

OBHR 3310 Tuesdays and Thursdays **Organizational Behavior**

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Fall 2015
University of Texas at Dallas
P.O.Box 830688, SM-20
Richardson, Texas, 75083

Required Texts:

The 7 Hidden Reasons Employees Leave, by Branham
Primal Leadership, by Goleman

You will need three (3) scantron forms # 882-E available in the bookstore.

Course Description:

This course will provide you with an introduction to the field of Organizational Behavior. We will cover many topics at the individual, group, and organizational levels using a variety of instructional methods. Participation in all activities is necessary.

Purposes of the course- By the time you leave this class, you should be able to:

- 1) develop insight and sensitivity in regards to people in organizations,
- 2) develop an understanding of Organizational Behavior as a behavioral science that impacts individuals, specifically through decision making, values, motivation, leadership, perception, and job satisfaction,
- 3) develop an understanding of how groups function and how groups and individuals interact through group dynamics, conflict resolution, and team work,
- 4) apply associated theories to individual, group, and organization level behavior,
- 5) respond in a profitable manner to the impact that diversity and ethics have on organizations,
- 6) transfer the research, concepts, and theories in the study of organizational behavior to real-life settings.

Program Learning Objectives- upon successful completion of this course, students will be able to:

- 1) explain and apply major theoretical and scholarly approaches, empirical findings, and historical trends in a social/behavioral science
- 2) explain and apply basic research methods in a social/behavioral science.
- 3) identify, explain, and apply modes of critical thinking used in a social/behavioral science.

Final Grade Calculation will be as follows (percent of total points):

97 and above	A+	Grade evaluation mix	
93 – 96.99	A		
90 – 92.99	A-	Test 1	24%
87 – 89.99	B+	Test 2	24%
83 – 86.99	B	Test 3	24%
80 – 82.99	B-	three papers (5% each)	15%
77 – 79.99	C+	attendance (1% for 10 random days)	10%
73 – 76.99	C	case study assignment	3%
70 – 72.99	C-		
67 – 69.99	D+		
63 – 66.99	D		
60 – 62.99	D-		
anything below 60%, is a grade of F			

There will not be a make-up exam if you miss a test. If you miss the first test, you will take a cumulative final test. If you score poorly on the first test, you do not have the option of taking a cumulative final exam.

If you wish to do well in this class:

- attend class regularly, this should be taken for granted

- take good notes (I don't supply copies if you are not here)
- do well on exams
- arrive on time, don't suggest a time to leave
- try to not get up in the middle of a lecture and walk out, be courteous to everyone
- do your own work, no side conversations, turn off all electronics
- never drop a class without first consulting the instructor, even if you can't stand them (me)
- On scantron graded exams, the machine will count any answer wrong if it perceives that two or more answers were given. Therefore, completely erase answers that you change.
- It is important that you attend class regularly. You are responsible for all material presented in class and all material present in the assigned readings from the textbooks. You will not do well in the class if your attendance is poor. I encourage everyone to exchange contact information with at least two other classmates so that you are able to obtain lecture notes and other course information should you miss a class. It is your responsibility to stay current with the class. I will not bring hand out materials to subsequent class sessions; you will need to make copies on your own if necessary.

We will respect all opinions and cultures in class. Students will be expected to be open minded and willing to learn and experience. By the same token, this class will not be a forum for any student to personally attempt to advance any cultural, religious, or political viewpoint beyond the scope of the material considered pertinent to the course.

Policy on Cheating:

I expect all students to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to the strictest disciplinary penalties that I can persuade the University to enforce, including the possibility of failure in the course and dismissal from the University. Can I catch everyone? Probably not- but I will try. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22). You may be asked to verify your identification during examinations. Failure to do so will result in a grade of zero for the examination. It is required that you bring a picture ID to class to verify your identification.

Course Schedule

<u>Tuesdays</u>	<u>Weekly Topics</u>	<u>Thursdays</u>
8/25/2015	Introduction, start reading Branham	8/27/2015
9/1/2015	Past Perspective	9/3/2015
9/8/2015	Context of O.B.	9/10/2015
9/15/2015	Values, Perceptions	9/17/2015
9/23/2015	Attitude, Learning	9/24/2015 (paper #1 due on 9/24)
9/29/2015 Test #1 on Tuesday, 9/29		10/1/2015 (Test Results on 10/1)
10/6/2015	Personality, Emotions, discuss Branham	10/8/2015
10/13/2015	Motivation, start reading Goleman	10/15/2015
10/20/2015	Decisions, Comm.	10/22/2015 (paper #2 due on 10/22)
10/27/2015	Leadership	10/29/2015
11/3/2015 Test #2 on Tuesday 11/3		11/5/2015 (Test Results on 11/5)
11/10/2015	Power, Politics	11/12/2015
11/17/2015	Conflict, Structure, Design	11/19/2015
11/24/2015, Fall Break		11/26/2015, Thanksgiving
12/1/2015	Culture, Change, discuss Goleman	12/3/2015 (paper #3 due on 12/3)
12/8/2015 Test #3 on Tuesday 12/8		

I reserve the right to alter any portion of this syllabus according to my best judgment.

Written Assignments

You will complete three papers. The topics are presented below.

Basics:

- Each paper will be **at least** three pages in length
- double spaced, 12 point *Times New Roman* or *Arial* font, standard margins; in black or dark blue ink; no cover pages or folders
- name, date, and topic in a heading at the top of the first page, staple the pages together
- each paper will be **due in class on the date indicated**
- each paper is worth 5% of the grade evaluation mix for a total of 15%
- **late papers will be worth a maximum of only three percent of the grade evaluation mix**
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Due 9/24/15

Do you agree with the idea presented in Branham that “people join companies, but they leave managers.”? Elaborate. Please explain the potential ethical and cross cultural issues involved in this dynamic?

Due 10/22/15

Does diversity impact ethical decisions and behavior in general in the workplace? Explain your answer by providing examples or share experiences that illustrate your ideas. How would you relate your thoughts on this question to the “seven reasons” presented in Branham?

Due 12/3/15

Write about an example in your life of a resonant leader. Don’t have one- then pick the opposite. Compare the skills and abilities this person either does or doesn’t possess with your own skills. The most difficult part of this assignment will be the self-examination required to understand yourself. Use the ideas presented in Goleman to frame your analysis.

Print them at home and staple the pages together before coming to class on those days. Avoid the lab dilemma.

Attendance Policy

Class attendance is mandatory and necessary .

Excused absence. Absences for deaths in one’s immediate family, medical problems, formal UTD athletic and scholastic events, religious holidays, and jury duty will be excused if I am advised by e-mail ahead of time. I reserve the right to decide if an absence is excused in all other cases. I do not consider studying for an exam, working on a project, picking up people at the airport, resting because you are tired, or attending a party to be excused absences.

Required email message. For logistical reasons, even if you tell me, phone me, or write me a note concerning an absence, **you must in addition email me.**

No retroactive excuses. After-the-fact retroactive excuses for absences will not be accepted, unless it is a true last minute emergency. You must advise me by email before class. If you could have advised me but did not, the absence is not excused regardless of the reason

College athletics. I honor the University’s request not to penalize individual absences for college athletic events. You still have to advise me by email personally each time that you will be absent. The global notice from the athletic department at the beginning of the semester does not suffice.

Religious obligations. The principles governing religiously motivated absences are similar to those for athletic absences. You have to email me ahead of time for each absence.

Students who try to “beat the system”. A small percentage of students will inevitably try to abuse the attendance system. This happens in at least three ways.

- **Fraudulent sign-ins.** Cases of fraudulent signatures for an absent friend have been detected and the perpetrators identified. It is quite easy to detect changes in a student’s signature. In addition, if the sign-in count differs from the physical count, we will physically call the roll. If you break both wrists and have to sign in with your toes, let me know. I’ll be reasonable.
- **Sign-ins followed by speedy exit.** Some students sit at the back, sign the sheet, and leave. This is as deceptive as having a friend sign in for you.
- **Showing up after class ends.** Be on time for class. Once the sign in roster has circulated, throughout the room- no one else will sign in.

Let me emphasize- because attendance can impact your grade, falsifying attendance records is cheating. Because points are given for attendance, I will consider such fraud as serious as cheating on an exam or turning in a plagiarized paper and will initiate disciplinary action.

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 Student Services and Activities of the university's *Handbook of Operating 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 and is over 90% effective.

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.

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.