified time represents a failure to meet your responsibilities. Any assignment, which is not submitted at the specified time, will receive a grade of zero (0) unless otherwise specified in this syllabus.
- 3. Appeal Procedures:** I handle the process of assigning grades with great care and deliberation (File any appeal with me within 1 week period once an assignment is returned).

Statement regarding potential academic dishonesty

Academic dishonesty (e.g., cheating and plagiarism) will not be tolerated and will be dealt appropriately according to procedures in accordance to UT Dallas policy. All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will determine guilt or innocence. If a determination of guilt is found, at minimum a grade of zero will be recorded for the assignment in question.

Course Communication

I will post all class announcements, schedule, changes, readings, assignments and teaching materials to E-learning. It is your responsibility to check the web site and your UT Dallas email. I will use only your UT Dallas email account for all correspondence. If you miss a class, you are responsible for getting the notes/assignments/class updates from another student.

Professional Behavior

You are expected to come to class prepared (e.g. readings & assignments done before class), to be attentive, engaged and act professionally.

This means the following behaviors are inappropriate:

- a) Talking while I am presenting material in class or while other students are participating in class discussions;
- b) Interrupting me and your fellow students by arriving late for class;
- c) Using your cell phone or other digital device for communication. **PLEASE: NO TEXTING! NO FACEBOOK and alike social network sites! NO EMAIL! NO INTERNET (unrelated to class)! You are allowed to use your digital device only for class purpose: note taking, slides viewing, book chapter viewing. If you are not respecting these rules, you will be asked to turn off your device for this class.**
- d) Doing outside work, reading non-class material, studying for another class, sleeping, etc.
- e) Last I welcome healthy debate however disagreements in points of view should not be made in an antagonistic or derogating manner.

If I feel you are disrupting the learning process of your classroom peers and/or my teaching, you will be asked to leave. If you are asked to leave more than 1 time in a semester, you will

receive a one-letter grade deduction for your semester average. If you are asked to leave more than 2 times you will be dismissed from attending this class and reported to the proper university channel to handle such disruptive behaviors, and received appropriate consequences for your semester grade.

Questions

When you don't know something or are confused about a particular topic, assignment, or anything related to this class and your progress, do not hesitate to ask me in class or outside of class. I cannot help you if I am not aware there is an issue to start with!

Student's Progress

You will be able to access all of your grades in the course via the E-learning course website. Please Note: the instructor for this course, I reserve the right to retain for pedagogical reasons any student's test, any work submitted by the student.

Written Assignments

Written work must be prepared in a professional manner. It is to be clearly written (typed if done outside of class, 12pts, single spaced, Times New Roman font, 1 inch margin, stapled if more than 1 page), stating your class, and your information. Work which is not presented in a professional manner as described will be reduced a full letter grade or at the very least, points will be taken off.

Special Accommodations

It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student Access Ability (OSA) is required. If you are eligible to receive an accommodation and would like to request it for a course, please discuss it with an OSA staff member and allow at least one week's advanced notice. OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at (972) 883-2098, or by email at disabilityservice@utdallas.edu.

UT Dallas Syllabus Policies, Academic Procedures, and Resources

1. The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus: <http://go.utdallas.edu/syllabus-policies>.
2. The list of Academic Policies and Procedures for undergraduates can be found in the following link: <http://catalog.utdallas.edu/2012/undergraduate/policies>.
3. Finally a list of university resources for study and campus life can be found here: <http://catalog.utdallas.edu/2012/undergraduate/resources/index>

Agreement to the Terms of the Syllabus

This syllabus should be considered a contract, whereby you agree to abide by the terms and requirements within this syllabus.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Fall 2013 General Course Schedule*

Part I: Learning about Organizational Behavior

Topic 1: Organizational Behavior, Ethics & Managing Diversity **Aug. 26th-28th**

→ **BUSINESS LEADERSHIP SIMULATION PURCHASED** **Aug. 30th**

Part II: Individuals in Organizations

Topic 2: Individual Difference and Perception **Sept. 4th-9th** (**NO CLASS Sept. 2nd Labor Day**)

Topic 3: Individual Attitudes and Behaviors **Sept. 11th**

Topic 4: Motivating Employees: a) Theories of Motivation; b) Designing a motivating work environment **Sept. 16th-18th-25th** (**NO CLASS Sept. 23rd Traveling**)

Topic 5: Managing Stress & Emotions **Sept. 30th-Oct 2nd**

→ **In-Class EXAM 1** **MOND Oct. 7th** (*Review guide posted on E-Learning a week prior*)

Part III: Leadership and Team Behaviors

Topic 6: Communication **Oct 9-14th**

Topic 7: Managing Groups & Teams **Oct 16-21th**

Topic 8: Conflict and Negotiations **Oct 23-28th**

Topic 9: Making Decisions **Oct 30th**

Topic 10: Leading People within the Organizations **Nov 4-6th**

→ **In-Class EXAM 2** **MOND Nov. 11th** (*Review guide posted on E-Learning a week prior*)

Part IV: Applying Organizational Behavior

SIMULATION-INTRODUCTION: Getting Familiar with Business Leadership Simulation Software & Team formation for Group Thinking Paper. **Nov 18th** (**NO CLASS Nov. 13th to prepare for introduction simulation assignment**)

SIMULATION-SCENARIO 1: 'One on One' ~ Communication & Leadership **Nov 20th** (**NO CLASS Nov. 25th-27th FALL BREAK & THANKGIVING**)

→ **ORGANIZATIONAL SCENARIO WRITE-UP** Due **MOND Dec. 2nd**

SIMULATION: SCENARIO 2: 'The New Person' ~ Power & Influence **Dec 2nd**

SIMULATION-SCENARIO 3: 'The Status Quo' ~ Conflict & Teams **Dec 4th**

The 'Last Lecture' (Must Attend): Emotional Intelligence in the Workplace **Dec 9th** (**NO CLASS Dec 11th to work on your group final paper!**)

→ **GROUP THINKING PAPER** Due **MOND Dec. 16th 3:45pm** (*No in-class final!*)

* Please refer to E-learning for detailed and most up to date schedule, as well as all class announcements.

**In-class exams I and II are held at regular class time in JSOM 2.801.