



**OB 6301: ORGANIZATIONAL BEHAVIOR
SUMMER SEMESTER 2017: MAY 30TH-AUGUST 11TH**

LOCATION: JSOM 2.717

TIME: 6-10PM

DAY: SECTION 5.U2 MONDAY OR SECTION 5.U1 TUESDAY 6-10PM JSOM 2.116*

CLASS/INSTRUCTOR INFORMATION

Instructor:	Virginie (Ginny) Lopez-Kidwell, Ph.D.
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, but you should expect an answer within 1 business day. Please plan ahead!</i>
Office	Office # is TBD, OSIM Department, Naveen Jindal School of Management (JSOM) <i>Please know for important and/or urgent matter <u>email is best.</u></i>
Office Hours:	Monday 5-6pm & Tuesday 10-11pm (or by appointment) <i>Best practice is to email me to schedule a time to meet.</i>
Website:	Class web site/E-learning: https://elearning.utdallas.edu/webapps/portal/frameset.jsp Coursebook site: http://coursebook.utdallas.edu/guidedsearch My Professional Site: http://www.linkedin.com/in/ginnykidwell
Pre-requisites	Enrolled in Graduate Degree

***PLEASE NOTE YOU MUST ATTEND THE SECTION YOU ARE ENROLLED IN.**

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:

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 & Learn how to manage conflict and effectively negotiate with others.
6. Understand the challenges of managerial decisions & Identify and recognize different leadership styles.
7. Gain an appreciation for the importance of emotional intelligence, how to navigate the socio-political organizational world, and build strong professional networks.
8. Develop an understanding of ethics as they are related to human values, behavior and approaches to making judgments.
9. 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.

CLASS MATERIAL

1. **Organizational Behavior**, 5th ed. by Colquitt, LePine & Wesson, McGrawHill
Purchasing this book is CRITICAL in preparing yourself for the lectures, exams, and assignments. You may purchase the book new, used or rent it (no assignment needed from the digital access, so access code is optional). Be sure to get that edition as the test questions relate to the material covered in that edition.
2. **VLeader Leadership Business Simulation Software** by SimuLearn inc.
You are REQUIRED to purchase the VLeader leadership business simulation, by the end of the first week of class, \$99 to be paid online (However I negotiated a 48 hour discounted price of \$79 that will expire firmly Wed. 05/31 11:59PM). Direction to purchase the simulation software (you cannot remain in this class if you haven't purchase it by the end of the first week):
 - a) **Browse to SimuLearn portal** <http://data.simulearn.net> and Click on **Register**
 - b) **Enter appropriate details (use a case-sensitive password you can remember), click on Next. PLEASE WRITE DOWN THE EMAIL (username) & PASSWORD AND BOOKMARK THAT PAGE!**
 - c) **When asked to Enroll, type "Kidwell" in the professor field and click the Enroll button for "OB 6301 -5U2 OR -5U1" BE SURE TO ENROLL IN THE CORRECT SECTION!!!**

- d) Choose whether or not you wish to take advantage of the certificate pre-purchase discount (this is optional and you may purchase it later but for a higher cost!).
- e) Make your payment; you do not need a PayPal account to do this, just a valid credit or debit card.
- f) Download and install the software and you may find the workbook saved on Elearning as pdf. Technical Support is at: <http://simulearn.freshdesk.com> If you run into any technical difficulties to purchase or install software please file a ticket with IT then email me with ticket # and I will personally follow up to be sure any issues that arise are taking care ASAP.

3. **Reflected Best Self Exercise (RBSE).** RBSE is available for purchase (\$9 for one copy) with a credit card on the website - www.centerforpos.org. There, click on the "DO" link and then on "Tools", which will take you to the following page <http://positiveorgs.bus.umich.edu/cpo-tools/reflected-best-self-exercise-2nd-edition/>, click on "Purchase". You need to complete the order form, and pay for your copy. Upon completing the purchase process, you will be emailed a PDF file, and are authorized to save and print one copy. Please do not share the document each student must by a copy because of copyright law. This will be required to complete one of your assignment.

4. **Emotional Intelligence: A Practical Guide by Walton MJF Book** This book is required to complete one of your assignment. You may find it online (ie. Amazon) for less than \$10, you may get a hard copy or ecopy as you prefer.

**Please note the above material has been carefully selected to enhance your learning experience. I also always keep in mind the cost, feel free to rent or get a used copy or ebook when available.*

STUDENT EVALUATION

COURSE EVALUATION	POINTS AVAILABLE
Online Introduction	<i>MANDATORY</i>
4 Quizzes	400pts
4 Online Discussion Posts	100pts
Reflected Best Self Exercise	100pts
Emotional Intelligence A Practical Guide Report	100pts
Team Leadership Business Simulation Term Paper	200pts
Class Attendance & Activity	100pts
Total Possible Points	----- 1000 pts

COURSE GRADE SCALE

Final Point Total	Letter Grade
>89.99	A
79.99-89.99	B
69.99-79.99	C
<69.99	F

COURSE ASSIGNMENTS

ONLINE INTRODUCTION (0 point; Mandatory): Due to Memorial day holiday, I will held the first week of class on Elearning only and not in person (for both section alike). You will introduce yourself within your team and to the class via Elearning discussion board, direction may be found online.

QUIZ (400 points – 40%; 4 items): There will be a total of five quizzes on part 1 to part 5 held online. I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 quizzes, you do not need to take the last one, quiz five is thus optional. Or this means if you miss one quiz, you just need to be sure to take the remaining 4 quizzes. Please always take the practice quiz first to ensure your computer and connection is working fine. Once you start, you must finish within 60 minutes, you can only see one question at the time and you cannot go back, these are meant to be closed book, meaning you will NOT have the time to search for the answer as you are taking the test. Each quiz will consist of 25 questions multiple choices each worth 4pts for a total of 100pts covering the key concepts of each section. **There is no make up for missed quizzes. Each quiz window due date CANNOT be reopened.**

ONLINE DISCUSSION POST (100 points – 10%; 4 items): There will be a total of five online discussion posts regarding each scenario of the business simulation (for which you must complete FIRST the given simulation scenario using the given software). I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 discussion posts, you do not need to take the last one. Or this means if you miss one of them, you just need to be sure to take the remaining 4. I may deduct points for any unprofessional post. Each post will be worth 25 pts, graded on effort, quality and completion. Direction on how to post your answer will be given on Elearning (you will post individual answers but on your team thread, as well as comment on another team thread, you MUST complete both part to get credit). **No make up for missed or late submission after the due date.**

REFLECTED BEST SELF EXERCISE (100 points – 10%; 1 item): Born from empirical research from University of Michigan's Center for Positive Organizational Scholarship, the Reflected Best Self Exercise™ (RBSE™) uses stories collected from people in all contexts of your life to help you understand and articulate who you are and how you contribute when you are at your best. With this new insight, you will feel immediately strengthened and connected to others, experience clarity about who you are at your best, and refine personal development goals to be your best-self more often. The RBSE™ guides you step-by-step through the process of identifying potential respondents, making the request for feedback, creating your a priori best self-portrait, analyzing your reflected best-self stories, creating a new, reflected best self-portrait, and translating that portrait into proactive steps for living at your best. Detailed direction for the RBSE paper to submit can be found on ELearning. **You should NOT wait the week this is due to get started as this assignment is a multi-part process. No make up for missed or late submission after the due date.**

EMOTIONAL INTELLIGENCE A PRACTICAL GUIDE REPORT (100 points – 10%; 1 item): Three decades of research on emotional intelligence (EI) shows this is a crucial skill for professional and personal success. Unfortunately, we hardly received any formal training on how to increase our EI. The business simulation, RBSE, as well as this interactive book all have for goal to help you raise your level, no matter where you are starting at! You will submit a report on Emotional Intelligence: A practical guide book. You will not only submit a simple summary but more importantly you will answer several interactive questions as presented in the book. The goal is to reflect, implement and experiment the various advices given in this practical guide on EI to enhance your level by the end of this class. You will have the opportunity to measure your level of EI (from a published and validated scale at the beginning and again at end of the semester). **You should NOT wait the week this is due to get started as the interactive nature of this book will require some time to reflect upon and/or implement. No make up for missed or late submission after the due date.**

TEAM LEADERSHIP BUSINESS SIMULATION TERM PAPER (200 points – 20%, 1 item): You will be randomly assigned to a team of five students from the first week of class. You will have to meet regularly with your team (class time is planned to allow for easy coordination), and go over each simulation scenario. Over the semester you will compete 5 simulation scenario on your own, and further answers discussion questions online on your own (but under your team thread, see above), and last you will write as a team term paper regarding this simulation. More guidance will be given during week 2, as well as a team contract will be signed by all members to ensure all parties are aware of the deliverable, expectation and timeline. **No make up for missed or late submission after the due date for the team paper.**

***Because team project often creates the well-known issue of “free riding or social loafing”, a number of precautions are taken:**

1. While the final paper is team based, recall each simulation scenario are required to be completed by each teammate, such that you must complete each scenario log in on your own account and post your own response to each online discussion (on your team thread).
2. Team contract will be signed by all teammates, so all parties are aware of their roles and expectations.
3. At any time until 08/06 if 3 out of 5 members (majority rules) vote to fire any one member, you may email me as a team to notify me via email with: a detailed explanation as to why you choose to fire this team member, what conflict resolution, warnings, and discussions have taken place already within your team and that teammate regarding the issues. I will then review your request and interview all teammates to make my final decision. If I approve the firing request, the fired teammate will have to complete the work paper alone with a penalty for being fired in the first place. **THIS SHOULD BE USED AS LAST RESORT NOT FIRST & AFTER SEVERAL WARNING OF THE ISSUES TO YOUR TEAMMATE!**
4. At the end of the semester, you will submit an optional peer evaluation for each teammate you carefully considered did NOT complete their fair share of the work or did NOT respect the team contract. You will answer two questions: (A) based on the overall semester long interaction and participation of teammate X for this team project, you feel he/she deserve only: 90, 85, 80, 75, 70% of the team final paper grade (rating below 70% should have realistically use option 2) and (B) Provide a detailed reasoning for your choice? If I approve the rating based on your detailed reasoning, I will take the team average peer evaluation of your four teammates and adjust your final paper grade accordingly.
*Example: if 2 out of 4 teammates (you cannot rate yourself) give you a grade of 80% along with detailed explanation (this means the two others teammates opt out to complete any peer evaluation by default gave you 100%), then the average would be $(80+80+100+100)/4=90\%$. This means you will get $0.90*YOUR\ TEAM\ FINAL\ GRADE$ as you Peer adjusted team paper grade, and I will notify you by email of your reduced grade. In sum, if everyone is happy with everyone else team performance you will not need to do the peer evaluation and you will all get the same 100% team paper grade. PREFERRED CASE!*

Last by completing this simulation which is a recognized leadership training, you will have the opportunity, if you wish, to get a certificate and enabling you to list this training on your resume. This is NOT required to obtain for this class as the assignments are enough to complete the course requirements; but I would recommend you review and consider the certificate as this will be an additional training skill you may display in your resume. In case you do obtain the certificate and list this training in your resume, be sure to be prepared to talk about it during an interview, do NOT list something you can use to promote your strengths for the position or company you are interviewing with!

CLASS ATTENDANCE & ACTIVITY (100 POINTS-10%; 4 ITEMS): Class attendance will be assessed through of variety of “class activities” to be conducted during 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. If you miss more than one (unexcused) class you will lose 25pts for each additional missed class.

COURSE POLICIES

Extra Credit: None at the moment

Appeal Procedures: Students are treated as consistently as possible, and no student receives preferential treatment over another. Your grade reflects the above explained evaluation. I handle the process of assigning grades with great care and deliberation. You may 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. **Email is the best way to reach me, email me at virginie.kidwell@utd.edu. Do not message me via Elearning as I do not get notification of those message so be sure to use my regular email. Be sure to list your section in the subject, I have over 100 students including both section!!!**

Professional Behavior: You are expected to come to class prepared (e.g. readings & assignments done before class), to be attentive, engaged and act professionally. No electronic devices of any sort will be allowed during class (including Phone, Tablet, Computer and alike) unless as directed by the instructor. Thank you in advance for your cooperation! 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) **No cell phone or any other digital devices are permitted in this class. Please note: no texting! No facebook and alike social network sites! NO EMAIL! NO INTERNET! If you are not respecting these rules, you will be asked to leave the class. This may seem extreme but this is the best option for enhancing your learning experience.**
 - 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.
 - f) Coming in class late or leaving class early (more than 10 minutes) without getting approved first by me.
- 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 Elearning course website. Please Note: the instructor for this course, I reserve the right to retain for pedagogical reasons any student's test, or any work submitted by the student.

Written Assignments

Written work must be prepared in a professional manner. It is to be clearly written (typed, 12pts, single spaced, Times New Roman font, 1 inch margin and include a cover page stating your class/section, assignment title and your information, be sure to number your responses accordingly to the question asked, do not copy the text of question only the corresponding number and type your answer below!). 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.

COURSE CALENDAR*—OB 6301

Week #/ Date	Topic/Learning Objectives	Student Tasks/Assignment
1 U2. 05/29 U1 05/30 MEMORIAL DAY	PART 1: INTRODUCTION <i>NO IN-PERSON CLASS FOR BOTH SECTIONS: DUE TO MEMORIAL DAY THIS WEEK, CLASS WILL BE HELD ONLINE ONLY</i> Class Introduction (Elearning) C1: What is Organizational Behavior C2: Job Performance C3: Organizational Commitment	Read Carefully the Syllabus & Review Elearning site; Get all material & Sign up for the Simulation by <u>Sunday 06/04</u> <u>Read Chapter 1-3 (Textbook)</u> MANDATORY: <u>ONLINE INTRODUCTION</u> (due on Elearning <u>by Sunday 06/04</u>) <i>Work on Best Self Reflected Experience</i>
2 U2. 06/05 U1. 06/06	PART 1: INTRODUCTION (CONT.) Review Class Introduction Review C1-C3 Material Vleader from SimuLearn Introduction: Vleader Framework Team Meeting 1	<u>Read p. 7-25 (Simulation Workbook)</u> Class Attendance & Activity 1 Online Discussion Post 1 (due on Elearning <u>Sunday 06/11</u>) Quiz 1 (due on Elearning <u>Sunday 06/11</u>)
3 U2. 06/12 U1. 06/13	PART 2: INDIVIDUAL MECHANISMS C4: Job Satisfaction C5: Stress C6: Motivation Debrief Simulation Introduction & Preparation Scenario 1 and 2	<u>Read Chapter 4-6 (Textbook)</u> Class Attendance & Activity 2
4 U2. 06/19 U1. 06/20	PART 2: INDIVIDUAL MECHANISMS (CONT.) Vleader from SimuLearn Scenario 1 & 2: Communication-Leadership-Tension Team Meeting 2	<u>Read p. 26-100 & 178-209 (Simulation Workbook)</u> Online Discussion Post 2 & Quiz 2 (both due on Elearning <u>Sunday 06/25</u>) <i>Work on Best Self Reflected Experience</i>
5 U2. 06/26 U1. 06/27	PART 3: INDIVIDUAL CHARACTERISTICS C7: Trust, Justice and Ethics C8: Learning & Decision Making C9: Personality and Cultural Values C10: Abilities Debrief Simulation Scenario 1 & 2 & Preparation Scenario 3	<u>Read Chapter 7-9 (Textbook) & Best Self Reflected Experience</u> Class Attendance & Activity 3 Best Self Reflected Experience (due on Elearning <u>Sunday 07/02</u>)
6 U2. 07/03 U1. 07/04 INDEPENDENCE DAY	<i>NO CLASS FOR EITHER SECTION</i>	<i>Review Assignments due ahead! Catch up with your team!</i>

Week #/ Date	Topic/Learning Objectives	Student Tasks/Assignment
7 U2. 07/10 U1. 07/11	PART 3: INDIVIDUAL CHARACTERISTICS(CONT.) Vleader from SimuLearn Scenario 3: Power-Ideas-Conflict Resolution Team Meeting 3	<u>Read p. 101-149 & 210 -221 (Simulation Workbook)</u> Online Discussion Post 3 & Quiz 3 (both due on Elearning <u>Sunday 07/16</u>) <i>Work on Emotional Intelligence Report</i>
8 U2. 07/17 U1. 07/18	PART 4: GROUP MECHANISMS C11: Teams, Characteristics & Diversity C12: Teams: Processes and Communications C13: Leadership, Power & Negotiations C14: Leadership Styles and Behaviors Debrief Simulation Scenario 3 & Preparation Scenario 4 & 5	<u>Read Chapter 11-14 (Textbook)</u> Class Attendance & Activity 4
9 U2. 07/24 U1. 07/25	PART 4: GROUP MECHANISMS (CONT.) Vleader from SimuLearn Scenario 4 & 5: Organizational Culture & Change Team Meeting 4	<u>Read p. 150-177 & 222-243 (Simulation Workbook)</u> Online Discussion Post 4 & Quiz 4 (both due on Elearning <u>Sunday 07/30</u>) <i>Work on Emotional Intelligence Report</i>
10 U2. 07/31 U1. 08/01	PART 5: ORGANIZATIONAL MECHANISMS C15: Organizational Structure C16: Organizational Culture Debrief Simulation Scenario 4 & 5 & Performance reveal! Class Conclusion	<u>Read Chapter 15-16 (Textbook) & Emotional Intelligence Book</u> Class Attendance & Activity 5 Emotional Intelligence Report (due on Elearning <u>Sunday 08/06</u>) Optional Online Discussion Post 5 & Optional Quiz 5 (both due on Elearning <u>Sunday 08/06</u>)
11 U2. 08/07 U1. 08/08	PROJECT WEEK Work on your Team Term Paper Team Meeting 5	Team Term Paper (ONE per team on Elearning <u>Friday 08/11</u>)

***Notes:**

- i) Please come to class prepared by doing the reading ahead of class. In addition to the reading listed in this syllabus, additional articles may be posted on Elearning for that week to enhance your learning.
- ii) The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor. Due dates listed on Elearning supersede due dates listed in this syllabus, this means if there are any discrepancies due dates on Elearning are the one to respect.
- iii) **Recall attending the correct day for the section you are enrolled in: SECTION 5.U2 MONDAY OR SECTION 5.U1 TUESDAY BOTH SECTION 6-10PM IN JSOM 2.717.**
- iv) UTD Summer 17 academic calendar: https://www.utdallas.edu/academiccalendar/files/Academic_Calendar_Summer_2017.pdf

COURSE VISUAL MAP—OB 6301

Learning Goals

- Better understanding of socio-psychological mechanisms for individuals & groups in the workplace
- Better understanding of yourself as an employee, coworkers, teammate, manager, leader.
- Improve your level of emotional intelligence and apply it to enhance your social dynamics.

Class Meetings

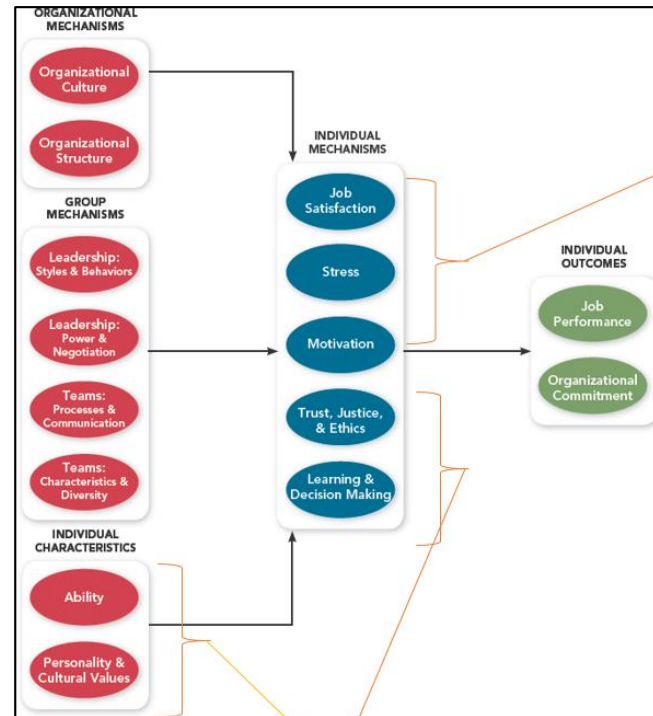
- Discussion based class regarding the topics of the week
- Videos, Class activity, debates
- Debrief & Preparation for Simulation Scenarios
- Guest Speakers

Part 4: Group Mechanisms (WK 8-11)

- Quiz 4
- Simulation Scenario 4 & 5
- Online Discussion 4
- Optional Quiz 5 & Discussion 5
- **Emotional Intelligence Report***
- **Team Term Paper***

Class Preparation

- Do the reading before class!
- Come to engage with the material, lead the class and learn useful/applicable information!
- Implement new knowledge in your day to day life as well as share your work experience, don't be shy!
- Organize yourself to stay on track, do NOT wait the week larger assignments* are due to get started!
- Do not wait a few hours before smaller assignments are due to get started!



Part 2: Individual Mechanisms (WK 3-4)

- Quiz 2
- Simulation Scenario 1 & 2
- Online Discussion 2

Part 1: What is OB? (WK 1-2)

- Quiz 1
- Simulation Introduction
- Online Discussion 1

Part 3: Individual Mechanisms/Characteristics (WK 5-7)

- Quiz 3
- Simulation Scenario 3
- Online Discussion 3
- **Best Self Reflected Experience***

Team Meetings

- Team leader for each scenario
- Discuss your experience regarding the given scenarios & post online discussion individually/engage with other teams
- Provide assistance to each other to achieve best possible score
- Work as a team on your answer for final term paper for each scenario