

Organizational Behavior - 10583- MGMT 3350 – 150
Spring 2020
Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Robert Zinko

Office: Room 317B

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Office Hours: Office Hours: 3:00 to 5:30 Mon & Wed

Mode of instruction and course access:

This class is a hybrid class that will meet once a week, on Mondays, 5:40 to 6:55pm.

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.

Student-instructor interaction:

Although you can email, the best way to contact me is Canvas in box.

WARRIOR SHIELD

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

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 Warrior Shield 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

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



COURSE REQUIREMENTS

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

Quiz 1 25 points (25%)

Quiz 2 26 points (26%)

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). These quizzes (obviously)

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). See the intro video, and quiz assignment info sheet in Canvas for further information.

(Memo) Case Analysis (40%)

A series of cases will be presented to the class. Students are expected to analyze each case, via a 2-page memo. There will be 5 memos, each worth 8 points (40%). The first and last memo will be evaluated by the instructor. Memos 2,3, and 4 will be evaluated by the student's peers, via 'memo assessment' (see below). For the 5th memo, the students will pick any of the first 4 memos, and turn in that memo, with changes. As such, there will be no new topic for the 5th memo.

BECAUSE OTHER STUDENTS ARE GRADING MEMOS, NO LATE MEMOS WILL BE ACCEPTED.

Memo grading assessment (9%)

As stated above, 3 of the memos will be evaluated by others in the class. Each memo grading is worth 3 points (3%). Students are expected to follow the same grading matrix as the instructor (the matrix will be provided, and as all first memos will be graded by the instructor, the students will have an example as to what is expected in the grading). The quality (and timeliness) will account for 9% of the student's grade for the class.

Memo grading criteria

The memos will be graded on 1) Structure, to include Mechanics (e.g., clarity), Grammar (e.g., word choice), and Punctuation (e.g., proper usage); and 2) Content, which consists of argument (e.g., strength of argument). See memo reminders document (found in the memo info tab of module 1) for the grading matrix.

Class 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
Quiz 1	25
Quiz 2	26
(Memo) Case analysis	40
Memo grading assessment	9
TOTAL	100

COURSE OUTLINE AND CALENDAR

COURSE OUTLINE AND ASSIGNMENTS			
<i>Week of</i>	<i>WK</i>	<i>Subject</i>	<i>Assignments</i>
13-Jan	1	Ch 1	
20-Jan	2	Ch 2	
27-Jan	3	Ch 3	
3-Feb	4	Ch 4	Memo 1 due, Feb 3rd
10-Feb	5	Ch 5	
17-Feb	6	Ch 6	Memo 2 due, Feb 17 th , peer review open Feb 18th
24-Feb	7	Ch 8	Memo 2, peer review due, Feb 24th
2-Mar	8		Quiz 1, Open Mar 5th to Mar 8th
9-Mar	SPRING BREAK		
16-Mar	9	Ch 9	Memo 3 due, Mar 16 th , peer review open Mar 17th
23-Mar	10	Ch 10	Memo 3, peer review due, Mar 23rd
30-Mar	11	Ch 11	
6-Apr	12	Ch 12	Memo 4 due, Apr 6 th , peer review open Apr 7th
13-Apr	13	Ch 13	Memo 4, peer review due, Apr 13th
20-Apr	14	Ch 14	
27-Apr	15	Ch 15	Memo 5 due, Apr 27th
4-May	16		Quiz 2, Open 7 May, to 9 May

COURSE OUTLINE AND ASSIGNMENTS			
Week of	WK	Subject	Assignments
13-Jan	1	Ch 1	Group Formation
20-Jan	2	Ch 2	Practice Group Presentations (first post by Wed)
27-Jan	3	Ch 3	Group presentations (first post by Wed)
3-Feb	4	Ch 4	Group presentations (first post by Wed)
10-Feb	5	Ch 5	Group presentations (first post by Wed)
17-Feb	6	Ch 6	Group presentations (first post by Wed)
24-Feb	7	Ch 8	Group presentations (first post by Wed)
3-Mar	8		Quiz 1 (Opens Mar 7th, due Mar 10th) / No groups
10-Mar	SPRING BREAK		
17-Mar	9	Ch 9	Group presentations (first post by Wed)
24-Mar	10	Ch 10	Group presentations (first post by Wed)
31-Mar	11	Ch 11	Group presentations (first post by Wed)
7-Apr	12	Ch 12	Group presentations (first post by Wed)
14-Apr	13	Ch 13	Group presentations (first post by Wed)
21-Apr	14	Ch 14	Group presentations (first post by Wed) / Case study released 26 May
28-Apr	15	Ch 15	Case study due 2 May 11:59pm/ No groups/ Group grades due 2 May 11:59pm
5-May	16		Quiz 2 (Open 8 May, to 11 May 11:59pm) / No groups

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. 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.

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

Other Technology Support

For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

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) [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 Academic 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, working with others in an unauthorized manner, 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 referred 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].

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 Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

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) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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.

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 [WOnline](https://tamuct.mywconline.com/) [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. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 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 24 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](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS

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) [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 concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) 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.

Copyright Notice

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