

Course Syllabus

Course Information

<i>Course Number/Section</i>	OBHR 3310.002 OBHR 3310.003
<i>Course Title</i>	Organizational Behavior
<i>Term</i>	Fall 2015
<i>Days, Times & Location</i>	Section 002: Mondays, Wednesdays & Fridays: 9:00 am - 9:50 am, JSOM 2.107 Section 003: Mondays, Wednesdays & Fridays: 10:00 am - 10:50 am, JSOM 2.107

Professor Contact Information

<i>Professor</i>	Barbara Lee
<i>Office Phone</i>	972-883-5852 (during office hours)
<i>Cell Phone</i>	940-597-5225
<i>Email Address</i>	Please use eLearning - expect an answer within one business day
<i>Office Location</i>	SOM 2.712
<i>Office Hours</i>	Mondays, 11:30-1:00 and by appointment

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Pre/Corequisite: [BA 3311](#).

Course Description

This course is an introduction to the field of Organizational Behavior. Research demonstrates that, time and again, understanding people, groups and organizations is a more critical determinant of success than technical skills. We will be discussing your role in the organization as an organizational citizen – covering a wide range of topics including how to motivate and reward people, what makes work groups function effectively, the impact of leadership styles and communication, how to access and accumulate power and influence, how to diagnose and manage change. The class will be conducted using a variety of methods including but not limited to lectures, exercises, cases, class discussions, and videos.

The goal of this course is to provide you with an overview of the many critical concepts and skills offered by the discipline of organizational studies. The expected benefits include a chance to analyze your personal dispositions and skills so that you can make better choices and be effective in your work and careers.

Your active engagement and sharing of experiences will be key factors in making this course a success. Respect for the opinions of others is an essential characteristic for a learning community. Although it is likely you may not agree with everything that is discussed or said in this course, you are expected to express your viewpoints in a manner that is courteous and respectful.

Learning Objectives/Outcomes

After taking this class, students should be able to:

- 1) Explain and apply major scholarly approaches and empirical findings in Organizational Behavior at the individual, group, and organizational level.
- 2) Describe team processes and explain the characteristics associated with effective team performance.
- 3) Develop an understanding of ethics as they are related to human values, behavior and approaches to making judgments based upon ethical and environmental considerations.
- 4) Demonstrate an understanding of the sources and consequences of multi-ethnic and multi-cultural diversity and develop strategies to bridge differences and capitalize on the benefits of diversity in all its forms in organizations.
- 5) Analyze and explain the connection between OB concepts and personal work experiences.

Required Textbook and Materials

Required Text

Book Title: Organizational Behavior V2.0

Author(s): Talya Bauer, Berrin Erdogan

ISBN: 978-1-453371176

Publisher: www.flatworldknowledge.com

Various ordering options range from \$35 to \$130.

Go to www.students.flatworldknowledge.com and find your class using my name.

Required Materials

- Additional readings for various chapters will be announced in eLearning. All of these readings can be accessed for free through the library website or will be provided as attachments within the eLearning folders.
- Videos pertaining to the course materials will be available and assigned as necessary throughout the semester.

E-Learning and Communication

You will need to have access to eLearning. Class slides and other relevant materials will be posted on eLearning. In addition, you are advised to check your messages on eLearning frequently, and prior to each class session. This will be the main way to disseminate any messages or instructions relating to the course. A university policy to protect student privacy directs that faculty are not required to answer student e-mails unless they are from a UTD account. This means that I will not respond to e-mails unless they come from a UTD account.

Course Schedule

To ensure a high quality learning experience, it is critical that you prepare thoroughly before each class Meeting. **Readings and assignments are to be completed before class.** You will get the most from each class by participating actively in class discussions each day. Contributions from everyone are critical to the success of the course and to the shared learning experience.

This course outline provides a general plan for the course. I reserve the right to make changes to content, requirements, and schedule. All changes will be announced in class.

Date	Topic	Readings and Assignments Due
Aug 24 Aug 26 Aug 28	Syllabus, Course Overview, Introduction to OB What is Organizational Behavior?	Chapter 1 Submission of printout from Plagiarism Quiz
Aug 31 Sept 2 Sept 4	Managing Demographic and Cultural Diversity Syllabus Quiz in class on 9/2	Chapter 2 Teams formed in class on 9/4
Sept 7 Sept 9 Sept 11	Labor Day Holiday – NO CLASSES Understanding People at Work: Individual Differences and Perception	Chapter 3 Team sign-up submitted and scheduled in eLearning by 9/11
Sept 14 Sept 16 Sept 18	Managing Groups and Teams	Chapter 9
Sept 21 Sept 23 Sept 25	Individual Attitudes and Behavior	Chapter 4 Short Paper 1
Sept 28 Sept 30 Oct 2	Exam 1 Introduction to Motivation at Work	Chapters 1, 2, 3, 4, 9, plus supplemental materials Chapters 5 & 6 OB in the News Presentation by Team 1 (10/2)
Oct 5 Oct 7 Oct 9	Theories of Motivation	Chapters 5 & 6 OB in the News Presentation by Team 2 (10/7) OB in the News Presentation by Team 3 (10/9)
Oct 12 Oct 14 Oct 16	Managing Stress and Emotions	Chapter 7 OB in the News Presentation by Team 4 (10/16)
Oct 19 Oct 21 Oct 23	Communications	Chapter 8 OB in the News Presentation by Team 5 (10/21) OB in the News Presentation by Team 6 (10/23)
Oct 26 Oct 28 Oct 30	Conflict and Negotiations Exam 2	Chapter 10 Chapters 5, 6, 7, 8, 10, plus supplemental materials
Nov 2 Nov 4 Nov 6	Making Decisions	Chapter 11 OB in the News Presentation by Team 7 (11/4)

Nov 9 Nov 11 Nov 13	Leading People Within Organizations	Chapter 12 Short Paper 2
Nov 16 Nov 18 Nov 20	Power and Politics	Chapter 13 OB in the News Presentation by Team 8 (11/18) OB in the News Presentation by Team 9 (11/20)
Nov 23 Nov 25 Nov 27	Fall Break Enjoy!	
Nov 30 Dec 2 Dec 4	Organizational Structure and Change Organizational Culture	Chapters 14 & 15 OB in the News Presentation by Team 10 (12/2) OB in the News Presentation by Team 11 (12/4)
Dec 7 Dec 9	Review Exam 3	Chapters 11, 12, 13, 14, 15, plus supplemental materials

Grading Policy

Team Project	
1. OB in the News, Paper and Presentation	20%
Individual Assignments	
2. 2 Individual Short Papers (each 7.5%)	15%
3. Participation	20%
4. Quizzes, Supplemental Assignments	10%
5. AACSB Accreditation exercise	5%
6. 3 Exams (each 10%)	30%
	100%

Grading Scale

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

If you have questions about grades, please make an appointment with me. **All grade inquiries must be made within two weeks of the posting of the grade.**

Descriptions of Course Assignments

Plagiarism Tutorial & Quiz:

Use the website below to complete your plagiarism tutorial and quiz:

http://www.umuc.edu/prog/ugp/ewp_writingcenter/modules/plagiarism/start.html

Review the tutorial and retake the quiz as many times as is necessary to earn a grade of 100% correct on the quiz. Print your quiz results and submit your print-out on the assigned date.

You must complete the tutorial and quiz successfully in order to be allowed to submit any papers.

1. OB in the News, Paper and Presentation (20 points, or 20%)

Teams will be responsible for using current events to facilitate the discussion of OB concepts over the course of the semester. Each team will choose a specific day on the syllabus schedule and then use current events (movie clips, newspaper/magazine articles, TV shows, etc.) to **creatively** illustrate OB concepts relevant to the material being reviewed during the week of their presentation.

Presentations may be no longer than ten minutes and each team member must contribute in some manner. The presentation and a short paper (5-7 pages) highlighting the learning event and summarizing the materials covered, with references must be submitted the same day. The team will submit one paper and one copy of the presentation. To assure all team members are represented, a cover page must be provided - including the date of the presentation, the topic and a list of all team members. (Refer to section 2 for basic information on submission of papers).

Guidelines for group dynamics and policies for any non-participating group members:

All groups have hiring and firing capabilities. Individuals have the ability to resign a group. However, every student must belong to a group. If you have conflicts with your group, you may resign – but you interview and find a position with another group. Conversely, groups may discharge members, but the students fired from a group must find another group. I have found this method greatly reduces social loafing. You will be evaluated by your peers! At the end of the semester, each student will rate the performance of their fellow team members. This rating will be used to adjust your individual grade for the group assignment.

You will form your own groups (no more than 5) by using the group sign-up sheet within the first week of class. Once the groups are formed, each team must sign up for a presentation date. The presentation will occur in class on the date identified, and the team will submit their assignment – the PowerPoint and paper – at the beginning of the class.

2. Individual Short Papers (15 points, or 15%)

Each student will complete 2 short papers of at least 3 – 5 pages in length. The topics and details are provided below. Each paper is worth 7.5% of the grade for a total of 15%.

Basic information:

- Each paper must be at least 3 pages in length

- Double-spaced, 12 point *Times New Roman* or *Arial* font, standard margins, black ink
- No cover pages, no folders
- Name, date and topic must be included in the heading at the top of the first page, staple the pages together
- Each paper is due at the beginning of the class on the date indicated
- A grading rubric will be provided in eLearning

Due 9/23/2015

In chapter 4 of the text, the authors write of how first impressions formed about people often have a lasting effect. Do you agree? Do you believe in second chances to make a “first” impression? Elaborate and explain using concepts from the chapters covered to date and supplemental reading assignments.

Due 11/11/2015

What are some of the types of conflict individuals may experience at work? Using concepts from the Chapters and supplemental readings – choose one of the following and elaborate – including personal experience, if applicable:

- Emotional contagion
- Bullies in the workplace
- Common outcomes of conflict – positive and/or negative

3. Participation (20 points, or 20%)

I will periodically collect information on your participation. This may include your participation in class discussions, short in-class writing assignments, and group activities. You can earn 2 points each time for your active participation in these activities.

Participation will count for 20% of your grade. The grade will be calculated according to the number of points you accumulate over the course of the semester. There is a maximum of 20 points. There is ample opportunity to receive the full 20 points, even if you have to miss a class. If you come to class regularly and you read the material ahead of time, it should not be difficult for you to earn the maximum 20 points. However, if you choose not to attend class, then your grade will suffer.

The success and value of this course depend on class discussion. We all have experiences that will enrich the topics and direction of discussion in this course. This means that you need to be fully acquainted with the readings for a given session and come prepared to ask questions. It is my expectation that you will have read the assigned material and **be prepared to participate in class discussions and activities.**

Class discussions provide the opportunity to practice speaking and persuasive skills, as well as the ability to listen. High-quality participation involves knowing when to speak and when to listen or allow others to speak. The best class comments:

- make or raise issues that are relevant to the current focus of the class;
- show curiosity and a willingness to experiment;
- use facts and data to support arguments and conclusions;
- take into consideration the ideas already offered by others;

- help to build a positive learning environment for everyone;
- help others feel safe about participating and engaged to share their opinions and comments.

Attendance is a very important part of the grade equation. If you miss more than a few classes, it will impact your grade in several ways. You might miss participation points. You may also miss important information that will be on the exam. The participation grade is designed so that it is possible for you to miss one or two without consequence (provided you do well on the others). However, repeated missed in-class activities will negatively impact your grade. Simply, if you do not plan to come to class on a regular basis, it is unlikely that you will pass.

4. Quizzes and Supplemental Work (10 points, or 10%)

Throughout the semester, you will be required to demonstrate your knowledge of the concepts covered. Short quizzes and writing assignments will occur without notice to assure you are current on the reading assignments, participating in class discussions and developing a more thorough understanding of the critical concepts and learning objectives required for the successful completion of this course. Although the points in this category only account for a small percentage of your grade, it is important to demonstrate your knowledge and awareness so future lectures are catered to assure the material is meaningful and informative.

5. AACSB Accreditation exercise (5 points, or 5%)

This will be a brief essay sent out in late October from the department administrator. All students will be required to provide a 500-750 word response demonstrating an understanding of the course required learning outcomes. The essay will be returned by early December. Additional details will be provided as they become available. This is a mandatory assignment.

6. Exams (10 points, or 10% each)

There will be three exams. All exams will be weighted the same. The exams will be in-class, closed notes and closed book, and will last for the entire class period. Exam questions will consist of true/false, fill-in-the-blank, multiple choice and/or short essay questions. Each exam counts for 10% of your grade. Exam questions will test your ability to recall materials covered as well as your ability to apply and demonstrate understanding of OB concepts.

You may substitute your highest exam score for your lowest exam score. This means that your lowest grade will be dropped and your highest grade will be doubled. There are no make-up exams. If you miss an exam, that zero is the grade that will be dropped. If you miss more than one exam, you will receive a zero for the second one you do not take. Be advised - you are strongly encouraged to take each exam as scheduled – unless there is an extreme emergency.

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

Course & Instructor Policies

Assignments:

- All assignments are due at the beginning of the class period for which they are assigned.
- Visit the Business Communication Center BEFORE you hand in any papers if you feel you need help. The Business Communication Center website has online writing tips and reference materials and may be found at: <http://bcc.utdallas.edu/>
- Late assignments will not be accepted.

Class attendance:

Class attendance and participation are an important indication of your commitment and professionalism, and are critical to your success in this course.

This course is your course – your input will determine your outcomes. There will be a sign-in sheet at each class period. You are allowed 3 excused absences. After that, each absence results in a reduction of 2% of your total grade. Please let me know in advance if you need to miss a class. Keep in mind that assignments must still be handed in on the due date.

Missed Classes:

It is the individual student's responsibility to acquire missed lecture notes, assignments, handouts and announcements from a class member – not the Instructor. Each student is responsible for all information given in class. This includes any changes to the syllabus, content and format of exams, and details given regarding assignments.

Team Rules:

All teams have hiring and firing capabilities. Individuals have the ability to resign a team. However, every student must belong to a team. If you have conflicts with your team you may resign – but you must interview and find a position with another group. Conversely, teams may discharge members, but the students fired from a team must find another team. I have found this method greatly reduces social loafing.

Peer Evaluation:

You will be evaluated by your peers. At the end of the semester, each student will be required to complete a peer evaluation of his or her team members regarding their contributions to the team project. These peer evaluations will be used to adjust each team member's team project grades accordingly. For example, if a team received all 20 points available and a student's team members indicated that he/she contributed 80% to the team, then that team member would receive 80% of the 20 points, or 16 points.

Classroom citizenship:

Students are expected to behave professionally as college learners, and not distract others or interfere with their learning. Remember:

- Arrive on time, and don't leave early
- Take good notes
- Silence all cell phones
- Mobile devices are NOT permitted during class time, unless used for note taking, slide viewing and book chapter viewing.

Etc.

- Please note: I will be highlighting information from the text. I will NOT repeat everything in all chapters. If you do not understand something in your textbook, please ask questions!
- Keep a copy of every paper and assignment you submit for a grade.
- It is your responsibility to READ THE SYLLABUS thoroughly and to keep track of all the important dates and requirements.
- It is your responsibility to get contact information from classmates in order to assure you have a resource if/when you may have to miss class. I will not provide names or email addresses of your classmates.

UT Dallas Policies and Procedures for Students

The University of Texas at Dallas provides a number of policies and procedures designed to provide students with a safe and supportive learning environment. Brief summaries of the policies and procedures are provided for you at <http://go.utdallas.edu/syllabus-policies> and include information about technical support, field trip policies, off-campus activities, student conduct and discipline, academic integrity, copyright infringement, email use, withdrawal from class, student grievance procedures, incomplete grades, access to Disability Services, and religious holy days.

Academic Integrity

The faculty and administration of the Jindal School of Management expect from our 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. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage.

For more information use the following web address:

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. On written assignments, this course will use the resources of [turnitin.com](http://www.turnitin.com), which searches the web for plagiarized content and is over 90% effective.

You are encouraged to take full advantage of the university resources available to you. The Dean of Students home page provides links to resources within the university website and the team's office is located in the Student Services Building, Room SSB 4.400. For more information – including the operating procedures and student code of conduct, go to: <http://www.utdallas.edu/deanofstudents/>

Comet Creed

“As a Comet, I pledge honesty, integrity, and service in all that I do.”