



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

MGMT 5301.120 – CRN 10248 – Organizational Behavior
(Online) Spring 2020: Jan 13 to May 8, 2020

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Angela Patrick, PMP
Office: Founder's Hall #217
Cell Phone: (254) 681 1416
Email: abpatrick@tamuct.edu – Canvas message is preferred for communications. Please allow 24 hours for a response on a weekday, and 48 hours on a weekend.

College of Business Administration Department Information:
COBA Department Main Phone Number: 254-519-5437
COBA Department Main Email: cobainfo@tamuct.edu

Office Hours: Office time #1: Five hours on Tuesdays, from 1:00pm to 6:00pm.
Office time #2: One hour on a different weekday than Monday. Please contact me in advance for the specific additional office hour day and time, as it will vary each week and will be partly based on other components of my schedule such as college and departmental meetings, university events, research time blocks, committee meetings, faculty senate meetings, and academic conferences.
Distance-learners: Message me to arrange a virtual meeting.

Mode of Instruction and Course Access: This is an online course that utilized the TAMUCT Canvas Learning Management System [<https://tamuct.instructure.com>] for class communications, content distribution, and assessments. Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course web site.

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. This graduate course is extremely time intensive. Be sure you are ready and willing to meet these time and workload challenges.

Student-Instructor Interactions: I check Canvas message and email every day during the work week. For emails sent on a weekend, please allow up to 48 hours for a response. Students with questions are encouraged to reach out to me after each class or during my office hours.

Warrior Shield: Warrior Shield 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 911 Cellular through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Required Textbook: Organizational Behavior: Improving Performance and Commitment in the Workplace. Authors: Colquitt, J, LePine, J. & Wesson, M. Publisher: McGraw-Hill Education. 6th Edition. ISBN: 978-1259927669

Course Overview and Description:

The purpose of this course is to demonstrate the importance of organizational behavior to your own personal and organizational life. You are or probably will be an employee of an organization—and in all likelihood of several organizations—during your career. You may eventually become a team leader, a manager, or an executive. Studying organizational behavior will help you attain the knowledge and competencies needed to perform effectively in all of these roles. These will help you diagnose, understand, explain, and act on what is happening around you in your job.

Student Learning Objectives (SLOs):

At the conclusion of the course students will be able to:

1. Understand and apply concepts of organizational behavior.
2. Understand and apply the primary outcomes of organizational behavior necessary for organizational effectiveness.
3. Understand and apply the individual, team and organizational mechanisms and characteristics that affect the primary outcomes of organizational behavior.
4. Understand and apply concepts relating to job satisfaction, stress, motivation, ethics and decision making.
5. Understand and critically analyze individual employee characteristics (personality and cultural values and the different types of abilities - cognitive, emotional and physical).
6. Understand and apply team mechanisms (communication, negotiation, leadership styles and behaviors) to work teams of all sorts.
7. Comprehend and analyze the importance of organizational structure and organizational culture within an organization.
8. Analyze real-world organizational situations and diagnose the critical issues and stakeholder concerns to be addressed.
9. Use organizational behavior concepts to alleviate real-world organizational issues and recommend solutions to those issues to the satisfaction of organizational stakeholders.
10. Understand the relevance of organizational behavior for sustainability and sustainable development.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements for the Course:

This course will use the TAMUCT Instructure Canvas learning management system.

Logon to TAMUCT Canvas [https://tamuct.instructure.com]

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail)

Password: Your MyCT password

Canvas Support:

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

Other Technology Support for the Course:

For technology issues, students should contact Help Desk Central. Available 24 hours a day, 7 days a week.

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

Web Chat: <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

COURSE REQUIREMENTS

Course Agreement and Introduction (20 points)

A course agreement will be due the first week of class along with introductions. Make sure to read the syllabus and agree that you have read and understood the requirements for the course and the responsibilities of a graduate student. For the introductions make sure to include: What degree you are pursuing, what point are in your studies, your current and past work experience, what you hope to learn in this class, what you are looking for in a team, what you would bring to a team, and a personal tidbit about you (e.g. hobbies or family).

Discussion Forum (8 x 60 points)

There will be a total of 8 discussion forums that will be based on the theories and concepts learned in this course that will need to be applied to the real world. You will need to respond to a minimum of 2 peers.

Case Study Assignments (2 x 50 points)

Case study assignments in this course are qualitative assessments of this course’s learning objectives, which are designed to help you practice applying course concepts to solve organizational behavior problems. Case study assignments will typically involve reading a case and writing a report of under two pages providing a solution to the case, or responses to instructor questions (single-spaced).

Research Project (200 points)

This project is the largest learning activity for the course. You will research and analyze a real organization (public, private, or non-profit). Please note that student-run groups on campus are not permitted for this project. You may select an organization in which you have worked or been a member. I advise you to be selective in choosing an issue or problem within an organization, as a lack of depth in the issue itself will not be an acceptable excuse for lack of depth in the analysis.

The project requires you to examine a problem or issue of concern in a real organization. The purpose of the project is to give you an opportunity to apply what has been learned in the course as well, as your own independent research, to problems in an organization of your team's choice.

You will focus on an issue or problem that the organization is facing and is relevant to the content of this course. It will likely take several conversations with your key contact person at the organization to identify a problem or issue that can be clearly defined, is manageable in scope, and is relevant to the course.

Irrespective of what option you choose, you are to gather information from people in an organization through direct contact. You may supplement this information with data from the media, the organization's literature, and other secondary sources. You should identify a relatively recent problem to analyze (i.e., this should not be an historical account of a problem and the company's solution). You should focus your analysis by applying the concepts from the course. While it is acceptable to incorporate several concepts from the course, please aim for depth rather than breadth regarding the use of course concepts. Project deliverables will be due throughout the semester.

Midterm Examination (100 points)

This course has two equally-weighted examinations. The first will be the midterm examination, and will reflect lessons and chapters 1 through 8. It will be composed of both multiple choice and essay questions.

Final Examination (100 points)

The second examination will be the final, and will take place at the end of the semester. It will reflect lessons and chapters 9 through 16, and will also be composed of both multiple choice and essay questions.

SUMMARY OF GRADING CRITERIA

<u>Assessments:</u>	<u>Points:</u>	<u>Percentage:</u>
Course Agreement & Introduction	20	2%
Discussion Forum (8)	480	48%
Case Study Assignment #1	50	5%
Case Study Assignment #2	50	5%
Research Project	200	20%
Midterm Examination	100	10%
Final Examination	100	10%
Total points:	1000	100%

Note: Final grades will be calculated using a standard scale (900-1000 points=A, 800-899 points=B, 700-799 points= C, 600-699 points=D, less than 600 points= F). Students begin the class with 0 points and earn points throughout the semester. Although changes to this grading criteria are rare, I reserve the right to adjust point allocation based on the pace of the class. Grades will be posted on Canvas on a regular basis and students can expect due assignments and exams to be graded within 7 days.

UNIVERSITY RESOURCES, DATES, PROCEDURES, AND POLICIES

Drop Policy:

If you discover that you need to drop this class, you must complete a Drop Request Form, found through the Registrar's web page [<https://www.tamuct.edu/departments/business-office/droppolicy.php>]. 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.

For more information regarding the Student Conduct process, [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Penalty for Academic Integrity Violations:

All academic misconduct 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. Additionally, zero points will be given for any assignment or exam for which academic misconduct has occurred (e.g., cheating on an exam). The instructor reserves the right to use appropriate tools—such as turnitin.com reports or similar software—to identify plagiarism.

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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [<https://www.tamuct.edu/student-affairs/index.html>]. 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>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

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 TAMUCT, 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 Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L). 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>].

Behavioral Intervention:

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses

an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

Tutoring:

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019, but will continue to offer other tutoring support. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

Copyright Notice:

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

The University Writing Center:

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University-Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help.

Students may arrange a one-to-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 WCOOnline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library:

The University Library provides many services in support of research across campus and at a distance. They 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 TAMUCT 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.

The 27,000-square-foot facility on the TAMUCT 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 their homepage: <https://tamuct.libguides.com/>

INSTRUCTOR POLICIES

Student Participation:

Student participation is required. We learn from sharing out thoughts, ideas, experiences and backgrounds while at the same time listening to input from other students. We all come to the classroom with a wealth of knowledge for sharing, and it is vital to maintain a civil classroom environment. Your contribution to discussion is important and valued.

Late Policy

A make-up test can be arranged if the student has a legitimate reason for missing the test and has notified the instructor before the exam has been given to the class (or as soon as possible after the exam in case of an emergency). Late submissions will only be allowed for unanticipated and legitimate reasons (e.g., unforeseeable emergency). Traveling, loss of internet access, or simply forgetting about an assignment are not considered to be unanticipated and legitimate reasons.

Spelling, Grammar, and Writing Skills for Reports:

For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references in accordance with American Psychological Association (APA) standards. The content of all written assignments is what you will be evaluated on, provided that your spelling and grammar does not have major issues. I reserve the right to remove up to 10% of points on any written assignment for excessively bad grammar and spelling mistakes. Students who proofread their work, use spelling and grammar checking tools, or obtain help from the University Writing Center (described above) should not be affected by this policy.

Academic Honesty and Cheating:

All work for individual assignments and exams must be your own. You may not collaborate in

any way on online exams. Any students who deliberately cheats on an exam will receive a zero grade for that exam and be reported to the university’s Office of Student Conduct

I reserve the right to make reasonable alterations to the course calendar and syllabus. It is a guide, not a hard and fast rule. Changes will only be made that benefit the class as a whole. Online attendance is essential in a class of this nature. Make sure to check Canvas daily. In order to successfully pass this course a student must engage in the online course room and complete all assignments.

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COURSE SCHEDULE
(Subject to change at the instructors’ discretion)

Class	Day	Activity	Due
Week 1	Jan 13	Read and review syllabus, Chapter 1 - What is organizational behavior?	Course Agreement & introduction
Week 2	Jan 20	Chapter 2 – Job performance	Discussion 1
Week 3	Jan 27	Chapter 3 – Organizational commitment	Discussion 2
Week 4	Feb 3	Chapter 4 – Job satisfaction	Discussion 3
Week 5	Feb 10	Chapter 5 – Stress	Case Study Assignment #1
Week 6	Feb 17	Chapter 6 – Motivation	Discussion 4
Week 7	Feb 24	Chapter 7 – Trust, Justice, and Ethics	Research project description due
Week 8	Mar 2	Chapter 8 – Learning and Decision Making	Discussion 5
	Mar 9	SPRING BREAK	
Week 9 Midterm	Mar 16	Midterm will be administered online – Ch. 1-8. Chapter 9 - Personality and Cultural Values	Midterm
Week 10	Mar 23	Chapter 10 - Ability	Research Executive Summary due
Week 11	Mar 30	Chapter 11 – Teams: Characteristics and Diversity	Case Study Assignment #2
Week 12	Apr 6	Chapter 12 – Teams: Processes and Communication	Discussion 6
Week 13	Apr 13	Chapter 13 – Leadership: Power and Negotiation Chapter 14 – Leadership: Styles and Behaviors	Discussion 7

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Week 14	Apr 20	Chapter 15 – Organizational Structure	Discussion 8
Week 15	Apr 27	Chapter 16 – Organizational Culture	Research Project due
Week 16 Final	May 4	Final will be administered online – Ch. 9-16.	Final exam.

Important University Dates:

Jan. 13, Classes Begins
Jan. 20, Martin Luther King Jr. Day (University Closed)
Jan. 29, Deadline to drop 16-week classes with no record
Mar. 9-12, Spring Break (no classes)
Apr. 3, Deadline to drop 16-Week Classes with a Q or W
May 8, Spring Semester Ends
May 9, Commencement Ceremony