



MGMT 3013.203 Organizational Behavior Course Syllabus

Course Dates: January 12, 2019 to May 7, 2019

Credit Hours: 3

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Office Hours/Hours of Availability: Mondays and Wednesdays 10 am to 12 pm;
Tuesdays and Thursdays 9:30 am to 12:30 pm; or by appointments

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.

Textbook & Instructional Materials

Required Materials: Nelson, Debra L., & Quick, James C. (2016). ORGB 5. 5th Edition. Mason, OH: South-Western. ISBN: 978-1305663916. Additional articles and materials will be provided by the instructor.

Study Hours and Tutoring Assistance

ASC offers a schedule of selected subjects tutoring assistance. Please contact the ASC, (940) 397-4684, or visit the [ASC homepage](#) for more information.

College Policies and Procedures

Refer to College Policies and Procedures Manual.

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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.

Course Activities

Activities	Points
Homework 1	15
Homework 2	10
Homework 3	10
Homework 4	10
Homework 5	15
Homework 6	20
Homework 7	20
Homework 8	10
Homework 9	10
Class Participation	30
Essay 1	100
Essay 2	100
Essay 3	100
Case Analysis	100
Final Research Paper	150
Total Course Points	700

Grading Scale

Actual Points	Percentage	Letter Grade
630 and Higher	90 and Above	A
560 to 629	80 to 89	B
490 to 559	70 to 79	C
420 to 489	60 to 69	D
Less than 420	Less than 59	F

Brief Descriptions of Course Activities

Three Essays

You will have three essays throughout the semester. In each essay, you will be provided with four to six open-ended questions that are relevant to organizational behavior. You may use the recommended textbook, library databases, or other external sources to complete the essays. However, you are charged with providing your best rationale and proper references (if used) without plagiarizing.

Nine Assignments

You will be asked to complete nine assignments throughout the semester. Each of the assignments consists of application-oriented questions in the field of organizational behavior. Specifically, you will be charged with applying organizational behavior theories and concepts using practical examples.

One Case Analysis

One case related to organizational behavior will be given to you during the semester. You are required to read and understand the case thoroughly. Additionally, each student is required to present the assigned case orally. The purpose of the case presentation is to provide students with an opportunity to analyze organizational behavior issues.

One Final Research Project

There will be one final individual research project due at the end of semester. In this research project, you are required to conduct an observational, analytical, and critical analysis of two competing organizations. The project provides students with an opportunity to analyze organizational behavior in a real-world setting. This project will require high levels of team effort and members' coordination. Specific instruction for the final research project is posted on D2L.

Extra Credit

There may have extra credit opportunity in this course. You will be informed in advance by the instructor about the opportunity.

Late Work

No late submission will be accepted and graded. Students who experience an emergency needs to contact the instructor for late submission permission. Valid documentations are required.

Make Up Work/Tests

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. Valid documentations are needed for the acceptance of late assignments. The student will receive a score of zero for all late assignments, exams, and project.

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

Important Dates

Change of schedule or late registration: January 14-16, 2019.

Deadline to file for May graduation: February 18, 2019.

Last Day to drop with a grade of "W": 4:00 p.m., March 25, 2019.

It is the student's responsibility to visit with their academic advisor prior to withdrawing from a class must come to the Dean of Students office located in the Clark Student Center, room 104, to fill out a withdrawal slip.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where

attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Instructor General Class Policies

1. Course Format:

The course combines lectures, readings, class discussions, and applied exercises. Students are expected to bring to the class insights from readings, experience, or close thinking about the issues. Thus, each student is expected to participate in class discussions.

2. Grading and Feedback:

All the course activities will be graded one week after the set due date on an absolute scale. If there is any discrepancy in the grade, you must contact me immediately. I will provide individual feedback or a general feedback in the performance of the course activity. The final research project is a group project. Each of the group members is expected to contribute to the written project and oral presentation. A student who does not present will receive 0 point for the research paper.

3. General Classroom Culture:

Because positive learning environment facilitates learning outcomes, each student is expected to exhibit courteous and positive learning behaviors. There is no tolerance for disruptive behaviors.

4. Course Incomplete

A student is expected to complete a course of study during a semester. In an emergency, the instructor may assign a grade of "incomplete" with complete documentation for the situation. It is important to note that "incomplete" is rarely given. A student needs to complete the course within 30 days of the beginning of the next long semester or the incomplete grade will become an F.

Cheating/Plagiarism/Academic Dishonesty:

"Plagiarism" includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Student Honor Creed

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold

these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

Safe Zones Statement

The instructor considers the course and course environment to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that all students consider the classroom a safe environment.

Change of Schedule

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 a 100% refund of applicable tuition and fees. Dates are published in the schedule of classes each semester.

Refund and Repayment Policy

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) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Disability Support Services

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a

disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity.” The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

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.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [undergraduate catalog](#).

Course Schedule

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of MSU Texas to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Schedule (subject to change if necessary)

Date	Topics	Note
1/15	Course Orientation	
1/17	Organizational Behavior and Opportunity	
1/22	Challenges for Managers	
1/24	Personality	
1/29	Attitude	
1/31	Motivation	

Schedule: Continued

Date	Topics	Note
2/05	Learning and Performance	
2/07	Stress	Essay 1
2/12	Communication	
2/14	Teams and Groups	
2/19	Decision-Making	
2/21	Power and Politics	
2/26	Leadership	
2/28	Conflict Management	Essay 2
3/05	Job Design	
3/07	Organizational Design and Structure	
3/12	Organizational Culture	
3/14	Research Day	
3/19	Spring Break	No Class
3/21	Spring Break	No Class
3/26	Career Management	
3/28	Change Management	Essay 3
4/02	Research Day	
4/04	Research Day	
4/09	Case Presentations	
4/11	Case Presentations	
4/16	Case Presentations	
4/18	Easter Break	No Class
4/23	Case Presentations	
4/25	Group Presentations	Papers and Presentation Materials Due in Class
4/30	Group Presentations	
5/02	Group Presentations	
5/07	Group Presentations	