

# Dillard College of Business Administration

## *SYLLABUS: MGMT 3013 Organizational Behavior*

*Fall Semester 2019*

*Section 102, 9:30 AM TR*

*Dillard 178*

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### Contact Information

Instructor: Dr. Charles Bultena, Associate Professor of Management

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### Course Materials

Nelson and Quick (2019), ORGB 6 (6th Edition). Cengage: New York. ISBN-13: 978-1-337-40783-0

### 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.

### Course Prerequisite

Junior Standing in business administration or above or consent of the chair.

### Learning Goals

#### I. General Learning Goals:

- **Teambuilding and collaboration to achieve group objectives.** These objectives will be practiced as students work in teams to analyze business scenarios and cases and complete skill-building experiential exercises. Students will also work closely in teams to complete the major course project involving the analysis of film clips demonstrating organizational behavior concepts. Instructor observation, project evaluation, and feedback from team members will be used to assess these abilities.
- **Competency in speaking and writing for common business scenarios.** Students will practice their oral presentation skills in class experiential exercises which require them to speak and role play before the class and in the major course presentation of the film analysis. The student's ability to speak clearly to an audience will be included in the student's participation grade and the team score for the major project. A written personality profile will also be assessed for writing ability.
- **Problem solving and decision-making abilities through critical analysis, evaluation, and interpretation of business information.** This course is designed not only to introduce students to organizational behavior concepts, but to develop self-awareness and build important skills necessary for success in the workplace. Students will be taught relevant theory and how it applies to them and others in the workplace. Self-awareness is taught and practiced by completing a battery of personality and workplace surveys. Application to others in the workplace is practiced through participating in skill-building experiential exercises and analysis of cases, scenarios, and video clips depicting realistic workplace situations. Problem solving, decision-making, and critical analysis abilities will be assessed by examination, instructor observation, team feedback, team presentation, and in written analyses.

- These general learning goals are among those established by the Dillard College. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

**II. Course Specific Learning Goals:** After completing this course, students should:

- Understand the major organizational behavior theories ranging from individual differences, to group (interpersonal) dynamics, to organization-level issues, like conflict, culture, and change.
- Gain considerable self-awareness concerning their personality, workplace preferences, and attitudes toward others and the workplace. These insights should promote self-development.
- Apply organizational behavior concepts and skills to recognize, analyze, and develop solutions to specific organizational problems encountered at work.
- Gain hands-on experience and develop useful skills that will promote success in the workplace.
- Develop team skills by working in groups in experiential exercises and by preparing and presenting a team film analysis to the class.

## Course Policies

**Participation and Attendance Policy:** Since this is a discussion-based course, part of your grade is based on participation. You must read assigned chapters, complete assignments before coming to class, and offer informed, insightful comments during class discussions. Further you must be an active participant in team projects. Obviously, you must be present to participate. **You will be dropped from the course with a grade of WF after three (3) consecutive absences or six (6) total absences have been recorded. If you are not in your assigned seat when the roll is checked, you will be counted absent! If you are counted absent and notify your instructor at the end of class that you were late, your absence will be changed to late. Being late twice is equal to one (1) absence.** Exceptions are granted only for documented university-authorized absences and tardiness that is due to documented physical disabilities. **See 2018-2019 MSU Student Handbook (p. 43) for University Class Attendance Policy.**

**Missed Examination Policy:** If a student misses a scheduled exam, **the student must immediately contact the instructor to schedule a make-up exam.** Students must make up a missed exam before they are allowed to return to class. Students who miss a scheduled exam will not be given the original exam (Form A). Instead, they will take a make-up version of the exam (Form B) that is substantially different from the original. It is in everyone's best interest for students to take the exam as scheduled if at all possible.

**Conduct During Exams and Review of Exams: All electronic devices must be turned off and stored out of sight throughout the entire duration of any exam. Failure to do so will result in termination of the exam with a grade of zero (0).** Any attempt to record or communicate exam content, by any means, during an exam or during a review of a completed exam is considered cheating and will evoke the **University Academic Misconduct Policy (see 2018-2019 MSU Student Handbook, Appendix E, pp. 117-118).** Students are not permitted to leave the room during an examination without turning in their exam.

**Assignment Submission Policy:** All assignments are due **in class at the beginning of class** on the specified due date. Assignments submitted after the instructor collects them from the class will be counted late, even if they are submitted during the class session. **Assignments will not be accepted via e-mail without the prior consent of the instructor. Late assignments may be placed under the instructor's office door if not submitted in class. Multi-page assignments must be stapled!**

## Grading and Evaluation

**Student's performance will be assessed using the following methods:**

**Exams (3):** Each exam will consist of 60 multiple choice questions. Examinations are designed to assess knowledge of key concepts presented in lectures, exercises, cases, and in the text as well critical thinking skills in applying key concepts. **See Missed Examination Policy above.**

**Projects (3):** The following projects are assigned. Project details will be provided in class.

- 1. Self-Awareness Surveys – Homework**
- 2. Personality Profile – Individual Paper**
- 3. OB in the Movies – Team Presentation**

**Assignments are due at the start of class on the due date. Late surveys and papers must be received before the end of the next class session. A letter grade penalty (e.g., A reduced to B) is assessed for late homework and papers without documentation of a university-approved absence.**

Final grades will be determined as follows:

<b>Course Activity</b>	<b>Weight</b>
3 Exams @ 20% each	60%
Personality Profile Paper	15%
OB in the Movies	15%
Homework (Surveys)	5%
Participation	5%
Total	100%

Grade ranges are as follows:

<b>Grade Range</b>	<b>Letter</b>
90-100	A
80-89	B
70-79	C
60-69	D
Under 60	F

The grade ranges are firm. Standard rounding rules apply – only decimals of .5 or greater round up. For example, 79.4 is a “C” but 79.5 rounds up to a “B”.

### **Course Content and Outline**

- 1. Individual Level** – Personality; Values, Attitudes, and Ethics; Motivation
- 2. Interpersonal Level** – Work Teams and Decision Making; Power/Politics; Leadership
- 3. Organizational Level** – Conflict; Job Design; Organizational Culture; Managing Change and Stress

### **Academic Dishonesty**

With regard to academic honesty, students are referred to the “Student Honor Creed” in the **2018-2019 MSU Student Handbook (p. 8)**. Your name on any exam or assignment is your pledge that all work contained therein is yours alone. **Collaboration in graded assignments is allowed only in the “OB in the Movies” team project in this course.** Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. Serious violations will result in you being dropped from the course with an “F” and may trigger disciplinary action by the college or university. **The University Academic Misconduct Policy (see 2018-2019 MSU Student Handbook, Appendix E, pp. 117-118) includes a student appeal process, but all incidents require written notification of the incident to the Department Chair, College Dean, and the Dean of Students with copies placed in the student’s file.**

## **Americans with Disabilities Act**

If a student has an established disability as defined in the **Americans with Disabilities Act** and would like to request accommodation, that student should please see me as soon as possible (i.e., within the first two days of the semester). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by MSU Disability Support Services for those students who qualify for disability services. **See 2018-2019 MSU Student Handbook (pp. 24-25) for Disability Support Services.**

## **Food and Beverage Policy**

No food of any kind is allowed in classrooms in the Dillard Building. All beverages are prohibited except **bottled water that is capped at all times when not taking a drink.** Policy is strictly enforced!

## **Campus Carry Policy**

**Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <https://mwsu.edu/campus-carry/rules-policies>.**

## **Syllabus Change Policy**

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade will vary as necessitated by the pace at which material is covered and any unforeseen class interruptions, such as weather cancellations, guest lecturers, or instructor illness. This syllabus and the attached class schedule are guides for the course and are subject to change. Changes to the syllabus and/or class schedule will be communicated in class.

## **Additional Information**

**Grade Appeals:** Any student who believes a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has 30 days following the first day of the succeeding semester to file a written appeal with the dean of the instructor's college in which the course was taught. **See 2018-2019 MSU Undergraduate Catalog on MSU website under Registrar – Appeal of Course Grade.**

**Grade Changes:** No grade except "I" may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct documented clerical errors. Requests for error correction must be initiated immediately after the close of the semester for which the grade was recorded.

**Awarding and Removal of I:** A grade of *I* (incomplete) is a non-punitive grade given only during the last one-fourth of a semester and only if a student (1) is passing the course; (2) has reason beyond the control of the student why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet.

**A student must remove a grade of *I* within 30 days from the start of the next long semester by completing the stipulated work. See 2018-2019 MSU Undergraduate Catalog on MSU website under Registrar – Grading System.**

## **Tentative Class Schedule (See Next Page --►)**

Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus which will be announced in class.

## Tentative Class Schedule

Week	Day	Topic	Chapter
		<b><u>Part 1 – Individual</u></b>	
1	Aug 27	Introduction; Course Overview; On-line Surveys Demo and Assign	1
	Aug 29	Intro to Organizational Behavior; Emotional Intelligence Video	
2	Sep 3	Personality at Work; Intro Personality; Red/Blue Exercise	3
	Sep 5	<b>Personality Surveys Due!</b> OB Movie Teams and Topics Established	
3	Sep 10	<b>Interpretation of MBTI Results – Be Here!</b> “Wired That Way” Survey	3
	Sep 12	<b>Interpretation of Personality Puzzle Results – Be Here!</b>	
4	Sep 17	Values, Attitudes, and Ethics; Job Descriptive Index (JDI)	4
	Sep 19	<b>Personality Profile Due!</b> Values/Ethics; “You Make the Call” Exercise”	
5	Sep 24	Motivation Theory; Needs Theories; Manifest Needs Survey	5
	Sep 26	Process Theories; “Imagination Station” Exercise	
6	Oct 1	Wrap-up and Review; Applications, Video Clips, and Review	
	Oct 3	<b>Exam 1 (Chapters 1, 3, 4, 5)</b>	
		<b><u>Part 2 - Interpersonal</u></b>	
7	Oct 8	Work Teams and Groups; Work Teams and Group Dynamics	9
	Oct 10	Work Teams; Introduction to Group Decision Making	9,10
8	Oct 15	Group Decision Making; “Titanic Experience”	10
	Oct 17	<b>OB Movie #1 - Teamwork</b>	
9	Oct 22	Power and Politics; People Preference Survey	11
	Oct 24	Power Bases & Political Behavior; <b>OB Movie #2 – Power/Politics</b>	
10	Oct 29	Leadership Theory; LPC Scale	12
	Oct 31	Trait, Behavioral, Contingency, and Contemporary Theories	
11	Nov 5	“Plinko” Exercise; Wrap-up & Review; <b>OB Movie #3 – Leadership</b>	
	Nov 7	<b>Exam 2 (Chapters 9, 10, 11, 12)</b>	
		<b><u>Part 3 - Organizational</u></b>	
12	Nov 12	Conflict at Work; Conflict Handling Style Survey	13
	Nov 14	Trouble in Paradise Video; <b>OB Movie #4 – Conflict</b>	
13	Nov 19	Job Design; Job Diagnostic Survey; Videos; “Job Doctor” Exercise	14
	Nov 21	Organizational Culture; Culture and Socialization; Godfather Clip	16
14	Nov 26	Stress & Well-Being; Integrated Stress Model, Broadcast News Clip	7
	Nov 28	<b>No Class – Happy Thanksgiving!!!</b>	
15	Dec 3	Managing Change; Lewin’s Model, Force Field Analysis	18
	Dec 5	Wrap-up & Review; <b>OB Movie #5 – Culture, Change &amp; Stress</b>	
Final	Dec 10	<b>Final Exam (Chapters 13, 14, 16, 18 &amp; 7 Stress) Begins at 8:00 AM</b>	