

Organizational Behavior - 80304 - MGMT 3350 – 110
Fall 2019
Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Mary Hanik

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Email: mary.hanik@tamuct.edu

Office Hours: I will be in class 20 minutes before and after class

Mode of instruction and course access:

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This is a face-to-face course that also uses the TAMUCT Canvas Learning Management System, which can be accessed at <https://tamuct.instructure.com>. For information on how to access Canvas, please refer to section “Technology Requirements and Support” in this syllabus.

There are prerequisites to this course such as solid knowledge of APA style, familiarity with the use of PowerPoint, Microsoft Word, the Internet, and attaching documents. You will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course website. There are prerequisites to this course such as solid knowledge of APA style, familiarity with the use of PowerPoint, Microsoft Word, the Internet, and attaching documents. You will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course website in Canvas. The course consists of 16 modules. For 16-week courses, each module lasts one week starting Monday and ending on Sunday night at 11:59 p.m. with all work for the module being due at that time.

Student-instructor interaction:

Although you can email, the best way to contact me is either before class, or via Canvas in box.

911 Cellular:

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in

911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description: Organizational Behavior is a field of study that investigates the impact that individuals, groups and structure have on behavior within organizations, for the purpose of applying such knowledge toward improving an organization's effectiveness.

Course Objective:

Students completing this course will be able to understand the importance of taking a systematic approach to the study of individual and group behavior in organizational settings. They shall analyze, synthesize, comprehend, and explain all components of the OB model and its relationship to the successful operation of modern organizations. An extensive study of the principles of psychology, sociology, and social psychology will allow students to be more effective members of organizations to which they might belong now or in the future.

At the close of the semester, students will be able to:

- Identify the factors that impact individual and group behavior in organizations and how organizations manage their environments.
- Analyze, describe, and manage attitudes and behavior in organizations.
- Improve and change individual, group, and organizational behavior to attain individual, group, and organizational goals.
- Analyze organizational behavior at three levels: the individual, the group, and the organization as a whole.
- Use the tools of organizational behavior to increase individual, team, and organizational effectiveness.

Student Learning Outcomes:

Analyze behavior of people at work in all types of organizations. Learn fundamentals of organizational behavior, values, ethics, motivation, group dynamics, individual differences, attitudes, decision-making, conflict, power, change, stress, leadership, rewarding behavior, communication, and organizational structure. Prerequisite(s): MGMT 3301 and BUSI 3301.

Required Reading and Textbook(s):

Required Reading and Textbook(s):
Organizational Behavior, 2nd Edition
Angelo Kinicki & Mel Fugate (2018)
McGraw-Hill
Loose-Leaf text with Connect Plus ©2018,
ISBN-13 9781260302875



Publication Manual of the American Psychological Association, 6th Edition
American Psychological Association
Softcover, 272 pages
©2010, ISBN-13 978-1433805615



COURSE REQUIREMENTS

Course Requirements: (include point values for each- not just a percentage)

Group projects 25 points (25%)

The group projects have two sections:

Students are often required to give a group, oral presentation in class. There are several problems with such a presentation (e.g., social loafing). Group projects in this class will consist of weekly projects wherein students will present topics to their small groups.

Students are expected to review the text and slides for the first class of the week (i.e., Tuesdays). They will pick a single theory or concept and find an example of this theory in non-academic, reputable, online publications.

On the Tuesday of each week, group members will present their findings to their group. In doing so, they will provide 1) a quick overview of the article; 2) a definition of the theory; and 3) an example as to how the theory relates to the article.

Then, once everyone in the group has completed presenting, a single person from each group will stand and present to the class. This presentation to the class will last no more than 3 minutes.

On the Thursday class, for part of the class students will meet in their groups and participate in group exercises (that will often be a discussion of the case as the end of the chapter), applying theories learned in class to answer the questions in the book.

The grading of the group assignments will be based upon observed participation of the student, by the instructor. This observation will be informed by student feedback, given by the group.

Quiz 1 20 points (20%)

Quiz 2 25 points (25%)

There will be a midterm quiz, covering the topics discussed in the first half of the class; and a final quiz that will cover the topics discussed in the second half of the class (so the second quiz will not have any information on it from the first half of the class). The second quiz is worth slightly more than the first half (as student will not only have a better know what to expect in the second quiz, having taken the first; but will also have an opportunity to pull up any borderline grades). These quizzes will be taken online. They will be open book, but timed (so students will still need to have a high level of knowledge of the material, going into the quiz).

Weekly, nongraded, quizzes can be found on Connect (via Canvas). These quizzes reflect the sort of questions that will be asked on the graded quizzes. It is highly recommended that the students utilize this resource.

Take home Case Study 30 points (30%)

Near the end of the semester, students will be given one of several case studies. These typically range from 4 to 7 pages. In the case study, students will be given a workplace scenario. They will be expected to identify any and all issues related to topics discussed in the class (10 points). They will then pick what they feel is the main issue (5 points), then acting as a consultant, they will write a formal memo to the head of the company, explaining the issue and making sound recommendations to solve the problem (15 points). This case study is to be done individually, not with others in the class. Proper grammar and sentence structure are expected.

Grading Criteria

Grade Computation: Students earn their course grades by completing scheduled assignments. To pass this course satisfactorily, students must complete each of the graded items listed. Failure to complete appropriate assignments may result in a failing grade. Refusal to complete assigned work will result in a failing grade.

Assessment	Points/Percent
Group Project	25
Quiz 1	20
Quiz 2	25
Case Study	30
TOTAL	100

COURSE OUTLINE AND CALENDAR

COURSE OUTLINE AND ASSIGNMENTS			
Date	WK	Subject	Assignments
27-Aug 29-Aug	1	Introduction Ch 1	Syllabus review/group development Ch 1
3-Sep 5-Sep	2	Ch 2	Group presentations In-class exercise
10-Sep 12-Sep	3	Ch 3	Group presentations In-class exercise
17-Sep 19-Sep	4	Ch 4	Group presentations In-class exercise
24-Sep 26-Sep	5	Ch 5	Group presentations In-class exercise
1-Oct 3-Oct	6	Ch 6	Group presentations In-class exercise
8-Oct 10-Oct	7	Ch 8	Group presentations In-class exercise
15-Oct 17-Oct	8	Review Quiz 1	Quiz 1 Prep Quiz 1
22-Oct 24 Oct	9	Ch 9	Group presentations In-class exercise
29-Oct 31-Oct	10	Ch 10	Group presentations In-class exercise
5-Nov 7-Nov	11	Ch 11	Group presentations In-class exercise
12-Nov 14-Nov	12	Ch 12 Case Study	Group presentations example case study
19-Nov 21-Nov	13	Ch13	Group presentations / Case study released In-class exercise
26-Nov 28-Nov	14	Ch 14	Group presentations In-class exercise / Case study due
3-Dec 5-Dec	15	Ch 15	Group presentations In class exercise
10-Dec 12-Dec	16	Review Quiz 2	Quiz 2 Prep

University Resources, Procedures, and Guidelines

Drop Policy: If you discover that you need to drop this class, you must complete a [Drop Request Form](#)

[https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity: Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

More information can be found at [Academic Integrity](#).

In this course, any evidence of cheating or collusion will result in a grade of zero (0) for each affected assignment or exam and each participating student will be reported to the Office of Student Conduct.

Academic Accommodations: At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) webpage [<https://www.tamuct.edu/student->

affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Tutoring: Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at ldavis@tamuct.edu.

The University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library: The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately

250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

Important University Dates:

August 2019

- **Mon, 26th** | ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)
- **Mon, 26th** | Classes Begins
- **Wed, 28th** | ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

September 2019

- **Mon, 2nd** | Labor Day
- **Wed, 11th** | Last day to drop 16 week classes with no record

October 2019

November 2019

- **Mon, 4th** | Registration begins
- **Fri, 11th** | Veterans Day Observed
- **Fri, 9th** | Last day to drop a course with a Q or withdraw with a W (16-week classes)
- **Thu, 28th** | Thanksgiving
- **Fri, 29th** | Thanksgiving
- **Fri, 29th** | Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

December 2018

- **10th-14th** | Finals Week
- **Fri, 14th** | Last day to withdraw from the University (16 week and 2nd 8 week classes)
- **Fri, 13th** | Fall Term Ends
- **Fri, 13th** | Commencement Bell County Expo Center 7p.m.
- **Sun, 15th** | Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)
- **Mon, 23rd** | Winter Break