Course Syllabus: Organizational Behavior
Dillard College of Business Administration
MGMT 3013 Section X20 Online
Spring 2026

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.

Office hours are designed for you, providing a private environment where we can discuss your work, class performance, and other topics. According to University policies, faculty are required to have at least five office hours posted. However, if my posted hours do not work with your schedule, please make an appointment to meet at a different time.

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 have any questions or concerns about the 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 organizational behavior, encompassing individual differences, attitudes, values, ethics, motivation, group dynamics, decision-making, conflict, power, change, stress, leadership, job design, and organizational structure. It also includes the development of management theory, 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. A student fee was added to your student account to cover textbook costs. You may opt out of this fee and purchase materials on your own. The instructor may provide additional articles and materials via D2L.

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If you cannot access the ebook and materials through D2L you may have to set up a student account. Visit **Start Strong Cengage website** 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 Purchase Abroad website to purchase your Cengage course materials.

Learning Goals

Specific Learning Goals

Upon successfully completing this course, the student should have completed many organizational behavior assignments and refined their understanding of of how organizational behavior impacts the business management.
1. Students will understand the fundamentals of the study of organizational behavior.
2. Students will understand individual processes and behavior that contribute to organizational behavior, such as personality, attitudes, motivation, and stress.
3. Students will understand the role of interpersonal behaviors within business processes such as communication, group formation and development, power dynamics, leadership, and conflict.
4. Students will understand how organizational structure and procedures contribute to work design, work culture, career management, and change management.

General Learning Goals

Upon successfully completing this course, the student will demonstrate:
1. Competency with effective problem-solving and decision-making.
2. Competency in writing for common business scenarios.
3. Competency with technology such as Microsoft applications, the internet and other virtual applications such as Zoom, D2L, and Respondus Monitor.
4. Ethical reasoning skills within a business and educational context..

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills graduates will carry into their careers. While assessing student performance in obtaining these general learning goals, Dillard College is assessing its programs. The assessments will help us improve our curriculum and its delivery.

Online Goals

Students will demonstrate:
1. The capability to use devices to communicate with other systems to access data, upload, and download.
2. Proficiency with e-mail to create, send, respond, and use attachments.
3. The ability to use presentation graphics such as PowerPoint to create slides, displays, and presentations.
4. The ability to use word processing. This includes converting documents to the appropriate/required version for submission. Students must submit homework assignments as Word documents. Other formats are not acceptable.

5. The capability to navigate a learning system such as D2L/Brightspace and the internet.

Student Handbook

Refer to: Student Handbook

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this Moffett Library webpage to explore these resources and learn how to best utilize the library.

Course Grading and Grade Weights

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 category

Assignments	Points
Chapter Assignments (1 each chapter)	260
Chapter Quizzes (1 each chapter)	265
Chapter Media Quizzes (1 each chapter)	50
Mini-projects (2 – 75 pts each)	150
Open Book Essay Exams (2 total – 100 pts each)	200
*Final Essay	200
Total Points	1125

*Students with an 'A' after completing all homework assignments, all mini-projects, and open-book essay exams will be exempt from the final. If you have a grade lower than an A, you must complete and submit a final; there are no exceptions.

Table 2: Points necessary to be exempt from final.

Points	Percentage
828 or above	Above 89.5 = exempt from final essay
Below 828	Below 89.4 = not exempt from final essay

Table 3: Letter grade, points and percentage for fiinal letter grade WITH the final.

Letter Grade	Points	Percentage
A	1006 and above	Above 89.5

Letter Grade	Points	Percentage
B	894 – 1105	79.5 – 89.4
C	782-893	69.5 - 79.4
D	669-781	59.5 – 69.4
F	Less than 669	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.

Chapter 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.

For all the Chapter Graded assignments refer to:
- Assignment instructions and guidelines for this assignment posted on D2L.
- See the syllabus course calendar and D2L for due dates.

- These chapter activities associated with Mindtap® link to the e-book will not be accepted late

Mini-Projects - Graded

You will be asked to complete two OB related projects. These vary from about 1 hour to 5 hours to complete. Each project will have detailed instructions posted. Each project is worth 75 points for a total of 150 points. The mini-project will be available for approximately 4 weeks before the due date. Please see the Course Schedule for more details and specific due dates.
Refer to:
- Assignment instructions and guidelines for this assignment posted on D2L.
- See the syllabus course calendar and D2L for due dates.

Open Book Essay Exams - Graded

Students will be assigned two open book essay exams that each include a set of discussion questions covering content from the chapter assignments and chapter readings. These discussion questions will cover content presented in ungraded and graded activities. Each set of discussion questions is worth 100 points, for a total of 200 points. These assignments will be available for one week, and the student is expected to use multiple resources/references for each question within the exam (usually about 9 references total) and at least 1/3 of those should be external resources outside of posted course materials or from the textbook. Although this is an "open book" assessment the student must follow the guidelines regarding academic integrity, plagiarism, proper APA style for references and in-text citations and the authorized and unauthorized use of AI tools.
Refer to:
- ***Writing Handbook*** for guidance on APA style, AI usage, and general writing guidance (Start Here module)
- Assignment instructions and guidelines for this assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment
- See the syllabus course calendar and D2L for due dates.

Final Exam (Essay/Paper)

There will be a final essay for the course that will be given on the designated final day (Monday, May 11, 2026). Students who have an 'A' after completing all coursework excluding the final may be exempt from the final. The instructor will notifiy students if they are exempt.
Refer to:
- ***Writing Handbook*** for guidance on APA style, AI usage, and general writing guidance
- Assignment instructions and guidelines for this assignment posted on D2L.
- Refer to the section in this syllabus for acceptable and unacceptable use of AI on this assignment
- See the syllabus course calendar and D2L for due dates.

Extra Credit

The ***Job I Love Lunch and Learn*** series will provide several opportunities for extra credit in this course. The events are held at 11:00 am and noon in DB 101 for each date. The tentative dates and speakers are:

- February 13, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Stephen Santellana, WS Construction
- March 18, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Jessica Dean, Sober Living
- April 22, 2026 11:00-11:50 am and 12:00-12:50 pm, DB 101
  - Goodin Plumbing

To receive extra credit, the student must write a summary of the presenter's message following the prompts provided by the instructor. The document must be submitted the day after the event. Simply attending and signing in will not be sufficient to earn extra points.

Each Job I Love event is worth 5 extra points. Extra points are added to your total accumulated points (not final grade percentage). For example, if you have a total of 250 points out of 300 points, your final grade percentage is 83. If you earn 10 extra points, it will be added to the 250 (250 + 10 = 260), which would give you a final grade percentage of 86.6, which I would round up to 87.

Important Dates

- Last day for term schedule changes: January 23, 2026. Check date on [Academic Calendar](#).
- Deadline to file for graduation: February 16, 2026. Check date on [Academic Calendar](#).
- Last Day to drop with a grade of W:April 29, 2026, by 4:00 pm. Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

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.

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 two times every seven days. You must read the assigned instructional materials each week, watch all of the lectures and assigned videos, complete and submit the homework or service learning assignments. Your full participation every week is not only a requirement but also an essential aspect of the online course process. Missing assignment due dates, not following posted instructions and not logging on regularly is an indicator of unacceptable class participation. Missing consecutive assignments and/or not logging in the minimum number of times for two consecutive weeks may constitute non-attendance or unacceptable class participation which may result in the instructor dropping the student from the course.

Computer, Hardware and Software 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 internet in this class. There are many places to access your class! MSU Texas online classes can be accessed from any computer in the world which is connected to the internet. If you have technical difficulties in the course, there is 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**.**

Hardware: Computer, laptop, or iPad with webcam, microphone, and speakers to access D2L, Zoom, Respondus Monitor, and Lockdown Browser, etc. **Chromebooks should not be used**. They are incompatible with Lockdown Browser. Please visit the MSU Texas website to review the most up-to-date technology requirements. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer or internet being down is not an excuse for missing a deadline!!**

Software: Students can access the Office 365 web edition for free. Students should contact the helpdesk at 940-397-4680 or helpdesk@msutexas.edu for more information on accessing the software. Please note that the D2L learning management system does not handle Pages or other Apple Mac applications or software well. **PLEASE convert your homework assignments to Word documents before submitting them to avoid missing assignment deadlines or incurring submission penalties.**

Students must use Grammarly or a similar spelling/grammar checker for all assignments. If you do not have a Grammarly subscription, the Dillard College of Business Administration (DCOBA) provides FREE paid subscriptions for its students. Please let me know if you need access to Grammarly so I can assist you.

Browser: Use the following browsers for the best experience: Mozilla Firefox, Google Chrome, or Apple Safari.

Instructor Class Policies

Academic Misconduct

Academic Dishonesty: 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's 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](#)

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 Artificial Intelligence (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.

Any assignment found to have been created from cheating, collusion, use of unauthorized AI tools and/or plagiarism will be given a grade of zero, at a minimum. Repeated offenses may result in failing the course.

Artificial Intelligence (AI) Tools

Please also refer to the ***Writing Handbook*** posted in D2L in the "Start Here" module for general guidance on good writing, specifically on using APA style and on Appropriate and Inappropriate use of Generative Artificial Intelligence (pp. 7-10) as well as the specific assignment instructions on the appropriate and inappropriate use of generative artificial intelligence.

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). Additionally, using AI to generate ideas, suggest outlines, or provide examples may be helpful, but it is expected that you use your knowledge and skills to build upon these suggestions and to bring your own unique life experiences to make the product your own original work. Learning to use AI ***responsibly and ethically*** is an important skill in today's business community.

Using AI tools to generate substantial content submitted as your original work is a breach of academic integrity and constitutes plagiarism in this course. AI generated work is NOT a substitute, nor should it be used as a replacement for your own original thoughts and academic work.

Evidence of inappropriate AI use includes, but not limited to the following:
1. A score of "AI use 30% likely" and no reference, in-text citations or acknowledgement statement of AI use.
2. A score of "AI use 75% or more likely" regardless of including GAI in references, using in-text citations and/or the use of acknowledgement statements. A score this high indicates over-reliance on AI and presenting substantial AI generated content as your original work.

The above will be considered a violation of academic integrity and will be addressed in accordance with the Student Handbook. I will utilize multiple tools to scan for plagiarism and unauthorized or inappropriate use of GAI.

Appropriate use of AI for Open-Book Essay Exams and Final Paper/Project:

Please refer to the ***Writing Handbook*** posted in D2L for general guidelines on Appropriate and Inappropriate use of Generative Artificial Intelligence (pp. 7-10). **For the *Open-Book Essay Exams* and the *Final Paper/Project*, Generative Artificial Intelligence will be allowed in the following ways**:
- You are free to use spell check, grammar check, and synonym identification tools (e.g., Grammarly and MS Word).
- You are free to use GAI applications to brainstorm ideas and to help generate possible topics to explore. (e.g. What are some possible Organizational Behavior concepts that are important to consider about leadership and followership?). If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.
- You are free to use GAI applications' recommendations when it comes to rephrasing sentences or reorganizing paragraphs you have FIRST drafted yourself. If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.
- You are free to use GAI applications when it comes to editing outlines you have FIRST drafted yourself. If there is a question about originality or inappropriate use of AI, I may request a transcript or a copy of the original AI prompt the student used and the AI response to verify they edited GAI content before submitting it as their own work.

Any ***Open-Book Essay Exams*** and the ***Final Project/Paper*** that is flagged as "30% or more likely to have used generative AI tools," and did not follow the AI disclosure guidelines (including GAI in-text citations/references and an acknowledgement statement) will be given a grade of zero.

Inappropriate use of Generative Artificial Intelligence would include:

Using AI to generate **substantial content** (entire sentences, paragraphs, passages, and entire drafts and then submitting that content as their own original work. For example:

- You may NOT cut and paste test questions, homework questions, assignment instructions, instructor prompts, etc., directly into GAI and use the AI-generated response as your own, original response as your partial or full assignment submission.
- You may NOT use entire sentences or paragraphs suggested by a GAI application without providing quotation marks and an in-text citation and reference, just as you would for any other source or reference.
- You may not have a GAI tool write or compose a draft (either rough or final) of an assignment for you, and you submit it as your own original work. If AI detection tools indicate that entire passages, paragraphs, and/or sentences were likely, you may be asked to provide a transcript or copy of the AI prompt and response.

For assignments **where the use of AI is not allowed** (mini-projects), I will use AI detection software provided by MSU and if an assignment is flagged as more than "30% likely" to have used AI, I will consider that as inappropriate use of AI since my policy for mini-projects is that you are NOT allowed to use AI to generate content and pass it off as your own, original work.

Any assignment where the AI detection tools indicate "75% or more likely" to have used AI, *regardless of whether they have a disclosure statement, in-text citations or references to AI tools,* will receive an automatic zero since the course policy is that a student cannot use AI to generate **substantial** content (entire sentences, paragraphs, passages, entire drafts) and submit as their own work.

Repeated offenses may result in failing the course. Inappropriate use of AI for assignments in this class is considered academic dishonesty. All instances of academic dishonesty will be reported to the Department Chair, the Dean of Dillard College of Business, and the Dean of Students.

Acknowledging use of GAI (required!)

Please refer to the *Writing Handbook* posted in D2L for general guidelines on acknowledging GAI use (pp. 7-10). At a minimum, the student must have:
1. An acknowledgement statement at the end of the assignment,
2. Include a reference in APA style in the references, and
3. Use in-text citations indicating where in the assignment GAI was used.

Other acknowledgement and transparency strategies may also be used and are referenced in the *Writing Handbook*. As a general rule, the more intense or substantial the use of AI, the more substantial and intense your documentation should be.

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 are expected to log into D2L regularly to be successful in the class. I will provide feedback on homework assignments via D2L and updates via the Newsfeed. 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 the students' MSU e-mail.

Note: Ensure your e-mail settings are configured to 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. If applicable, syllabus changes will be communicated via D2L and e-mail and announced in class. ***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the instructor's discretion.

E-mail Communication Guidelines

I expect upper-division students (which you are!) to communicate professionally. Also, per University guidelines, I have to be particularly careful in responding to email inquiries to ensure compliance with student privacy guidelines. To ensure professionalism and compliance with student privacy guidelines, please adhere to the following when communicating with me via email.

- Always use your MSU student email or communicate through D2L. Per student privacy guidelines, I cannot respond to your personal, non-MSU email.
- Always include your first and last name, the course name/number, and the section in the subject line (MGMT 3013 Org Behavior X21).
- Your e-mail should also have a "signature," including your first name, last name, and M#.
- Be sure to have a proper salutation in your e-mail to me. You can address me as Dr. White, Dr. Sonia, 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.

If your email does not follow these guidelines, I may not answer it due to its non-adherence to student privacy guidelines. Also, all of these guidelines reflect business-appropriate and professional e-mail communication standards that we strive to teach and implement at the Dillard College of Business. 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 course activities will generally be graded within 1 week of the set due date. You can check your grades in D2L Gradebook. If you are unable to see your grade or my feedback, please let me know so I can resolve the issue. 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 closures due to inclement weather will not change the course structure or affect assignment due dates. 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 and course deadlines. 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

All **chapter assignments, quizzes, and media quizzes** are due by the deadline and will not be accepted or graded if submitted late. All of these assignments are available from the first day of class, and you may work ahead and complete these assignments early if you choose.

The Final Paper/Project will be due by the syllabus deadline and will not be accepted late due to the University's final grade submission deadline.

Mini-projects and open-book essay exams will be accepted late with a 10% reduction automatically applied for EACH day the assignment is late. For example, if an assignment is one day late, I will deduct 10% before any other deductions; if it is two days late, 20%; three days late, 30%, etc. After five days, any late submissions will receive a zero.

I understand that sometimes emergencies and other life circumstances may impact student performance. If a student is unable to meet due dates and times due to a **verifiable emergency** (e.g. hospitalization, extended illness, car accident, death in the family, etc.), it is their responsibility to contact the instructor and the Office of Student Rights and Responsibilities (dail.neely@msutexas.edu). The Office of Student Rights and Responsibilities will provide the student with a letter to be shared with their instructors, verifying that the emergency has been documented through the office. It is the course instructor who decides if the situation warrants special consideration or any extensions in the course, not the student or the Office of Student Rights and Responsibilities. If the instructor makes any concessions for late submission, valid documentation will be requested for the acceptance of late assignments. If the student does not provide the documentation, they will receive the same penalties for late submissions as outlined above.

If a student will be out of town for an authorized university-sanctioned event and is requesting an extension of an assignment due date, they must make this request to the instructor at least 24 hours before the due date, AND provide written documentation of the university-sanctioned event. If a student does not follow these guidelines, they will not be granted an extension or an alternate deadline on an assignment. Please note that extensions will not be given for Chapter Assignments, Quizzes, or Media Quizzes for university-sanctioned events, as those assignments are available from the first day of the course and students can prepare in advance by submitting them early.

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

Midterm Progress Report

To help students track their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report via each student's WebWorld or Navigate account. 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 (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.

Note: If you have an assignment due on Sunday at 11:59 pm, and you send me an email over the weekend with a question regarding that assignment, most likely I will not see the message or respond to the email. Please plan on looking at working on your assignments ahead of time so that if you do have questions you have time to communicate with me and for me to communicate back with you.

Turnitin or Similar Detection Tools

This course may utilize plagiarism or AI detection tools to evaluate assignments. If you are found to have a large amount of similarity or AI detection, and/or you fail to cite sources properly, you may be at risk of academic dishonesty and plagiarism, which will be dealt with in alignment with MSU student handbook policies and as outlined in Instructor Class policies regarding Academic Misconduct and Artificial Intelligence Tools**.**

Zoom Etiquette

If you and I are meeting via Zoom or live stream, my expectations of you are as follows:
1. I expect you will be in the Zoom live stream at the designated start time, and I will allow you into the meeting when I am ready to meet.
2. I expect your Zoom video to be turned on at all times during the meeting.
3. I expect that you will be visible in the video at all times and pay attention.
4. I expect that you are proficient at muting and unmuting your microphone, as I expect to interact with you.

5. I expect you to be attired just as you would if sitting in the classroom or during live office hours.

Refund and Repayment Policy

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

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

Also refer to Instructor Policies (starting on page 7 in this document) regarding Academic Misconduct, Use of AI Tools, Appropriate and Inappropriate use of AI Tools and Documenting use of GAI.

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 prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. 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."*

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

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

Course Schedule:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 Jan 19-25 MLK Holiday, Jan 19 Start Here & Week 1 Modules	View Mindtap Introduction video Review syllabus Read Chapter 1 and view the Chapter Lecture and videos Complete Chapter 1 Assignment Complete Chapter 1 Media Quiz Complete Chapter 1 Quiz	All assignments are due by 11:59 pm on Sunday, January 25.
Week 2 Jan 26-Feb 1	Read Chapter 3 and view the Chapter Lecture and videos Complete Chapter 3 Assignment Complete Chapter 3 Media Quiz Complete Chapter 3 Quiz	All assignments are due by 11:59 pm on Sunday, February 1.
Week 3 Feb 2-8	Read Chapter 4 and view the Chapter Lecture and videos Complete Chapter 4 Assignment Complete Chapter 4 Media Quiz Complete Chapter 4 Quiz	All assignments are due by 11:59 pm on Sunday, February 8
Week 4 Feb 9-15	Read Chapter 5 and view the Chapter Lecture and videos Complete Chapter 5 Assignment Complete Chapter 5 Media Quiz Complete Chapter 5 Quiz Extra Credit: Job I Love, Feb 13	All assignments are due by 11:59 pm on Sunday, February 15.
Week 5 Feb 16-22	Read Chapter 7 and view the Chapter Lecture and videos Complete Chapter 7 Assignment Complete Chapter 7 Media Quiz Complete Chapter 7 Quiz	All assignments are due by 11:59 pm on Sunday, February 22.
Week 6 Feb 23-Mar 1	Read Chapter 9 and view the Chapter Lecture and videos Complete Chapter 9 Assignment Complete Chapter 9 Media Quiz Complete Chapter 9 Quiz Big Five & Locus of Control project is due Sunday, March 1 by 11:59 pm.	All assignments are due by 11:59 pm on Sunday, March 1. Big Five & Locus of Control project due by 11:59 pm on Sunday, March 1.

Week or Module	Activities/Assignments/Exams	Due Date
Week 7 Mar 2-8	Open Book Essay Exam #1 is available starting 12:01 am 2/28/2026 and due on FRIDAY, March 6 by 11:59 pm. **Please note that the essay exam is due on FRIDAY rather than SUNDAY because of the start of Spring Break.**	Complete Open Book Essay Exam by 11:59 pm on March 6. Activate your free trial for LinkedIn! You need this for mini-project #2!
Week 8 March 9-15 Spring Break	No new assignments	No due assignments
Week 9 March 16-22	Read Chapter 10 and view the Chapter Lecture and videos Complete Chapter 10 Assignment Complete Chapter 10 Media Quiz Complete Chapter 10 Quiz Read Chapter 11 and view the Chapter Lecture and videos Complete Chapter 11 Assignment Complete Chapter 11 Media Quiz Complete Chapter 11 Quiz Extra Credit: Job I Love, March 18	All assignments are due by 11:59 pm on Sunday, March 22.
Week 10 Mar 23-29	Read Chapter 12 and view the Chapter Lecture and videos Complete Chapter 12 Assignment Complete Chapter 12 Media Quiz Complete Chapter 12 Quiz LinkedIn Learning Project due by Sunday, March 29 by 11:59 pm.	All assignments are due by 11:59 pm on Sunday, March 29. LinkedIn Learning Project due no later than Sunday, Mar 29 by 11:59 pm.
Week 11 Mar 30 – Apr 5	Read Chapter 13 and view the Chapter Lecture and videos Complete Chapter 13 Assignment Complete Chapter 13 Media Quiz Complete Chapter 13 Quiz	All assignments are due by 11:59 pm on Sunday, April 5.
Week 12 April 6-12	Read Chapter 14 and view the Chapter Lecture and videos Complete Chapter 14 Assignment Complete Chapter 14 Media Quiz Complete Chapter 14 Quiz	All assignments are due by 11:59 pm on Sunday, April 12.

Week or Module	Activities/Assignments/Exams	Due Date
Week 13 April 13-19	Read Chapter 16 and view the Chapter Lecture and videos Complete Chapter 16 Assignment Complete Chapter 16 Media Quiz Complete Chapter 16 Quiz Read Chapter 18 and view the Chapter Lecture and videos Complete Chapter 18 Assignment Complete Chapter 18 Media Quiz Complete Chapter 18 Quiz	All assignments are due by 11:59 pm on Sunday, April 19.
Week 14 April 20-26	Open Book Essay Exam #2 Will be available April 20 at 12:01 am Extra Credit: Job I Love, April 22	Open Book Essay Exam #2 by 11:59 pm on Sunday, April 26
Week 15 April 27-May 3	No new assignments. Students will be notified by May 3 if they are exempt from final paper/project.	
Week 16 May 4-10	Work on the final paper/project.	
May 11 -- Final	Students with a final grade of an A in the course are exempt from the final essay	Final Essay due by 11:59 pm, Monday, May 11