



**Course Syllabus: Organizational Behavior**  
**Dillard College of Business Administration**  
**MGMT 3013 Section X10**  
**Fall Semester 2024, August 26-December 14, 2024**

**Contact Information**

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**Office hours:** Monday, 3:30 pm to 5:00 pm. Tuesday and Wednesday, 9:00 am to 11:00 am, or by appointment. This is an online course, so I cannot see if you understand me when I lecture or provide feedback on homework. Therefore, it is up to you to contact me if you do not understand something or have questions about grading, instructions, or the course.

**Course Description**

A study of people's behavior at work in all forms of organizations. Topics to be covered include the fundamentals of both 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. It also includes the development of management theory and international and technological management and self-assessment.

**Textbook & Instructional Materials**

Required Materials: Nelson, Debra L., & Quick, James C. (2019). ORGB 6. 6th Edition. Mason, OH: South-Western. ISBN: 978-1-337-40783-0. Mindtap® version is accessible through D2L as part of the MSU Access and Affordability Program. This student fee (\$50.75 + tax) has been added to your student account. You may opt out of this fee and purchase materials on your own. The instructor may provide additional articles and materials via D2L.

If you cannot access the ebook and materials through D2L you may have to set up a student account. Visit [startstrong.cengage.com](https://startstrong.cengage.com) for step-by-step registration instructions on how to access your Cengage\* class materials.

If you are taking this course from outside of the United States, please visit [cengage.com/purchase-abroad](https://cengage.com/purchase-abroad) to purchase your Cengage course materials.

## Important Dates

Student registration: April 1 – August 25, 2024

Classes begin: August 26, 2024

Labor Day Holiday: September 2, 2024 (No face-to-face classes)

Deadline for December graduates to file for graduation: September 23, 2024

The last day for students to drop with a grade of "W": 4:00 p.m., November 25, 2024, drops after this deadline will receive grades of "F"

Thanksgiving Holidays begin at 10:00 pm: November 26 -29, 2024 (No face-to-face classes)

Last day of regular classes: December 6, 2024

Final examinations begin: on December 7, 2024

Commencement: December 14, 2024

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. To report D2L problems, visit the [Online Problem Reporting System](#) and be sure you are using [d2l.msutexas.edu](http://d2l.msutexas.edu) to access D2L.

## Online Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer and working internet in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas buildings as well as the Academic Success Center. This online class can be accessed from any computer in the world that is connected to the internet. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

## Browser Requirements

For the best browsing experience students should use Mozilla Firefox, Google Chrome, or Apple Safari.

## Hardware Requirements

A computer, laptop, or iPad with webcam, microphone, and speakers to access Virtual Classroom, Skype, Zoom, Respondus Monitor Lockdown Browser, etc., is

required for this course. **Chromebooks should not be used.** They are incompatible with Lockdown Browser. Please visit the [MSU Texas website](https://www.msutexas.edu) to review the most up-to-date technology requirements.

### Software Requirements

Students can get free access to the Office 365 web edition. Students should contact the helpdesk at 940-397-4680 or [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu) to get more information about accessing the software. **Please note that the D2L learning management system does not handle Pages or other Apple Mac software well.** If an assignment requires you to submit a document to D2L, please convert your homework assignments to Word documents or PDF before submitting them to avoid late submissions or no submission penalties.

### Grading

Course Grade – Course grade is determined by the number of points accumulated by the student over the semester. Each assignment is worth an allocated number of points.

Table 1: Points allocated to each assignment

Assignments	Points
Chapter Assignments (1 each chapter)	260
Chapter Quizzes (1 each chapter)	267
Chapter Media Quizzes (1 each chapter)	50
Comprehensive Exams (3 total)	450
Total Points	1017

Table 2: Letter grade, points and percentage.

Letter Grade	Points	Percentage
A	911 and above	Above 89.5
B	809-910	79.5 – 89.4
C	707-808	69.5 - 79.4
D	605-706	59.5 – 69.4
F	Less than 605	Below 59.4

### Chapter Reading, Lectures, Videos & Flashcards - Ungraded

Each student is expected to read the assigned chapter each week then complete weekly chapter and quiz assignments based on the reading and lectures. The chapter can be accessed through D2L and the Mindtap® link to the e-book. Each chapter will take approximately 30-60 minutes to read. It is highly recommended that you also watch assigned videos for each chapter which help explain chapter concepts used in the real world. Most chapters have 2-3 videos and take approximately 15 minutes to watch all videos. The instructor has also provided recorded lectures for each chapter which are usually less than 15 minutes in length. There are also chapter flashcards available to help students review key

vocabulary and terms from each chapter. Although grades are not given specifically for completing these activities, it is crucial to complete these activities in order to be successful on graded activities.

### **Chapter Assignments - Graded**

Each week students will be assigned chapter assignments which are based on the chapter reading assignment and the lectures. These assignments vary in points but range from 15-30 points for each chapter for a total of 260 points. Each chapter assignment will take approximately 30-60 minutes to complete. These assignments can be accessed through D2L and the Mindtap® link to the e-book.

### **Chapter Media Quizzes - Graded**

Each week students will be assigned a short video to watch and answer accompanying questions. These quizzes and videos vary in length but range from 3-4 points for each chapter for a total of 50 points. Each video quiz assignment takes approximately 10-15 minutes to complete. These assignments can be accessed through D2L and the Mindtap® link to the e-book.

### **Quizzes - Graded**

Each week students will be assigned a chapter quiz which test student knowledge of chapter concepts. These quizzes vary in points but range from 18-24 points for each chapter for a total of 267 points. Each quiz assignment takes approximately 15-30 minutes to complete. These quizzes can be accessed through D2L and the Mindtap® link to the e-book.

### **Comprehensive Exams - Graded**

Approximately every 5 weeks, students will be assigned a comprehensive exam covering content from the previous 4-5 weeks of assignments and chapter readings. These tests will cover content presented in ungraded and graded activities. There are three exams and each exam is worth 150 points, for a total of 450 points. Comprehensive exams will have a wide range of question types from true/false, multiple choice, short answer and essay questions. The due dates for these will appear on the Course Schedule and D2L in more detail.

### **Final Exam**

There will not be a comprehensive final exam. The last exam of the course will be given on the final exam day and count the same as the other comprehensive exams given during the semester.

### **Extra Credit**

There will be multiple opportunities for extra credit this Fall semester. The following will be opportunities for extra credit:

- September 19, 5:00 pm, "Mr. Thank You Presentation," Clark Student Center, Room TBD, 5 pts

- October 26, 8:00 am – 12 pm, Together We Make a Difference community wide service event, 10 pts
- October 1-31, Mustang Pantry Canned Food and Hygiene Product drive: collection will occur in the Center for Nonprofit Management office, located on the first floor of Dillard, across from Einstein's. 1 pt for each item, up to 5 pts.

## **Instructor Class Policies**

### *Academic Integrity*

Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. **Please understand that integrity is very important to me. Instances of academic dishonesty will be handled quickly and severely.** Cutting and pasting text from the internet without citing the source, including AI-generating tools, constitutes plagiarism. Cheating (using old assignments and/or exams, original thoughts/words from another source) on a written assignment is considered academic dishonesty. Copying or using other people's work, including AI tools, is considered academic dishonesty in this course. I use plagiarism software and AI detection software to identify instances of using uncited and unattributed sources. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct (see University Policies). Any assignment found to have resulted from cheating, collusion, and/or plagiarism will be given a grade of zero, at a minimum. Repeated offenses may result in failing the course.

### *Acceptable and Unacceptable Use of AI Tools*

While AI-based tools can aid in research and learning, it is crucial to understand the limits and appropriate use of such tools. Students are encouraged to leverage AI tools for tasks like data analysis, language translation, and correcting spelling and grammar (such as Grammarly). Learning to use AI **responsibly and ethically** is an important skill in today's business community. However, using AI tools to generate content submitted as your original work and not citing or attributing AI as a source is a breach of academic integrity and constitutes plagiarism in this course.

Generative AI tools can be helpful tools in the academic setting as well as in the professional setting. However, they are NOT a substitute, nor should they be used as a replacement for your own original thoughts and academic work. The use of generative AI tools (ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Fine-tuning your research questions
- Finding information on your topic
- Drafting an outline to organize your thoughts; and
- Checking grammar and style

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you, to answer essay or short-answer questions on quizzes or tests, or content you post on D2L or Zoom chat.
- Completing group work that your group has assigned to you.
- Writing a draft of a writing assignment.
- Writing an entire sentence, paragraph, or paper to complete class assignments.

You are responsible for the information you submit based on an AI query (e.g., that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be appropriately documented and cited, as would any use of someone else's work or thoughts, to stay compliant with university policies on academic dishonesty. Any assignment that used generative AI tools in unauthorized ways will be given a grade of zero. Repeated offenses may result in failing the course. When in doubt about permitted usage, please ask for clarification. All instances of academic dishonesty will be reported to the Department Chair, the Dean of Dillard College of Business, and the Dean of Students. If you as a student need guidance on how to cite and reference AI sources, I have provided the following resource:

<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

### *Attendance and Class Participation*

Regular and active participation is an essential aspect of this online course. The instructor expects that students will log on a minimum of three times every seven days. You must read the online textbook each week, watch all of the lectures and assigned videos, and complete the weekly chapter assignments. Your full participation every week is not only a requirement but also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and makeup assignments no later than the due dates. Missing assignments and/or not logging in the minimum number of times for two weeks may constitute non-attendance or excessive absences. They may result in the instructor dropping the student from the course.

### *Course Communication*

I will provide all course content, updates, readings, handouts, and other communication using D2L. Students may also check their grades via D2L. Students must log in to D2L regularly to stay current with the class. I will provide feedback on homework assignments via D2L. If you have any questions or need help, the best way to reach me is via e-mail. I will communicate with the class through D2L and student MSU e-mail.

Note: Ensure your e-mail settings are set up so you receive communications via D2L. It is your responsibility to manage your settings.

### *Course Syllabus*

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated via D2L, e-mail, and announced in class if applicable.

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### *E-mail Communication Guidelines*

I expect upper-division students (which you are!) to be able to communicate professionally. Occasionally, you may have to communicate with me. When communicating with me via e-mail, always include your first and last name and the course name in the subject line. Be sure to have a proper salutation in your e-mail to me. You can address me as Ms. White, Instructor White, or Professor White. Do not address me by my first name or leave out the salutation, as that is not considered professional or appropriate. Your e-mail should have proper spelling, punctuation, and capitalization. Your e-mail should also have a "signature," including your first name, last name, and M#. If your e-mail does not follow these guidelines, I may not answer your e-mail. All of these guidelines reflect business-appropriate and professional e-mail communication standards. Many of you use your phones to send emails, so you may have to adjust your typical responses to reflect a more professional tone.

### *Grading and Feedback*

All the course activities will generally be graded one week or less after the set due date. You can check your grades by going to Gradebook. If you are not able to see your grade or my feedback, please let me know so that I can correct the situation. If there is any discrepancy in the grade, you must contact me immediately.

### *Inclement Weather/Closing of Campus*

Since this is an online course, campus closure for inclement weather will not change the structure of the course or affect the due dates of assignments. In other words, just because the campus is closed due to weather, you will still be responsible for submitting assignments and adhering to the syllabus. If there are any extenuating circumstances that might change the due dates, I will notify the class via email and posting on D2L.

### *Late Work - Makeup Work/Tests*

No late submission will be accepted and graded. All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. It is the instructor who decides if the situation warrants special consideration or any extensions, not the student. If the instructor makes any concessions for late submission, valid documentation is needed for the acceptance of late assignments. If the student does not provide the documentation they will receive a score of zero for all late submissions. Your computer being down is not an excuse for missing a deadline, as there are many places to access this class and D2L. Our online classes can be accessed

from any computer in the world which is connected to the Internet. Being out of town or traveling (e.g. such as university sponsored athletics) is also not an excuse for missing deadlines, as activities are made available for a full-week before they are due.

Note: The due dates and times for the activities will adhere to the Central Time Zone.

### *Midterm Progress Report*

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account or Navigate account. Only at-risk students will receive the Midterm Progress Report. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the course instructor.

### *Response Policy*

I always try to respond within 24 hours to an email or phone message left during regular business hours, which I consider Monday through Friday, 8:00 am – 5:00 pm. As I strive to maintain healthy life-work boundaries, if you contact me after 5 pm on Friday, do not expect a reply until Monday. For scheduled University Holidays, I try not to look at email on those scheduled holidays but I will respond on the next scheduled workday. If I am out of the office for a planned absence, I try to have an out of office reply on my email or post my planned absence on D2L. A planned absence may affect my normal response time.

### *Turnitin or Similar Detection Tools*

This course may utilize plagiarism or AI detection tools to evaluate assignments. If you are found to have more than 25% of similarity or AI detection, and/or you fail to disclose the use of AI or cite any sources properly, you may be at risk of academic dishonesty and plagiarism which will be dealt with as explained above.

## **University Policies**

### *Academic Integrity and Academic Misconduct*

Academic integrity involves upholding ethical standards in all academic activities. This encompasses originality in work, proper attribution of sources, and honesty in assessments and assignments. Concerning university-wide academic integrity, students are referred to the [Student Honor Creed](#) in the undergraduate catalog and in the MSU Student Handbook. The procedures outlined in this policy will be followed for alleged incidents of Academic Dishonesty. Academic dishonesty is cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct



## [Office of Student Conduct](#)

### *Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### *Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

### *Alcohol and Drug Policy*

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity.

### *Campus Carry*

For more information, visit [Campus Carry](#).

### *Active Shooter*

For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

## **Student Handbook**

The Midwestern State University Student Handbook is a source of valuable information regarding student responsibilities, obligations, and privileges while attending the university. This handbook is available online from the Midwestern State University website at <https://msutexas.edu/site-policies> and within the myMSUTexas portal. Copies are available at the Clark Student Center Information Desk and Residence Hall offices. Failure to read this handbook does not excuse students from the requirements and regulations described within  
Refer to: [Student Handbook](#)

## **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

### Course Schedule:

Week	Topics	Assignments	Due date
Week 1 – Aug 26 – 31 Start Here & Week 1 Modules	Course Orientation Mindtap Orientation Introduction to Syllabus Chapter 1: Organizational Behavior	View Mindtap Introduction video  Review syllabus  Read Chapter 1 and view Chapter Lecture and videos  Complete Chapter 1 Assignment  Complete Chapter 1 Media Quiz  Complete Chapter 1 Quiz	All assignments due by 11:59 pm on Saturday Aug 31.
Week 2 Sep 1 – 7 Monday, Sep 2 LABOR DAY HOLIDAY	Chapter 3: Personality, Perception and Attribution	Read Chapter 3 and view Chapter Lecture and videos  Complete Chapter 3 Assignment  Complete Chapter 3 Media Quiz  Complete Chapter 3 Quiz	All assignments due by 11:59 pm on Saturday, Sep 7.

Week	Topics	Assignments	Due date
Week 3 Sep 8-14	Chapter 4: Attitudes, Emotions, and Ethics	Read Chapter 4 and view Chapter Lecture and videos  Complete Chapter 4 Assignment  Complete Chapter 4 Media Quiz  Complete Chapter 4 Quiz	All assignments due by 11:59 pm on Saturday.
Week 4 Sep 15-21	Chapter 5: Motivation at Work	Read Chapter 5 and view Chapter Lecture and videos  Complete Chapter 5 Assignment  Complete Chapter 5 Media Quiz  Complete Chapter 5 Quiz	All assignments due by 11:59 pm on Saturday.
Week 5 Sep 22-28	Comprehensive Exam	Comprehensive Exam #1 Covers Chapters 1, 3, 4, and 5	Complete comprehensive exam by 11:59 pm on Saturday.
Week 6 Sep 29-Oct 5	Chapter 7: Stress and Well-Being at Work	Read Chapter 7 and view Chapter Lecture and videos  Complete Chapter 7 Assignment  Complete Chapter 7 Media Quiz  Complete Chapter 7 Quiz	All assignments due by 11:59 pm on Saturday.

Week	Topics	Assignments	Due date
Week 7 Oct 6-12	Chapter 9: Work Teams and Groups	Read Chapter 9 and view Chapter Lecture and videos  Complete Chapter 9 Assignment  Complete Chapter 9 Media Quiz  Complete Chapter 9 Quiz	All assignments due by 11:59 pm on Saturday.
Week 8 Oct 13-19	Chapter 10: Decision Making by Individuals and Groups	Read Chapter 10 and view Chapter Lecture and videos  Complete Chapter 10 Assignment  Complete Chapter 10 Media Quiz  Complete Chapter 10 Quiz	All assignments due by 11:59 pm on Saturday.
Week 9 Oct 20-26	Chapter 11: Power and Political Behavior	Read Chapter 11 and view Chapter Lecture and videos  Complete Chapter 11 Assignment  Complete Chapter 11 Media Quiz  Complete Chapter 11 Quiz	All assignments due by 11:59 pm on Saturday.

Week	Topics	Assignments	Due date
Week 10 Oct 27-Nov 2	Chapter 12: Leadership and Followership	Read Chapter 12 and view Chapter Lecture and videos  Complete Chapter 12 Assignment  Complete Chapter 12 Media Quiz  Complete Chapter 12 Quiz	All assignments due by 11:59 pm on Saturday.
Week 11 Nov 3-9	Comprehensive Exam #2	Comprehensive Exam #2 Covers Chapters 7,9,10, 11 and 12	Complete comprehensive exam by 11:59 pm on Saturday.
Week 12 Nov 10-16	Chapter 13: Conflict and Negotiation	Read Chapter 13 and view Chapter Lecture and videos  Complete Chapter 13 Assignment  Complete Chapter 13 Media Quiz  Complete Chapter 13 Quiz	All assignments due by 11:59 pm on Saturday.
Week 13 Nov 17-23	Chapter 14: Jobs and the Design of Work	Read Chapter 14 and view Chapter Lecture and videos  Complete Chapter 14 Assignment  Complete Chapter 14 Media Quiz  Complete Chapter 14 Quiz	All assignments due by 11:59 pm on Saturday.

Week	Topics	Assignments	Due date
Week 14 Nov 24-30 THANKSGIVING HOLIDAY BREAK NOV 27-29	Chapter 16: Organizational Culture	Read Chapter 16 and view Chapter Lecture and videos  Complete Chapter 16 Assignment  Complete Chapter 16 Media Quiz  Complete Chapter 16 Quiz	All assignments due by 11:59 pm on Saturday.
Week 15 Dec 1-7	Chapter 18: Managing Change	Read Chapter 18 and view Chapter Lecture and videos  Complete Chapter 18 Assignment  Complete Chapter 18 Media Quiz  Complete Chapter 18 Quiz	All assignments due by 11:59 pm on FRIDAY*** ***Note different due day than usual
Dec 9 -- Final	Comprehensive Exam #3	Comprehensive Exam #3 Covers chapters 13,14, 16 and 18	Complete the exam (FINAL) by 11:59 pm on Monday, Dec 9.