MGMT 5443 x10 Organizational Behavior Online Course Syllabus

Course Dates: August 24, 2019 to December 10, 2019
Credit Hours: 3
Professor: Shih Yung Chou, Ph.D.
Office/Phone: DB 221/940-397-4149
E-Mail: shihyung.chou@msutexas.edu
Office Hours/Hours of Availability: Mondays and Wednesdays 9 am to 10 am; Tuesdays 9 am to 12 pm; or by appointment

Course Description

This course focuses on behavioral factors relating to issues such as automation, ethics, labor-management relations, and similar problems, with emphasis upon research and current literature.

Textbook & Instructional Materials

Recommended Materials: Phillips, Jean M., & Gully, Stanley M. (2014). Organizational Behavior: Tools for Success. 2nd Edition. Mason, OH: South-Western. ISBN (student edition): 978-1133953609. 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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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
Assignment 1	10
Assignment 2	10
Assignment 3	10
Assignment 4	10
Assignment 5	20
Assignment 6	10
Assignment 7	20
Assignment 8	20
Assignment 9	10
Assignment 10	10
Discussion Question 1	10
Discussion Question 2	10
Discussion Question 3	10
Essay 1	100
Essay 2	100
Essay 3	100
Case Analysis	100
Final Research Paper	140
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.

Ten Assignments

You will be asked to complete ten assignments throughout the semester. Each of the assignments consists of one to three 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 selected by you in the beginning of the semester. You are required to read and understand the case thoroughly. Next, you are charged with providing your responses to the questions indicated in the case. The complete case analysis also requires you to record your video and audio presentation using Screencast-O-Matic. Specific instruction for recording the video and audio presentation is posted on D2L Week 15 Module content.

Three Discussion Questions

Three discussion questions (10 points for each question) will be posted on D2L. You are required to respond to all the three questions with your best rationale. In addition, to obtain full credit, you are required to read and respond to at least two other students' posts.

One Final Research Paper

There will be one final individual research paper due at the end of semester. In this research paper, you are required to conduct an observational, analytical, and critical analysis of two competing organizations. Specific instructions for the final research project are posted on D2L Week 16 Module content.

Extra Credit

There may have extra credit opportunity in this course. You will be informed if an opportunity becomes available.

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: August 26-28, 2019.
Deadline to file for December graduation: September 30, 2019.

Last Day to drop with a grade of "W": 4:00 p.m., October 28, 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.

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.

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**.

Instructor Class Policies

1. Grading and Feedback:

   All the course activities will generally be graded one week 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. I will provide individual feedback or a general feedback in the performance of the course activity.

2. Discussion Participation:

Discussion Board will primarily be used for discussing course content related topics and issues. There will be three discussion topics for the semester. Each discussion topic is worth 10 points.

For each graded discussion question, you must respond to the question directly. In addition, you are required to read and respond to at least two other students' posts in order to receive full credit. Please ensure that the responses to the questions are meaningful, reflective, refer to personal experience and support your course readings.

Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting then say why you agree (or disagree) by providing your rationale.
You are responsible for reading all of the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class.

Use a person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

3. 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.

Netiquette

Anything you type in the discussion area is public - which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
- Do not post anything too personal
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting)
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- If the posting is going to be long, use line breaks and paragraphs

- Fill in a meaningful Subject Line
- Write your full name at the end of the posting
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Note: If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges. For additional help, please refer to netiquette.

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.

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 all of the lecture and assignment materials as well as all of the public discussion materials. 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 make up assignments no later than the due dates.

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 class 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) exists 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 **graduate 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 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

Week	Topics	Learning Objectives	Assignments
Week 1 Module (8/24/19 to 8/31/19)	• Course Orientation • Session 1: What is Organizational Behavior?	• To define organizational behavior • To discuss the importance of organizational behavior • To recognize the impact of internal and external factors on behaviors	• Familiarize with D2L and course syllabus • View Session 1 Lecture • Complete Assignment 1 by midnight on Saturday
Week 2 Module (9/01/19 to 9/07/19)	• Session 2: Diversity	• To describe the difference between surface-level and deep-level diversity • To explain the benefits of and barriers to diversity	• View Session 2 Lecture • Complete Assignment 2 by midnight on Saturday

Schedule: Continued

Week	Topics	Learning Objectives	Assignments
Week 3 Module (9/08/19 to 9/14/19)	• Session 3: Individual Difference I • Session 4: Individual Difference II	• To explain individual differences from the perspectives of demographic characteristics, personality traits, intelligence, self-concept, learning orientation, and perceptions of fit	• View Sessions 3 & 4 Lectures • Complete Assignment 3 by midnight on Saturday • Respond to the 1st Discussion Question by midnight on Saturday
Week 4 Module (9/15/19 to 9/21/19)	• Session 5: Attitudes, Values, Moods, and Emotions	• To explain individual differences from the perspectives of attitudes, values, moods, and emotions	• View Session 5 Lecture • Complete Assignment 4 by midnight on Saturday • Identify and submit two competing organizations for the final research paper topic by midnight on Saturday (only submit the names of the organizations)
Week 5 Module (9/22/19 to 9/28/19)	• Session 6: Social Perception, Attributions, and Perceived Fairness • Session 7: Motivating Behavior	• To describe the process of social perceptions, attributions, and fairness perceptions in individuals • To analyze the impact of motivation at work	• View Sessions 6 & 7 Lectures • Complete Assignment 5 by midnight on Saturday

Schedule: Continued

Week	Topics	Learning Objectives	Assignments
Week 6 Module (9/29/19 to 10/05/19)	• Essay 1 (Covers Sessions 1, 2, 3, 4, 5, 6, & 7 Materials)	• To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	• Complete Essay 1 by midnight on Saturday
Week 7 Module (10/06/19 to 10/12/19)	• Session 8: Communicating	• To describe the communication process and barriers to effective communication	• View Session 8 Lecture • Complete Assignment 6 by midnight on Saturday • Respond to the 2nd Discussion Question by midnight on Saturday • Respond to the 3rd Discussion Question by midnight on Saturday
Week 8 Module (10/13/19 to 10/19/19)	• Session 9: Making Decisions	• To describe and apply decision-making models	• View Session 9 Lecture • Complete Assignment 7 by midnight on Saturday
Week 9 Module (10/20/19 to 10/26/19)	• Session 10: Power, Influence, and Politics • Session 11: Managing Conflict and Negotiating	• To assess power, influence, and political behaviors at work • To describe conflict and negotiation at work • To contrast conflict management styles	• View Sessions 10 & 11 Lectures • Complete Assignment 8 by midnight on Saturday

Schedule: Continued

Week	Topics	Learning Objectives	Assignments
Week 10 Module (10/27/19 to 11/02/19)	• Essay 2 (Covers Sessions 8, 9, 10, & 11 Materials)	• To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	• Complete Essay 2 by midnight on Saturday
Week 11 Module (11/03/19 to 11/09/19)	• Session 12: Group Behavior and Effective Teams • Session 13: Leading	• To describe effective group developmental process • To classify and compare theories of leadership and followership	• View Sessions 12 & 13 Lectures • Complete Assignment 9 by midnight on Saturday • Submit the first draft of the final research paper for critical feedback by midnight on Saturday (Optional)
Week 12 Module (11/10/19 to 11/16/19)	• Session 14: Organizational Structure and Design • Session 15: Organizational Culture and Organizational Change	• To analyze and design effective organizational structure • To recognize and describe the importance and functions of organizational culture • To describe and apply organizational change approaches	• View Sessions 14 & 15 Lectures • Complete Assignment 10 by midnight on Saturday
Week 13 Module (11/17/19 to 11/23/19)	• Session 16: Managing Your Career	• To interpret effective career management	• View Session 16 Lecture

Schedule: Continued

Week	Topics	Learning Objectives	Assignments
Week 14 Module (11/24/19 to 11/30/19)	• Essay 3 (Covers Sessions 12, 13, 14, 15, & 16 Materials)	• To demonstrate the ability to apply organizational behavior theories to the analysis of behavioral contexts	• Complete Essay 3 by midnight on Saturday
Week 15 Module (12/01/19 to 12/07/19)	• Organizational Behavior Case Analysis	• To demonstrate the ability to apply organizational behavior theories to the analysis of an organizational behavior case	• Submit case analysis by midnight on Saturday
Week 16 Module (12/08/19 to 12/10/19)	• Final Research Paper	• To demonstrate the ability to apply organizational behavior theories to actual organizations	• Submit final research paper by midnight on Tuesday