Syllabus: MGMT 3013 x20
Organizational Behavior
Online – Spring Semester 2024, Jan 16-May 12, 2024

Course Dates: January 16, 2024 to May 12, 2024
Credit Hours: 3
Instructor: Sonia White, M.S.
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Phone: (940) 397-6996
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 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. (2019). ORGB 6. 6th Edition. Mason, OH: South-Western. ISBN: 978-1-337-40783-0. Mindtap® version accessible through D2L as part of student fees (no additional charge to students). Additional articles and materials may be provided by the instructor via D2L.

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 to access D2L.

Required Hardware and Software

Due to the fact that this is a fully online course, it is your responsibility to have (or have access to) a working computer for 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 multiple locations as well as the Academic Success Center. 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.

Hardware

Computer, laptop, or Ipad with webcam, microphone, and speakers to access Virtual Classroom, Skype, 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.

Software

Students can get access to Office 365 web edition for free. Students should contact the helpdesk at 940-397-4680 or 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.

Browser

You should use the following browsers for the best experience: Mozilla Firefox, Google Chrome, or Apple Safari.

University Policies and Procedures

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. MSU Student Handbook

Academic Integrity

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. For this course specifically, also see "Instructors Policies and Procedures" below regarding 'Academic Integrity'.

Americans with Disabilities Act

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request an accommodation, the student should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center. Once that office has determined the accommodation, the student should contact me as soon as possible with the documentation. As an instructor, I cannot grant accommodations without guidance or recommendations from the Office of Disability Support Services.

Concealed Carry

For information regarding campus carry, please refer to the University's webpage on Campus Carry Rules and Policies.

Grade Appeals

See the MSU Student Handbook for University policy on grade appeals. The procedures outlined in this policy will be followed for grade appeals.

Instructor Policies and Procedures

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, using 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. Any assignment that is found to have been the result of cheating, collusion and/or plagiarism will be given a grade of a 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 is found to have used generative AI tools in unauthorized ways will be given a grade of a zero, at a minimum. 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, 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, unmistakably important aspect of this online course. The expectation of the instructor is that students will log on a minimum of three times every seven days. It is critical that you read the online textbook each week, watch all of the lectures and assigned videos and complete weekly chapter assignment. Your full participation on a weekly basis is not only a requirement; it is 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 in a row may constitute non-attendance or excessive absences and may result in the student being dropped from the course by the instructor.

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.

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 on an absolute scale. You can check your grades by going to Gradebook. 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 simply 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. If you contact me after 5pm on Friday, do not expect a reply until Monday; for scheduled University Holidays, I do not look at email and will respond on the next workday.

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**.**

Description of Course Activities

Chapter Reading, Lectures, Chapter Videos and 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.

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.

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.

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.

Course Activities Points and Weights

Activity	Points	Percent
Chapter Assignments (one for each chapter/week)	260	25
Chapter Quizzes (one for each chapter/week)	267	26
Media Quizzes (one for each chapter/week)	50	5
Comprehensive exams (three total)	450	44
TOTAL	1017	100

Points and Letter Grade

Actual points	Percentage	Letter grade
911 and higher	89.5 and above	A
809 to 910	79.5 -89.4	B
707 to 808	69.5-79.4	C
605-706	59.5-69.4	D
Less than 604	59.4 and below	F

Important Dates

Change of schedule or late registration: **January 16-19, 2024**
Deadline to file for May graduation: **February 12, 2024**
Spring Break begin: **5:00 p.m., March 9 (March 10-16)**
The last day for students to drop with a grade of "W": is by **4:00 p.m., April 24, 2024**
  • Drops after this deadline will receive grades of "F"
Last day of regular classes: **May 3, 2024**
Final examinations begin: **May 4, 2024**
Commencement: **May 11, 2024**

Course Schedule

Week	Topics	Learning Objectives	Assignments
Jan 16-21 Start Here Module Week 1 Module	Course Orientation Mindtap Orientation Introduction to Syllabus Chapter 1: Organizational Behavior	1.Define the course structure and requirements 2.Recognize the impact of internal and external factors on 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.
Jan 22-28 Week 2 Module	Chapter 3: Personality, Perception and Attribution	To identify and examine the functions of 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.
Jan 29-Feb 4 Week 3 Module	Chapter 4: Attitudes, Emotions, and Ethics	To identify and examine the functions of 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.
Feb 5-11 Week 4 Module	Chapter 5: Motivation at Work	To describe individual 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.

Feb 12-18 Week 5 Module	Comprehensive Exam #1 Covers Chapters 1, 3, 4, and 5	To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	Complete comprehensive exam by 11:59 pm on Saturday.
Feb 19-25 Week 6 Module	Chapter 7: Stress and Well-Being at Work	To analyze the impact of stress 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.
Feb 26 – Mar 3 Week 7 Module	Chapter 9: Work Teams and Groups	To illustrate work group/team process	• 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.
Mar 4-10 Week 8 Module	Chapter 10: Decision Making by Individuals and Groups	To describe and apply decision making models	• 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 5:00 pm on FRIDAY due to Spring Break.**
Mar 10-16 Spring Break No Assignments			
Mar 18-24 Week 10 Module	Chapter 11: Power and Political Behavior	To assess power and political behavior at work	• 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.
Mar 25-31 Week 11 Module	Chapter 12: Leadership and Followership	To classify and compare theories of 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.
Apr 1 -7 Week 12 Module	Comprehensive Exam #2 Covers Chapters 7,9,10, 11 and 12	To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	Complete comprehensive exam by 11:59 pm on Saturday.
Apr 8-14 Week 13 Module	Chapter 13: Conflict and Negotiation	To describe conflict at work	• 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.
Apr 15-21 Week 14 Module	Chapter 14: Jobs and the Design of Work	To discuss and apply theories of job design	• 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.
Apr 22-28 Week 15 Module	Chapter 16: Organizational Culture	To recognize and describe the importance and functions of	• Read Chapter 16 and view Chapter Lecture and videos

		organizational culture	- Complete Chapter 16 Assignment - Complete Chapter 16 Media Quiz - Complete Chapter 16 Quiz All assignments due by 11:59 pm on Saturday.
Apr 29-May 3 Week 16 Module	Chapter 18: Managing Change	To describe and apply organizational change approaches	- 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 is Friday instead of Saturday due to final on Monday.**
May 6 -- Final	Comprehensive Exam #3 (FINAL) Covers chapters 13,14, 16 and 18	To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	Complete comprehensive exam (FINAL) by 11:59 pm on Monday, May 6.