

# Dillard College of Business Administration

## **SYLLABUS: MGMT 5443 Organizational Behavior Spring Semester 2020 7-9:50 PM Tuesday Dillard 129**

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### **Contact Information**

Instructor: Dr. Charles Bultena, Associate Professor of Management  
Office: Dillard 204  
Office Hours: MW 10:50-11:30; 2:00-3:30; T 9:50-10:30 PM  
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### **Course Materials**

Dubrin (2019). Fundamentals of Organizational Behavior (**6th Ed**). Academic Media Solutions: Solon OH. ISBN: 978-1-942041-75-7 (Four-Color Paperback). **See Handout for Additional Information.**

### **Course Description**

A study of human behavior at work in all forms of organizations. Topics include individual differences, attitudes, values, ethics, motivation, group dynamics, leadership, power and politics, conflict, stress, job design, and organizational culture and change with emphasis on current research, application of concepts, self-assessment, and skill development.

### **Course Prerequisite**

MGMT 3013 Organizational Behavior or equivalent and consent of Graduate Coordinator.

### **Learning Goals**

#### **I. General Learning Goals:**

- **Exhibit characteristics of leadership.** Students will extend their capacity to lead effectively in a myriad of skill-building team experiential exercises and team projects. They will lead various elements of a major course project involving the analysis of film clips demonstrating organizational behavior concepts. Instructor observation, project evaluation, and team feedback will be used to assess these abilities.
- **Produce creative responses to business situations.** This course assumes basic knowledge of organizational behavior concepts. Students build upon this foundation by exploring new research, applying concepts to a variety of real world cases and experiential exercises, and building self-awareness and new skills through self-awareness surveys and skill development exercises. These activities are designed to help students analyze business situations and to develop creative strategies for dealing with both opportunities and problems. These skills will be assessed by examination, instructor observation, team feedback, team presentation, and in written analyses.
- **Ability to communicate in a professional business manner.** Students will develop oral communication skills in experiential exercises which require them to speak and role play 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. Written communication skills will be developed and assessed in a written personality profile and research paper.

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

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

- Gain deeper insight into traditional organizational behavior concepts, like individual differences, attitudes, ethics, motivation, group dynamics, leadership, power, conflict, stress, culture and change.
- Discover new knowledge of specific organizational behavior issues by examining current research.
- Apply organizational behavior concepts and skills to recognize, analyze, and develop creative solutions to specific organizational problems encountered at work.
- Expand self-awareness concerning their personality, workplace preferences, and attitudes toward others and the workplace. These insights along with self-development exercises will help students build the skills they need to lead and succeed in the workplace.
- Develop communication and leadership skills by working extensively in group experiential exercises and by preparing and presenting a team film analysis to the class.

## Course Policies

**Participation and Attendance Policy:** Since this is a participation-based course, you must be present and prepared to participate effectively. Missing one class session is equivalent to missing a week of class. Even a partial absence is preferable to missing the whole evening. **Missing more than two class sessions is considered excessive.** If you must miss a class, turn your homework in early for full credit. Otherwise, it will be counted late upon your return. See 2019-2020 MSU Student Handbook (p. 25) 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 2019-2020 MSU Student Handbook, Appendix E, pp. 68-69). 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.** You may slide homework under my office door if I am not in the office. **Multi-page assignments must be stapled!**

**Grading and Evaluation - Student's performance will be assessed using the following methods:**

**Exams (2):** Exams may be a combination of multiple choice, short answer, and essay questions. Examinations are designed to assess knowledge of key concepts presented in the course as well as critical thinking skills in applying concepts. **See *Missed Examination Policy* above.**

**Projects (4):** The following projects are assigned. Project details will be provided in class.

1. **Personality Profile – Individual Paper**
2. **Research Paper – Individual Paper**
3. **OB in the Movies – Team Presentation**
4. **Mini-Papers - Homework**

**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>
2 Exams @ 25% each	50%
Personality Profile Paper	15%
Research Paper	15%
OB in the Movies	15%
Mini-Papers	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** – Individual Differences and Personality; Values, Attitudes, and Ethics; Motivation
2. **Interpersonal Level** – Group Dynamics and Teamwork; Communication; Leadership; Power and Politics
3. **Organizational Level** – Conflict and Stress; Job Design; Organizational Culture and Change

### **Academic Dishonesty**

With regard to academic honesty, students are referred to the “Student Honor Creed” in the **2019-2020 MSU Student Handbook (p. 6)**. 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 2019-2020 MSU Student Handbook, Appendix E, pp. 68-69) 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 2019-2020 MSU Student Handbook (p. 14) 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 2019-2020 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 90 days from the start of the next long semester by completing the stipulated work. See 2019-2020 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

Session	Date	Topics	Chapter
1	Jan 21	<b>Introduction to Organizational Behavior</b> Course Introduction, Assumptions, My Worst Job	1
2	Jan 28	<b>Individual Differences and Personality</b> Red/Blue, Personality Puzzle, Locus of Control, Type A	2
3	Feb 4	<b>Individual Differences and Personality (Continued)</b> Mini MBTI, Self-Monitoring, Manifest Needs, EQ, Imagination Station	2
4	Feb 11	<b>Attitudes, Values, and Ethics</b> <i>Personality Paper Due</i> , JDI, OCQ, Colorism Clip, Downsizing Case	3,4
5	Feb 18	<b>Motivation</b> Manifest Needs, Simpsons Exercise, Mega Manufacturing Case	6,7
6	Feb 25	<b>Group Dynamics and Teamwork</b> "Survivor" Exercise	9,10
7	Mar 3	<b>Communication</b> Poor Listening Exercise, Giving Praise Exercise, Skype Video	8
8	Mar 10	<b>Exam 1 (Dubrin Chpt. 2-4, 6,8,9, Handouts, and Exercises)</b>	See Review
<b>SPRING BREAK (March 14-22)</b>			
9	Mar 24	<b>Leadership</b> Leadership Style (LPC), Vroom Exercise, <b>OB Movie #1</b>	11
10	Mar 31	<b>Power, Politics, and Influence</b> Mach. Survey, Power & Influence Tactics; Parking Lot Dilemma	12
11	Apr 7	<b>Conflict and Stress</b> Conflict Handling Style Survey, Bullying Video, <b>OB Movie #2</b>	13
12	Apr 14	<b>Job Design</b> Job Diagnostic Survey, Job DoctoR <sub>x</sub>	14
13	Apr 21	<b>Organizational Culture</b> RJP&B Case, Culture Videos, <b>Research Paper Due</b>	15
14	Apr 28	<b>Organizational Change</b> Force Field Analysis, Restructuring Case, <b>OB Movie #3</b>	16
15	May 5	<b>Exam 2 (Dubrin Chpt. 11-16, Handouts, and Exercises)</b>	See Review
16	May 12	<b>Research Topics - Start time may be delayed</b> Abilene Paradox	