

Dillard College of Business Administration

SYLLABUS: MGMT 5443 Organizational Behavior Spring Semester 2021 7-9:50 PM Tuesday Dillard 129

Contact Information

Instructor: Dr. Charles Bultena, Associate Professor of Management
Office: Dillard 204
Office Hours: MW 11:00-11:30; 2:00-3:00; T 1:00-3:00 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.

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 situations and exercises, and building self-awareness and new skills through self-awareness surveys and skill development exercises. 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 and the major film analysis project. The student's ability communicate effectively will be included in the student's 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 represent skills graduates carry with them into their careers. The Dillard College assesses student performance as a means to improve curriculum, its delivery, and the program as whole

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

General – Covid 19: Guidelines to safeguard students returning to campus are outlined in the **MSU Texas Task Force to Return to Campus Handbook (July 27, 2020)** on the MSU-Texas Website. The classroom will be sanitized, set up to maintain social distance, and **no one is allowed in the classroom without a face mask or face shield.** Faculty may remove face masks only if at least 10 feet from students. Students may not attend class if they are sick or have symptoms of Covid-19 which are outlined in the Handbook above. **Students are expected to attend class in person unless they are granted permission to livestream due to illness or other approved reasons (consult Disability Support Services - DSS for exemptions).** In such cases, students will “livestream” the class in D2L. In either case, students must attend class in person or via “livestream.” **ALL EXAMS will be administered in D2L at the regularly scheduled time (See Course Schedule below) to minimize contact.**

Participation and Attendance Policy: Attendance will be taken whether you attend in person or are granted permission to “livestream.” Missing one class session is like missing a week of class. Even partial absence is preferable to missing the whole evening. **Missing more than two class sessions is considered excessive.** **If you must miss class, turn your homework in early for full credit. Otherwise, it is counted late upon your return. See 2019-2020 MSU Student Handbook (p. 25) for University Class Attendance Policy.**

Missed Examination Policy: Exams will open in D2L at the start of class on the designated day (see **Course Schedule below**). Since they are administered online, there is no reason to miss an exam unless you are too ill to operate your device in which case you must contact your instructor immediately to schedule a make-up (alternate version) of the exam. It's best to take the original version at the scheduled time if possible.

Conduct During Exams: **No materials are allowed during the exam. Navigating off the D2L site will terminate your exam. You are not allowed to record or share exam content and you may not consult anyone or any source by any means during the exam. Violations are considered cheating and will evoke the Academic Misconduct Policy (see 2019-2020 MSU Student Handbook, App E, pp. 68-69).**

Assignment Submission Policy: In-person assignments are due **in class at the beginning of class** on the specified due date. **Late assignments may be placed under the instructor's office door if not submitted in class. Multi-page assignments are stapled! Only livestreaming students may submit work online.**

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:

Course Activity	Weight
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:

Grade Range	Letter
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 12	Introduction to Organizational Behavior Course Introduction, Assumptions, My Worst Job	1
2	Jan 19	Individual Differences and Personality Red/Blue, Personality Puzzle, Locus of Control, Type A	2
3	Jan 26	Individual Differences and Personality (Continued) Mini MBTI, Self-Monitoring, Manifest Needs, EQ, Imagination Station	2
4	Feb 2	Attitudes, Values, and Ethics <i>Personality Paper Due</i> , JDI, OCQ, Colorism Clip, Downsizing Case	3,4
5	Feb 9	Motivation Manifest Needs, Simpsons Exercise, Mega Manufacturing Case	6,7
6	Feb 16	Group Dynamics and Teamwork "Survivor" Exercise	9,10
7	Feb 23	Communication Poor Listening Exercise, Giving Praise Exercise, Skype Video	8
8	Mar 2	Exam 1 (Dubrin Chpt. 2-4, 6,8,9, Handouts, and Exercises) Open 7:00-8:45 PM in D2L	See Review
9	Mar 9	Leadership Leadership Style (LPC), Vroom Exercise, OB Movie #1	11
10	Mar 16	Power, Politics, and Influence Power & Influence Tactics; Parking Lot Dilemma; OB Movie #2	12
11	Mar 23	Conflict and Stress Conflict Handling Style Survey, Bullying Video, OB Movie #3	13
12	Mar 30	Job Design Job Diagnostic Survey, Job DoctoR _x	14
13	Apr 6	Organizational Culture RJP&B Case, Culture Videos, Research Paper Due	15
14	Apr 13	Organizational Change Force Field Analysis, Restructuring Case, OB Movie #4	16
15	Apr 20	Exam 2 (Dubrin Chpt. 11-16, Handouts, and Exercises) Open 7:00-8:45 PM in D2L	See Review
16	Apr 27	Research Topics – Class time may be adjusted or Live Streamed Abilene Paradox	