

# Dillard College of Business Administration

## *SYLLABUS: MGMT 3013 Organizational Behavior*

*Fall Semester 2022*

*Section 101, 9:30 AM TR*

*Dillard 129*

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### Contact Information

Instructor: Dr. Charles Bultena, Associate Professor of Management

Office: Dillard 204

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### Course Materials

Nelson and Quick (2019), ORGB 6 (6th Edition). Cengage: New York. ISBN-13: 978-1-337-40783-0

### Course Description

A study of the behavior of people at work in all forms of organizations. Topics to be covered include the fundamentals both of organizations and of organizational behavior, including individual differences, attitudes, values, ethics, motivation, group dynamics, decision-making, conflict, power, change, stress, leadership, job design, and organization structure. Also includes the development of management theory, as well as international and technological management, and self-assessment.

### Course Prerequisite

Junior Standing in business administration or above or consent of the chair.

### Learning Goals

#### I. General Learning Goals:

- **Teambuilding and collaboration to achieve group objectives.** These objectives will be practiced as students work in teams to analyze business scenarios and cases and complete skill-building experiential exercises. Students will also work closely in teams to complete the major course project involving the analysis of film clips demonstrating organizational behavior concepts. Instructor observation, project evaluation, and feedback from team members will be used to assess these abilities.
- **Competency in speaking and writing for common business scenarios.** Students will practice their oral presentation skills in class experiential exercises which require them to speak and role play before the class and in the major course presentation of the film analysis. The student's ability to speak clearly to an audience will be included in the student's participation grade and the team score for the major project. A written personality profile will also be assessed for writing ability.
- **Problem solving and decision-making abilities through critical analysis, evaluation, and interpretation of business information.** This course is designed not only to introduce students to organizational behavior concepts, but to develop self-awareness and build important skills necessary for success in the workplace. Students will be taught relevant theory and how it applies to them and others in the workplace. Self-awareness is taught and practiced by completing a battery of personality and workplace surveys. Application to others in the workplace is practiced through participating in skill-building experiential exercises and analysis of cases, scenarios, and video clips depicting realistic workplace situations. Problem solving, decision-making, and critical analysis abilities will be assessed by examination, instructor observation, team feedback, team presentation, and in written analyses.

- These general learning goals represent the skills graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

**II. Course Specific Learning Goals:** After completing this course, students should:

- Understand the major organizational behavior theories ranging from individual differences, to group (interpersonal) dynamics, to organization-level issues, like conflict, culture, and change.
- Gain considerable self-awareness concerning their personality, workplace preferences, and attitudes toward others and the workplace. These insights should promote self-development.
- Apply organizational behavior concepts and skills to recognize, analyze, and develop solutions to specific organizational problems encountered at work.
- Gain hands-on experience and develop useful skills that will promote success in the workplace.
- Develop team skills by working in groups in experiential exercises and a team film analysis project.

## Course Policies

**General – Covid 19: Masks are not currently required, but we strongly encourage students to wear one whether vaccinated or not.** Faculty are likewise encouraged unless vaccinated. **Students may not attend class if they are sick or have symptoms of Covid-19. In such cases, students must immediately quarantine, consult their physician or the Vincent Health Care Center, and complete the Covid-19 Reporting Form (see Covid Update - Frequently Asked Questions – What should I do if I feel ill? on the MSU Texas Homepage for details). This class is an in-person class. Online or Live Stream delivery is not provided.** Student Rights and Responsibilities will advise me of quarantined students. They are expected to keep up by reading the text, reviewing materials on D2L, and contacting the instructor. **ALL EXAMS will be administered in D2L at the regularly scheduled time (See Course Schedule below) to minimize contact.**

**Participation & Attendance Policy:** Part of your grade is based on participation. You must actively participate in class and team projects. **You will be dropped from the course with a grade of WF after three (3) consecutive absences or six (6) total absences have been recorded. If you are not in your assigned seat when roll is checked, you will be counted absent! If you notify your instructor at the end of class that you were late, your absence will be changed to late. Being late twice counts as one (1) absence.** Exceptions granted only for documented university-authorized absences and tardiness due to documented physical disabilities. **See 2021-2022 MSU Student Handbook (p. 61-62) for Class Attendance Policy.**

**Missed Examination Policy:** Exams will open in D2L at the start of class on the designated day (see **Course Schedule below**). Since they are administered online, there is no reason to miss an exam unless you are too ill to operate your device in which case you must contact your instructor immediately to schedule a make-up (alternate version) of the exam. It's best to take the original version at the scheduled time if possible.

**Conduct During Exams:** No materials are allowed during the exam. Navigating off the D2L site will terminate your exam. You are not allowed to record or share exam content and you may not consult anyone or any source by any means during the exam. Violations are considered cheating and will evoke the Academic Dishonesty Policy (see 2021-2022 MSU Student Handbook, pp. 55-56).

**Assignment Submission Policy:** Assignments are due in class at the beginning of class on the specified due date. Late assignments may be placed under the instructor's office door if not submitted in class. Multi-page assignments are stapled! **Online submission is allowed only with instructor approval.**

## Grading and Evaluation

**Student's performance will be assessed using the following methods:**

**Exams (3):** Each exam will consist of 60 multiple choice questions. Examinations are designed to assess knowledge of key concepts presented in lectures, exercises, cases, and in the text as well critical thinking skills in applying key concepts. **See Missed Examination Policy above.**

**Projects (3):** The following projects are assigned. Project details will be provided in class.

- 1. Self-Awareness Surveys – Homework**
- 2. Personality Profile – Individual Paper**
- 3. OB in the Movies – Team Presentation**

**Assignments are due at the start of class on the due date. Late surveys and papers must be received before the end of the next class session. A letter grade penalty (e.g., A reduced to B) is assessed for late homework and papers without documentation of a university-approved absence.**

Final grades will be determined as follows:

<b>Course Activity</b>	<b>Weight</b>
3 Exams @ 20% each	60%
Personality Profile Paper	15%
OB in the Movies	15%
Homework (Surveys)	5%
Participation	5%
Total	100%

Grade ranges are as follows:

<b>Grade Range</b>	<b>Letter</b>
90-100	A
80-89	B
70-79	C
60-69	D
Under 60	F

The grade ranges are firm. Standard rounding rules apply – only decimals of .5 or greater round up. For example, 79.4 is a “C” but 79.5 rounds up to a “B”.

### **Course Content and Outline**

- 1. Individual Level** – Personality; Values, Attitudes, and Ethics; Motivation
- 2. Interpersonal Level** – Work Teams and Decision Making; Power/Politics; Leadership
- 3. Organizational Level** – Conflict; Job Design; Organizational Culture; Managing Change and Stress

### **Academic Dishonesty**

With regard to academic honesty, students are referred to the “Student Honor Creed” in the **2021-2022 MSU Student Handbook (p. 6)**. Your name on any exam or assignment is your pledge that all work contained therein is yours alone. **Collaboration in graded assignments is allowed only in the “OB in the Movies” team project in this course.** Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. Serious violations will result in you being dropped from the course with an “F” and may trigger disciplinary action by the college or university. **The Academic Dishonesty Policy (see 2021-2022 MSU Student Handbook, pp. 55-56) includes a student appeal process, but all incidents require written notification of the incident to the Department Chair, College Dean, and the Dean of Students with copies placed in the student’s file.**

## **Americans with Disabilities Act**

If a student has an established disability as defined in the **Americans with Disabilities Act** and would like to request accommodation, that student should please see me as soon as possible (i.e., within the first two days of the semester). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by MSU Disability Support Services for those students who qualify for disability services. **See MSU Texas Website – Student Life – Disability Support Services.**

## **Food and Beverage Policy**

No food of any kind is allowed in classrooms in the Dillard Building. All beverages are prohibited except **bottled water that is capped at all times when not taking a drink.** Policy is strictly enforced!

## **Campus Carry Policy**

**Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the 2021-2022 MSU Student Handbook (p. 58-61).**

## **Syllabus Change Policy**

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade will vary as necessitated by the pace at which material is covered and any unforeseen class interruptions, such as weather cancellations, guest lecturers, or instructor illness. This syllabus and the attached class schedule are guides for the course and are subject to change. Changes to the syllabus and/or class schedule will be communicated in class.

## **Additional Information**

**Grade Appeals:** Any student who believes a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has 30 days following the first day of the succeeding semester to file a written appeal with the dean of the instructor's college in which the course was taught. **See 2021-2022 MSU Undergraduate Catalog on MSU website under Registrar – Appeal of Course Grade.**

**Grade Changes:** No grade except "I" may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct documented clerical errors. Requests for error correction must be initiated immediately after the close of the semester for which the grade was recorded.

**Awarding and Removal of I:** A grade of *I* (incomplete) is a non-punitive grade given only during the last one-fourth of a semester and only if a student (1) is passing the course; (2) has reason beyond the control of the student why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet.

**A student must remove a grade of *I* within 30 days from the start of the next long semester by completing the stipulated work. See 2021-2022 MSU Undergraduate Catalog on MSU website under Registrar – Grading System.**

## **Tentative Class Schedule (See Next Page --►)**

Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus which will be announced in class.

## Tentative Class Schedule

Week	Day	Topic	Chapter
		<b>Part 1 – Individual</b>	
1	<b>Aug 23</b>	Introduction; Course Overview; On-line Surveys Demo and Assign	1
	Aug 25	Intro to Organizational Behavior; Emotional Intelligence Video	
2	<b>Aug 30</b>	Personality at Work; Intro Personality; Red/Blue Exercise	3
	Sep 1	<b>Personality Surveys Due!</b> OB Movie Teams and Topics Established	
3	<b>Sep 6</b>	<b>Interpretation of MBTI Results – Be Here!</b> “Wired That Way” Survey	3
	Sep 8	<b>Interpretation of Personality Puzzle Results – Be Here!</b>	
4	<b>Sep 13</b>	Values, Attitudes, and Ethics; Job Descriptive Index (JDI)	4
	Sep 15	<b>Personality Profile Due!</b> Values/Ethics; “You Make the Call” Exercise”	
5	<b>Sep 20</b>	Motivation Theory; Needs Theories; Manifest Needs Survey	5
	Sep 22	Process Theories; “Imagination Station” Exercise	
6	<b>Sep 27</b>	Wrap-up and Review; Applications, Video Clips, and Review	
	Sep 29	<b>Exam 1 (Chapters 1, 3, 4, 5) – Opens 9:30 AM in D2L</b>	
		<b>Part 2 - Interpersonal</b>	
7	<b>Oct 4</b>	Work Teams and Groups; Work Teams and Group Dynamics	9
	Oct 6	Work Teams; Introduction to Group Decision Making	9,10
8	<b>Oct 11</b>	Group Decision Making; “Titanic Experience”	10
	Oct 13	<b>OB Movie #1 - Teamwork</b>	
9	<b>Oct 18</b>	Power and Politics; People Preference Survey	11
	Oct 20	Power Bases & Political Behavior; <b>OB Movie #2 – Power/Politics</b>	
10	<b>Oct 25</b>	Leadership Theory; LPC Scale	12
	Oct 27	Trait, Behavioral, Contingency, and Contemporary Theories	
11	<b>Nov 1</b>	“Plinko” Exercise; Wrap-up & Review; <b>OB Movie #3 – Leadership</b>	
	Nov 3	<b>Exam 2 (Chapters 9, 10, 11, 12) – Opens 9:30 AM in D2L</b>	
		<b>Part 3 - Organizational</b>	
12	<b>Nov 8</b>	Conflict at Work; Conflict Handling Style Survey	13
	Nov 10	Trouble in Paradise Video; <b>OB Movie #4 – Conflict</b>	
13	<b>Nov 15</b>	Job Design; Job Diagnostic Survey; Videos; “Job Doctor” Exercise	14
	<b>Nov 17</b>	Organizational Culture; Culture and Socialization; Godfather Clip	16
14	<b>Nov 22</b>	Stress & Well-Being; Integrated Stress Model, Broadcast News Clip	7
	<b>Nov 24</b>	<b>No Class – Happy Thanksgiving!!!</b>	
15	<b>Nov 29</b>	Managing Change; Lewin’s Model, Force Field Analysis	18
	Dec 1	Wrap-up & Review; <b>OB Movie #5 – Culture, Change &amp; Stress</b>	
<b>Final</b>	<b>Dec 6</b>	<b>Final Exam (Chpts 13, 14, 16, 18 &amp; 7 Stress) Opens 8:00 AM in D2L</b>	