



Course Syllabus: Organizational Behavior
Dillard College of Business Administration
MGMT 3013 Section X20
Spring Semester, January 21-May 17, 2025

Contact Information

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Office hours: Monday, 3:00 pm to 5:00 pm. Tuesday and Wednesday, 9:30 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. I also welcome you just stopping by to say hello and introduce yourself!

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: Nelson, Debra L., & Quick, James C. (2019). ORGB 6. 6th Edition. Mason, OH: South-Western. ISBN: 978-1-337-40783-0. Mindtap® version is accessible through D2L as part of the MSU Access and Affordability Program. This student fee (\$50.75 + tax) has been added to your student account. 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 startstrong.cengage.com for step-by-step registration instructions on how to access your Cengage* class materials.

If you are taking this course from outside of the United States, please

visit cengage.com/purchase-abroad to purchase your Cengage course materials.

Important Dates

Student registration: Early November – January 17, 2025

Martin Luther King's Birthday Observed: January 20, 2025 (No face-to-face classes)

Classes begin: January 21, 2025

Change of schedule and late registration: January 21-24, 2025

Deadline for May graduates to file for graduation: February 17, 2025

Spring break begins 5:00 pm March 8: No face to face classes March 9-15, 2025

Holiday break begins 10:00 pm April 16: No face to face classes April 17-18, 2025

The last day for students to drop with a grade of "W": 4:00 p.m., April 30, 2025, drops after this deadline will receive grades of "F"

Last day of regular classes: May 9, 2025

Final examinations begin: May 12, 2025

Commencement: May 17, 2025

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.

Online 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 and working internet in this class. ***Assignments and tests are due by the due date, CMT time zone, 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 various areas buildings as well as the Academic Success Center. This online class can be accessed from any computer in the world that is connected to the internet. 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](#).

Browser Requirements

For the best browsing experience students should use Mozilla Firefox, Google Chrome, or Apple Safari.

Hardware Requirements

A computer, laptop, or iPad with webcam, microphone, and speakers to access Virtual Classroom, Skype, Zoom, Respondus Monitor Lockdown Browser, etc., is required for this course. **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 Requirements

Students can get free access to the Office 365 web edition. 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.

Grading

Course Grade – Course grade is determined by the number of points accumulated by the student over the semester. Each assignment is worth an allocated number of points.

Table 1: Points allocated to each assignment

Assignments	Points
Chapter Assignments (1 each chapter)	260
Chapter Quizzes (1 each chapter)	267
Chapter Media Quizzes (1 each chapter)	50
Comprehensive Exams (3 total)	450
Total Points	1017

Table 2: Letter grade, points and percentage.

Letter Grade	Points	Percentage
A	911 and above	Above 89.5
B	809-910	79.5 – 89.4
C	707-808	69.5 - 79.4
D	605-706	59.5 – 69.4
F	Less than 605	Below 59.4

Chapter Reading, Lectures, Videos & 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. These assignments can be accessed through D2L and the Mindtap® link to the e-book.

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. These assignments can be accessed through D2L and the Mindtap® link to the e-book.

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. These quizzes can be accessed through D2L and the Mindtap® link to the e-book.

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. The due dates for these will appear on the Course Schedule and D2L in more detail.

Final Exam

The last comprehensive exam of the course will be given on the designated final day (Monday, May 12, 2025) and count as your final exam. It will be weighted the same as the other two comprehensive exams given during the semester.

Extra Credit

There may be opportunities for extra credit this semester. I will post any extra credit opportunities on D2L with instructions on how to receive the extra credit.

Instructor Class Policies

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 and/or exams, 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 (see University Policies). Any assignment found to have resulted from cheating, collusion, and/or plagiarism will be given a grade of zero. 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 used generative AI tools in unauthorized ways will be given a grade of zero. 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, the 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 aspect of this online course. The instructor expects that students will log on to complete assignments, readings and view lectures a minimum of once a week. You must read the online textbook each week, watch all of the lectures and assigned videos, and complete the weekly chapter assignments. Your full participation every week is not only a requirement but 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 may constitute non-attendance or excessive absences. This may result in the instructor dropping the student from the course for non-attendance or lack of participation.

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. I will not respond to students through a non-MSU email. I will only respond to a student through the student MSU email and D2L.

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.

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

E-mail Communication Guidelines

I expect upper-division students (which you are!) to be able to communicate professionally. Also, per University guidelines, I have to be particularly careful in responding to email inquiries so that I am following student privacy guidelines. In order to ensure that you are exhibiting professionalism and that I am following student privacy guidelines, please adhere to the following guidelines when communicating with me via email.

- Always use your MSU student email or communicate through D2L. I cannot respond to your personal, non-MSU email per student privacy guidelines.
- Always include your first and last name, the course name/number and section in the subject line (MGMT 3013 Org Behavior X20). This semester I have multiple sections of this course, so it is important to include the section number. This is section 20 or X20.
- Your e-mail should also have a "signature," including your first name, last name, and M#.
- 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.

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 and also adhere to student privacy guidelines. 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. You can check your grades by going to Gradebook. If you are not able to see your grade or my feedback, please let me know so that I can correct the situation. 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. I make weekly assignments available from the first day of the semester, so a student has ample time to complete these assignments. 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 weekly deadlines, as activities are made available well in advance of when they are due.

Note: The due dates and times for the activities will adhere to the Central Time Zone.

I understand that in life there are emergencies that students cannot anticipate. If a student experiences an emergency (health issue, death in the family, hospitalization, car accident) that may impact class participation/attendance and completing assignments on time, it is the student's responsibility to contact the MSU Office of Student Rights and Responsibilities and request an Absence Letter (<https://cm.maxient.com/reporting.php?MSUTexas>) to provide to their instructors. The Office of Student Rights and Responsibilities will provide me with a letter and notify me once you have provided the required documentation.

It is the instructor who decides if the situation warrants special consideration or any extensions, not the student, or the Office of Student Rights and Responsibilities. However, I will not grant any extensions or special considerations if you do not have a letter from the Office of Student Rights and Responsibilities that shows you provided the proper documentation.

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. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They 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 left during regular business hours, which I consider Monday through Friday, 8:00 am – 5:00 pm. As I strive to maintain healthy life-work boundaries, if you contact me after 5 pm on Friday, do not expect a reply until Monday. For scheduled University

Holidays, I try not to look at email on those scheduled holidays but I will respond on the next scheduled workday. If I am out of the office for a planned absence, I try to have an out of office reply on my email or post my planned absence on D2L. A planned absence may affect my normal response time.

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.

University Policies

Academic Integrity and Academic Misconduct

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. Academic dishonesty is 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 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](#)

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 prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity.

Campus Carry

For more information, visit [Campus Carry](#).

Active Shooter

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.”](#)

Student Handbook

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. Refer to: [Student Handbook](#)

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Course Schedule:

Week	Topics	Assignments	Due date
Week 1 – Jan 20-26 MLK Holiday, Jan 20 Start Here & Week 1 Modules	Course Orientation Mindtap Orientation Introduction to Syllabus Chapter 1: Organizational 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 Sunday January 26.
Week 2 Jan 27-Feb 2	Chapter 3: 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 Sunday February 2.
Week 3 Feb 3-9	Chapter 4: 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 Sunday February 9.
Week 4 Feb 10-16	Chapter 5: 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 Sunday February 16.
Week 5 Feb 17-23	Comprehensive Exam	Comprehensive Exam #1 Covers Chapters 1, 3, 4, and 5	Complete comprehensive exam by 11:59 pm on Sunday, Feb 23.

Week	Topics	Assignments	Due date
Week 6 Feb 24-Mar 2	Chapter 7: Stress and Well-Being 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 Sunday March 2.
Week 7 Mar 3-9	Chapter 9: Work Teams and Groups	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 Sunday March 9.
Week 8 March 10 - 16 Spring Break	No assignments	No assignments	No assignments due
Week 9 March 17 - 23	Chapter 10: Decision Making by Individuals and Groups	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 11:59 pm on Sunday March 23.
Week 10 Mar 24 - 30	Chapter 11: Power and Political Behavior	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 Sunday March 30.

Week	Topics	Assignments	Due date
Week 11 Mar 31 – Apr 6	Chapter 12: 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 Sunday, April 6.
Week 12 April 7 - 13	Comprehensive Exam #2	Comprehensive Exam #2 Covers Chapters 7,9,10, 11 and 12	Complete comprehensive exam by 11:59 pm on Sunday April 13.
Week 13 April 14 - 20	Chapter 13: Conflict and Negotiation	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 Sunday, April 20.
Week 14 April 21 - 27	Chapter 14: Jobs and the Design of Work	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 Sunday, April 27.
Week 15 April 28 – May 4	Chapter 16: Organizational Culture	Read Chapter 16 and view Chapter Lecture and videos Complete Chapter 16 Assignment Complete Chapter 16 Media Quiz Complete Chapter 16 Quiz	All assignments due by 11:59 pm on Sunday, May 4.

Week	Topics	Assignments	Due date
Week 16 May 5 - 9	Chapter 18: Managing Change	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 than usual
May 12 -- Final	Comprehensive Exam #3	Comprehensive Exam #3 Covers chapters 13,14, 16 and 18	Complete the exam (FINAL) by 11:59 pm on Monday, May 12.