



**Course Syllabus: Organizational Behavior**  
**Dillard College of Business Administration**  
**MGMT 3013 Section X11**  
**Fall Semester, August 25 – December 13, 2025**

**Contact Information**

Instructor: Alli Forrester

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Office hours: Mondays 3 – 4 PM, Tuesdays 8 AM – 1:30 PM, Wednesdays 8 AM – 11 PM, or by appointment in person or via Zoom.

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**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: Colquitt, Jason A., Lepine, Jeffrey A., & Wesson, Michael J. (2025). Organizational Behavior: Improving Performance and Commitment in the Workplace. 2025 Release. New York, NY: McGraw Hill LLC. ISBN 978-1-265-90099-1 (bound) or 978-1-266-89661-3 (loose-leaf). Connect ® 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.

If you cannot access the ebook and materials through D2L you may have to set up a student account. Visit

<https://www.mheducation.com/highered/support/support-at-every-step/connect/first-day-of-class/ia-d2l> for step-by-step registration instructions on how to access your Connect® class materials.

## Study Hours and Tutoring Assistance

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## Student Handbook

Refer to: [Student Handbook](#)

### Academic Misconduct Policy & Procedures

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

### Grading

Course Grade - List all graded assignments with their point value and or percentage of total grade. Letter Grade Scale indicate the overall points or % to letter grade scale for example 1567 to 1750 = A

Table 1: Points allocated to each assignment.

Assignments	Points
Syllabus Quiz	20
Chapter Quizzes (12 at 15 pts each)	180
OB in the News (10 at 15 points each)	150
Mini Monthly Projects (4 at 50 pts each)	200
Exams (2 at 350)	700
Final Project	500
Total Points	1750

Table 2: Total points for final grade.

Grade	Points
A	1567
B	1399 to 1566
C	1217 to 1398
D	1042 to 1216
F	Less than 1041

### Mini Monthly Projects

Each month you will be asked to complete a very small project. These vary from about 1 hour to 5 hours to complete. Each mini project will have detailed instructions posted. They are due at the end of the month. Please see the Course Schedule for more details.

### **Quizzes**

You will have 1 syllabus quiz that ensures you have read the syllabus. This is worth 20 points and is due on August 28<sup>th</sup>. All other quizzes in the class are chapter quizzes and they are due every Thursday at 11:59 PM throughout the semester except for holiday weeks. They are untimed and are usually 10-20 true/false and multiple-choice questions. You can use your book, but the Proctorio monitoring system is in place. Please work alone.

### **Exams**

You will have two exams in McGraw-Hill Connect. They are open book and open note. The Proctorio monitoring system and lock down browsers are in place. You will have 140 minutes to complete the exams. You are not allowed to work with other students. They are due on October 9, 2025 and December 4, 2025 at 11:59 PM.

### **OB in the News**

For this activity, the OB in the News Team members will each choose a recent article that highlights organizational behavior in action — such as motivation (Chapter 6), ethics (Chapter 7), decision-making (Chapter 8), or organizational culture (Chapter 16). Write a short summary of the article in your own words, explain how it connects to our course concepts, and end with a discussion question to spark conversation. After posting, everyone else in the class that is not on the Team for the week will respond to at least two classmates with thoughtful comments or examples that build on their ideas.

This activity connects textbook concepts to real-world organizational behavior (OB) issues. It helps you see how theories like motivation, leadership, decision-making, and culture apply in today's workplaces. By analyzing current events, you will practice critical thinking and strengthen your ability to explain OB beyond the classroom. More detail is available in the Course Schedule and in D2L. There are 10 OB in the News activities that are due on their respective Thursdays at 11:59 PM.

### **Projects Required**

You will have one Final Project due at the end of the semester. This will count as your final exam. More detail will be provided in D2L. This assignment is Due December 10, 2025 at 11:59 PM. These will appear on the Course Schedule in more detail.

### **Extra Credit**

There may or may not be extra credit assignments available throughout the semester.

### **Late Work**

Late work is accepted with a 10% automatically applied penalty for each day the assignment is late. You do not need to ask to turn in something late.

### **Make Up Work/Tests**

Make-up exams and late work are only allowed in cases of officially documented, university-approved absences (such as illness, family emergency, religious observance, or participation in a university-sponsored event). In most cases, I will refer to the Late Work Policy above.

Exams: If you miss an exam for an approved reason, you must notify me within 24 hours of the missed exam to arrange a make-up. The make-up exam may not be the same format as the original.

Communication: You are responsible for contacting me as soon as possible if you anticipate a conflict. Failure to communicate promptly may result in losing the opportunity to make up the work.

### **24/7 Policy**

24/7 Policy: When a grade is returned, students must wait 24 hours before reaching out with questions. After this waiting period, students have up to 7 days to discuss the grade. Once 7 days have passed, the opportunity to discuss the grade is no longer available. Example: If a grade is posted on September 1, the earliest a student may ask about it is September 2. The window to discuss the grade remains open until September 9. Beginning September 10, the grade is no longer open for discussion.

### **Winter Weather Policy**

Because this is an online course, campus closures due to winter weather will not normally affect our class schedule. However, I understand that severe weather can sometimes cause power outages, internet disruptions, or other challenges.

Assignments/Exams: If you are unable to complete an assignment or exam on time due to weather-related issues, please notify me as soon as possible. Extensions will be handled on a case-by-case basis.

Communication: I will post announcements on D2L if any adjustments are needed to our schedule. Always check D2L and your email during weather events.

Student Safety: Your safety comes first. Please do not put yourself at risk to meet an online deadline—just communicate with me promptly if weather impacts your ability to participate.

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

The use of generative AI tools (e.g., ChatGPT) 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
- 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 or content that you put into a Zoom chat.
- Completing group work that your group has assigned you unless it is mutually agreed upon that
- you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, 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 to stay compliant with university policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways will be given a grade of zero. When in doubt about permitted usage, please ask for clarification.

### **Important Dates**

Last day for term schedule changes: August 26, 2025

Deadline to file for graduation: September 22, 2025

Last Day to drop with a grade of "W:" November 24, 2025

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**

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.

### **Online Computer 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 in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. 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](#).

### **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).

### **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 Clark Student Center, Room 168, (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](#).

## **College Policies**

### *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**

Update as needed. 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:

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Week or Module	Activities/Assignments/Exams	Due Date
Week 1 8/25 to 8/30	Chapter 1 Quiz Syllabus Quiz	August 28, 2025
Week 2 8/31 to 9/6	Chapter 2 Quiz August Mini Monthly Project OB in the News	September 4, 2025
Week 3 9/7 to 9/13	Chapter 3 Quiz OB in the News	September 11, 2025
Week 4 9/14 to 9/20	Chapter 4 Quiz OB in the News	September 18, 2025
Week 5 9/21 to 9/27	Chapter 5 Quiz OB in the News	September 25, 2025
Week 6 9/28 to 10/4	Chapter 6 Quiz September Mini Monthly Project – Leading and Motivating People with Different Personalities	October 2, 2025
Week 7 10/5 to 10/11	Chapters 1 - 6 Exam OB in the News	October 9, 2025
Week 8 10/12 to 10/18	Chapter 7 Quiz OB in the News	October 16, 2025
Week 9 10/12 to 10/18	Chapter 8 Quiz OB in the News	October 23, 2025
Week 10 10/26 to 11/1	Chapter 9 Quiz October Mini Monthly Project	October 30, 2025
Week 11 11/2 to 11/8	Chapter 10 Quiz OB in the News	November 6, 2025
Week 12 11/9 to 11/15	Chapter 11 Quiz OB in the News	November 13, 2025
Week 13 11/16 to 11/22	Chapter 16 Quiz OB in the News	November 20, 2025
Week 14 11/23 to 11/29	Thanksgiving Last day to drop for “W” November Mini Monthly Project	November 24, 2025
Week 15 11/30 to 12/6	Chapters 7 – 11, 16 Exam	December 4, 2025
Week 16 12/7 to 12/13	Final Project	December 10, 2025



Note: Tables are already set up for compliance. If you wish to add another table, make sure do the correct compliance setup for tables which you can find in the [How To – Word Doc ADA Compliance PDF](#).

This syllabus is intended as a guide for the course and is subject to change at the instructor's discretion. Any changes to the schedule, assignments, or policies will be announced in class and/or posted on D2L. Students are responsible for staying informed of all updates.