Organizational Behavior
MGMT 3350
Spring 2021
Online

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Jody Fry
Email: Please use Canvas email. Use my TAMUCT email only when Canvas is not available: lwfry@tamuct.edu
Office Admin: Melanie Mason 254-519-5437
Phone: I am often away from my office. The best way to contact me to receive a timely response is via Canvas email which I check often during weekdays.
Office Hours: By appointment only (usually Zoom).

Mode of instruction and course commitment:

This online course utilizes the TAMUCT Canvas learning management system 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 interaction: I am accessible mainly through Canvas messaging, which I check several times a day during the week and usually at least once on weekends. I will get back to you within 24 hours during the week and within 36 hours on the weekend.

Online Office Hours: During the online office hours listed above I will be at my computer and available for rapid messaging response. I also encourage students to interact with me during office hours to ask questions about upcoming assignments, get clarity on course concepts, and/or review your grading status in the course. If you wish to speak by phone, please email me with your phone number and best times to call. If you wish to access the course web conferencing room (WebEx, Zoom) during office hours, please send me a message and we can interact that way (includes video, voice and chat).

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] 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.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- **Self-monitoring**—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
  
  o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

- **Face Coverings**—Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

  o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

- **Physical Distancing**—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

- **Classroom Ingress/Egress**—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

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.

This is a Writing Instructive (WI) course so writing will be an integral part of my instruction and our interactions. Writing will also be a fundamental way that I measure student mastery of course content. WI means that you will have several opportunities to work on improving your writing skills. For this course, you will work on a sequence of writing tasks that will lead to a final research paper.

**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 will 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 Textbook:**

Organizational Behavior, 2nd Edition
Angelo Kinicki & Mel Fugate (2018)
McGraw-Hill
Loose-Leaf text with Connect Plus

**Suggested Course Material:**

American Psychological Association
Paperback, 428 pages

*It is highly advisable that you keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

**COURSE REQUIREMENTS**

**Official exam and assignment due dates are given in the Course Schedule link.**

**Syllabus Changes:** Dr. Fry reserves the right to make changes to this Syllabus should circumstances during the semester warrant. Should this occur, a new Syllabus will be posted on the Course Web Site with a different date in the file name. Students will be advised of syllabus changes via a Course Message and Announcements.

**Late Submissions:** Unless otherwise stated, late submission of written work, presentations, etc. will result in a grade reduction of 10% for each day it is late (maximum of 30 %). No submissions will be accepted beyond 3 Days from the due date unless arrangements are made ahead of time.

**Posting of Grades:** All grades will be posted in Canvas Grade book so that you can monitor your course status.
**Grading Policy:** All graded assignments will be graded and returned within one week of submission.

**Introductory Biography (30 points) and Student Course Agreement (10 points):** Both graded activities are required. The Introductory Biography Statement (2-3 paragraphs) is a discussion forum assignment that should include: a recent picture (optional), your major, where you are in your studies, a summary of work experience, aspirations for future career and some personal tidbit like family or hobbies. In addition, share with your classmates what social style you possess (assessment is in Module 1 in Canvas) and how this might influence your behavior at work or in school. Evaluation criteria for this forum will be clear writing, and inclusion of all required elements. This Introductory Forum will help orient everyone to the “community” of our class, and let you begin thinking about how organizational behavior fits into your career aspirations. Be sure to respond to at least 2 peers. **No late submissions will be accepted.** Consider it like coming to class. If you fail to show up, you missed your opportunity to participate in the classroom discussion.

The Student Course Agreement is an assignment that requires you to fill out a form, digitally sign it, and submit it as an attachment in the assignment submission link. **Late submissions will be accepted but without any credit.** Completion of this assignment is required in order to proceed to Module 1 as well as all other Modules of the course.

**Discussion Forum (5 @ 40 points each = 200 points total):** There will be 5 discussion questions throughout the semester. The due dates for each discussion assignment are posted in the Course Schedule. You will not be able to view the other students’ comments until you post yours.

**You are required to post three messages per discussion to receive credit for each forum: one opening point of 150 to 200 words that needs to be posted by Wednesday and two counterpoints of 100 to 200 words each that are due by Sunday.** In your initial post, make sure to answer all questions at the end of the case or apply the 3-step problem-solving approach if instructed. Both quantity and quality are important considerations when posting substantive messages. For example, “I agree” or “I see your point” are not considered quality participation because neither adds substance to the discussion. Effective responses might share personal experience, ask for clarification, or add additional information, so feel free to analyze, interpret, critique, and suggest. **Do not use any attachments,** instead, cut and paste your questions/responses directly into a forum message. Be sure to restate the question you are answering and address your classmates by their names.

Your postings/insights on the discussion topic should be based on the following:

- Application of text concepts;
- Ability to articulate assigned analysis clearly; and
- Integration of student colleagues’ contributions and insights leading the discussion to a deeper level of understanding.

**IMPORTANT!!!** To allow for a discussion, which is an ongoing process that cannot be achieved by submitting all three required posts on the last day of the week, **your first post should be submitted by Wednesday.** This will allow for your classmates to read your opening post and reply to you and for you to reply to them in turn. The remaining two posts can be completed between Wednesday and Sunday. Remember, for full participation points you need to post at least three substantive posts throughout the week!

The discussions assigned are:

- **Chapter 1**  
  Case p.41 – United Airlines: How Do We Get There From Here?

- **Chapter 14**  
  Case p.585 - Zenefits Experiences the pains of growth

- **Chapter 6**  
  Case p.246 – Why are some companies yanking forced ranking?

- **Chapter 10**  
  Case p. 416 -- What about McDonald’s other customers
LearnSmart Assignments (16 @ 10 Point each = 160 points total):
The required Connect portion of the course has “Learn-Smart” applications for each assigned chapter of the text. The Learn-Smart activities challenge your mastery of the content in each chapter, and provide prompts for additional study if needed. Finishing these activities will ensure your better understanding of the content and help prepare you for each Exam.

To access and purchase ConnectPlus, click the first Connect assignment in your Canvas course. You will be prompted to either login with an existing Connect account username and password, or to create a new account. Then enter your access code, purchase access online, or begin a free trial period. Once you have completed your selection, you will arrive at the start of your first Connect assignment.

Completing each chapter’s Learn-Smart activity will be worth 1.0 percent of your grade or a total of 20% overall. If you only complete part of the activity, you will only be given partial credit for the portion of the assignment that you completed. For example, if you only complete one half of an assignment, it will cost 0.5 points on your final average.

You must complete each LearnSmart activity by its due date to get full credit. Although you can continue working on the activity after the due date, you will receive no credit for this work.

Exams (or 4 @ 50 points each = 200 points total):
There will be four required exams testing students’ knowledge of the key frameworks, terms, and concepts included in the assigned text chapters. Exams will be grouped as follows, and are not cumulative:

- Exam 1 will cover chapters 1-4
- Exam 2 will cover chapters 14, 5-7
- Exam 3 will cover chapters 8-11
- Exam 4 will cover chapters 12, 13, 15

The exams will be available online, so be sure and check your Canvas Exam Link for the exam dates. Exams will be timed and once started, must be completed at that time. You have 90 minutes to answer all questions. Further, no exam may be taken more than one time in an effort to improve the score achieved. There will be no make-ups for missed exams unless there is a documented medical emergency. Any exam not made up as approved and arranged by the professor will be scored as a zero. Make-ups have to be requested no later than 48 hours before the scheduled due date.

Reviewing the Chapter PowerPoint presentations, and using the Publisher Supplemental Materials and self-quizzes are good ways to prepare for each Exam.

For further help in preparing for multiple-choice exams see: http://www.lib.uoguelph.ca/get-assistance/studying/exam-prep/multiple-choice-exams

OB Project – Part 1 Rough Draft (125 points) with Revision (75 points):
This project will lay the foundation for the second project. You are to decide on an organization that you want to evaluate. The organization can be a current or a past employer of yours. It must be a company with which at least you have significant familiarity. It is important that you have some knowledge of the inner workings of the company—its struggles, its strengths, its culture, and so forth—or have access to the organization. You will produce a 2-3 page written report (excluding cover sheet, references and any figures, tables or appendices). The paper should include the following sections:

1. **Organization Background** - Provide just enough details on the company for me to be able to understand the problem that will be described. Resist the urge to provide irrelevant details and feel free to omit or disguise any details that might be sensitive in nature. [about ½ page]

2. **Organizational Culture** – Provide a brief description of the elements of the company’s culture in terms of artifacts, shared values, and shared assumptions as well as the dominant culture based on the competing values framework. Use pages 547-559 in your textbook as a guide for this section.
3. **Problem** - Describe, specifically, one problem that the company is struggling with that will serve as the focus of the paper. Resist the urge to discuss multiple problems--focus on one specific issue with which the organization is struggling. Be sure to focus on a problem that within the scope of this course. [about 1 page]

You will have an opportunity to resubmit with revisions after feedback is given. All work submitted for grading shall be of collegiate quality, language, depth and organization. All work should be proofread, free of grammatical errors, include proper citations, and be in accordance with The Publication Manual of the American Psychological Association, 7th ed. For information on APA standards and correct citation formats consult the **APA Publication Manual**, and/or link to the following sources:

http://www.apastyle.org/learn/index.aspx

https://owl.english.purdue.edu/owl/resource/560/01/

Notice: You will be assessed a three point deduction for each previous comment that is not addressed!

**Referencing multiple pages from the same organization’s web site only count as one citation.**

When using more than one page from the same company, provide a URL that links to the home page or entry page for the document. Also, if there isn’t a date available for the document use (n.d.) for no date. **All references must be cited in the body of your paper.**

Submit this assignment through the Assignments Course link. The due date for the OB Project – Part 1 is posted in the Course Schedule. The required file format for the paper is a .doc or .docx file. This assignment will be run through VeriCite. **No late submissions are accepted.**

**OB Project – Part 2 (125 points)) with Revision (75 points):**

This project builds on the previous project. Based on the feedback from the OB Project – Part 1 you will now produce another 2-3 page written report (excluding cover sheet, references and any figures, tables or appendices). After providing a brief overview of the problem (3-4 sentences), the paper should include the following sections:

1. **Theoretical Lens** - Choose one topic from the list below, and apply that topic to the problem. Describe very specifically how the concepts, principles, and findings represented in the topic matter to the problem, and how they can be leveraged to articulate a solution. [about 1 page]

   - 2.3 Organizational Commitment
   - 3.5 Emotional Intelligence
   - 4.4 Managing Diversity
   - 5.3 Process Theories of Motivation
     - Equity
     - Expectancy
   - 6.1 Performance Management Process
   - 7.4 Organizational Climate
   - 8.2 The Group Development Process
   - 9.1 The Communication Process
   - 10.4 Effective Conflict Management
   - 11.4 Decision Making Styles
   - 12.2 Empowerment
   - 13.5 Transformational Leadership
   - 14.1 Organization Culture: Drivers and Functions
   - 14.3 Mechanism or Levers for Culture Change
   - 15.4 Assessing Organizational Effectiveness
   - 16.2 Models of Change
2. **Recommendation** – Provide a list (at least three) of very specific recommendations/action steps that flow out of the discussion of the topic and that can help solve the problem. In thinking about how to craft the topic into those recommendations, strike a balance between being *practical* and being *bold*. Every organization has key constraints (culture, organizational stakeholders, and competitive environment) that need to be taken into account when designing interventions. Although those should be considered, resist the urge to “play it safe”, as that tendency often leads to modest interventions that are ultimately ineffective. [about 1 page]

You will have an opportunity to resubmit with revisions after feedback is given. All work submitted for grading shall be of collegiate quality, language, depth and organization. All work should be proofread, free of grammatical errors, include proper citations, and be in accordance with The Publication Manual of the American Psychological Association, 7th ed. Please refer to the grading feedback for your first part of the project to avoid making the same APA mistakes again.

Notice: You will be assessed a three point deduction for each previous comment that is not addressed!

Submit this assignment through the Assignments Course link. The due date for the OB Project - Part 2 is posted in the Course Schedule. The required file format for the paper is a .doc or .docx file. This assignment will be run through a plagiarism site. *No late submissions are accepted.*

**Grading Criteria Rubric and Conversion**

Course Grades are assigned as follows:

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<thead>
<tr>
<th>Letter Grade</th>
<th>Equals</th>
<th>From</th>
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<tbody>
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<td>A</td>
<td>=</td>
<td>90 %</td>
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<td>F</td>
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Percentage of each assignment as it contributes to your final grade:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Introductory Biography &amp; Student Course</td>
<td>10</td>
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<tr>
<td>Agreement</td>
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<tr>
<td>Discussion Introduction</td>
<td>30</td>
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<tr>
<td>Discussion Forum (5) = 40 Pts Each</td>
<td>200</td>
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<tr>
<td>LearnSmart Assignments (16) = 10 Pts Each</td>
<td>160</td>
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<tr>
<td>Exams (4) = 50 Pts Each</td>
<td>200</td>
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<tr>
<td>OB Project -Part 1 Rough Draft</td>
<td>125</td>
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<td>OB Project -Part 1 Revision</td>
<td>75</td>
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<tr>
<td>OB Project -Part 2 Rough Draft</td>
<td>125</td>
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<tr>
<td>OB Project -Part 2 Revision</td>
<td>50</td>
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</table>
NOTE #4: Late Submissions/Resubmissions
You have a period of 7 days each week to complete and submit the weekly assignments. Make sure to plan your time wisely and avoid last minute submissions since no late assignments will be accepted. All assignments must be turned in by the due date unless an extension has been granted. EXTENSIONS ON ASSIGNMENTS WILL BE CONSIDERED ONLY IF THEY ARE REQUESTED AT LEAST 48 HOURS BEFORE THE DUE DATE OF THE ASSIGNMENT UNDER QUESTION. After the fact extensions will not be granted, so if you are sick and you know you will not be able to take a test or submit an assignment on the set due date, make sure to contact me as soon as possible.

NOTE #1: There is NO EXTRA CREDIT in this course.

NOTE #2: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances and then only if a significant percentage of the course has been satisfactorily completed. Any request for an incomplete grade in this course must be approved by the professor prior to the last week of classes. Requests should be submitted in writing and must include an email address and telephone number where you may be contacted throughout the following semester. Texas A&M University Central Texas uses the grade of ‘K’ on transcripts and grade reports to identify incomplete grades.

NOTE #3: Questions concerning one’s grade on a particular task (e.g., test, case) should be resolved within one week after receiving the graded material. There will be no reviewing of previously graded material at the end of the semester.

Note #4 - Posting of Grades: Grades for Chapter Exams will be posted the day after the availability period has passed. Grades for Major assignments will be posted within one week following the due date.

COURSE SCHEDULE

This is an initial course schedule to give you a basic overview of course exams and assignments. However, after the first week of class, The Syllabus link in Canvas serves as the official calendar for course activities.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>CHAPTER</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
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<tr>
<td>1</td>
<td>1/19-1/24</td>
<td>1</td>
<td>Making OB Work for Me</td>
<td>Syllabus review, Student Course Agreement, Discussion board introductory biography, LearnSmart assignment chapter 1,</td>
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<td>2</td>
<td>1/25-1/31</td>
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<td>Values and Attitudes</td>
<td>Discussion board assignment: United Airlines: How Do We Get There From Here?</td>
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<td>Week</td>
<td>Dates</td>
<td>Chapters/Assignments</td>
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<td>3</td>
<td>2/1-2/7</td>
<td>LearnSmart assignment chapter 2</td>
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<td>3</td>
<td>Individual Differences and Emotions</td>
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<td>4</td>
<td>2/8-2/14</td>
<td>LearnSmart assignment chapter 3, Exam 1 (chapters 1-4)</td>
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<td>4</td>
<td>Social Perception and Managing Diversity</td>
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<td>2/15-2/21</td>
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<td>Organization Culture, Socialization, and Mentoring</td>
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<td>6</td>
<td>2/22-2/28</td>
<td>LearnSmart assignment chapter 5, OB Project – Part 1</td>
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<td>5</td>
<td>Rough Draft</td>
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<td>7</td>
<td>23/1-3/7</td>
<td>LearnSmart assignment chapter 6, Discussion board</td>
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<td>6</td>
<td>assignment: Why are some companies yanking forced</td>
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<td>8</td>
<td>3/8-3/14</td>
<td>LearnSmart assignment chapter 7, exam 2 (chapters 14,5-7)</td>
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<td>Positive Organizational Behavior</td>
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<td>9</td>
<td>3/22-3/28</td>
<td>LearnSmart assignment chapter 8, OB Project – Part 1</td>
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<td>Revisions</td>
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<td>3/29-4/4</td>
<td>LearnSmart assignment chapter 9,</td>
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<td>Communication in the Digital Age</td>
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<td>11</td>
<td>4/5-4/11</td>
<td>LearnSmart assignment chapter 10, Discussion board</td>
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<td>10</td>
<td>assignment: What about McDonald’s other customers</td>
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<tr>
<td>Week</td>
<td>Date Range</td>
<td>Chapter</td>
<td>Assignment/Notes</td>
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<td>12</td>
<td>4/12-4/18</td>
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<td>Decision Making and Creativity, LearnSmart assignment chapter 11, exam 3 (chapters 8-11)</td>
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<td>14</td>
<td>4/26-5/2</td>
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<td>Leadership Effectiveness, LearnSmart assignment chapter 13, Discussion board assignment: The University of Virginia President leads through multiple crisis</td>
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<td>15</td>
<td>5/3-5/9</td>
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<td>Organizational Design, Effectiveness, and Innovation, LearnSmart assignment chapter 15, OB Project – Part 2 Revisions</td>
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<tr>
<td>16</td>
<td>5/10-5/14</td>
<td>16</td>
<td>Managing Change and Stress, LearnSmart assignment chapter 16, Exam 4 (chapters 12,13,15,16) due Dec., 10.</td>
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**Important University Dates:**

http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

**CLASS POLICIES**

**Classroom Policies:** I expect you to treat this course like a job: Be **professional** in your speech, your writings including **posting on Canvas** and **communications to me, and most importantly, communications to your class members.**

As a member of this class, you are invited to think, question, disagree and offer alternatives. That is part of the academic experience, as well as part of learning to be a contributing, critical thinker in any professional setting. However, my expectation is that you will behave **professionally and courteously** toward another student and the professor, and respect the rights of others at all times. Failure to do so will be cause to report the offending student(s) to Academic Affairs.

Treat this class as a business setting. That means:

- You don’t ever simply fail to show up for work in a corporate setting. Similarly, when taking an online course, even though you have more flexibility in deciding when to check course materials, announcements, and upcoming assignments, you must log into your Canvas at least a couple times a week to stay on top of the course schedule.
- You would never schedule vacation during a critical work project in a corporate setting – that means that while you’re in school you should schedule vacations between semesters or on approved university holidays, not during the semester.
- In a corporate setting, you can’t decide you’re just “not interested” in attending the meetings you and colleagues have previously scheduled for a critical work project. That means, while taking
this course, you can’t just decide you don’t feel like showing up for the meetings you and your
teammates have agreed on. If you needed to miss a scheduled meeting due to emergency, you
would inform your teammates in a courteous manner and make arrangements to fill you in on
what you missed.
• You would never show up to a business meeting empty handed and unprepared. Equally, you
would never show up to meetings with your teammates unprepared. You should have read the
relevant course materials (e.g., lecture videos, handouts, assignment requirements, etc.) prior to
meeting with your teammates. You should also be prepared to make insightful contribution to the
discussions.
• In a corporate setting, you would never submit poor quality work to your colleagues and
managers. This means, while you’re in school, you should do your best and submit graduate-
level-worthy work to your teammates and the professor. This requires that you study relevant
materials and carefully read and follow assignment instructions. This also requires that you
demonstrate graduate-level writing skills (I strongly recommend that you utilize the writing center
if needed).

Netiquette: Netiquette refers to appropriate ways of communicating through the Internet. It is very
important to any online course including this course.

Here are some specific policies for this course:
• You do not dominate any discussion. You will let other students give input in the discussion.
• You do not use aggressive and/or offensive language to present your ideas or opinions to other
students or the instructor.
• You do not use sarcastic language when you do not agree with another student or the instructor.
Therefore, be cautious in using your humor and make sure you are just being humorous, NOT
sarcastic.
• Popular emoticons such as 😊 can be helpful to convey your tone in your reply to another student
in discussion but do NOT overuse them.
• You do not make fun of another student’s ability to read or write.
• You should be open-minded and listening to others’ opinions.
• You do not ever use Internet slangs like “LOL,” “Q4U,” and “C U” in your postings and emails.
• You always think, edit, and proofread your postings and emails before you push the “send” button
to make sure your spelling and grammar is correct.
• You do not ever post your entire reply using all bold upper-case letters – it is hard on the eye and
can be interpreted as “yelling” according to Internet language.
• You respect diversity (e.g., gender and ethnicity) in your communications.
• Your postings should be direct, to the point, and relevant. You do not include wordy sentences
that do not add any value to the discussion.
• You should be patient and read all other discussions before you add something. This will help you
avoid repeating something someone else has already contributed.

Continued enrollment in this course indicates agreement with these policies.

PROFESSIONAL WRITING AND COMMUNICATION STANDARDS

Course Standards: Professional level writing and communication are critical skills in the business
world. This standard should be displayed in all assignments for this class. All communications, both to
the Professor and student colleagues should be kept professional, including Discussion Board
postings and email/messaging correspondence. For written assignments, all work should be
proofread, free of grammatical errors, include proper citations and be in accordance with American
Psychological Association (APA) standards, including one inch margins and 12 pitch Times New
Roman font. For information on APA standards and correct citation formats consult the APA.
Publication Manual, and/or link to the Library and Research sources on the course menu. These key links include:

Overview library guide for citing:  
http://tamuct.libguides.com/c.php?q=206634

Purdue Online Writing Lab for APA:  
https://owl.english.purdue.edu/owl/section/2/10/

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/].

For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

University Library Services: Information literacy focuses on research skills which prepare individuals to live and work in an information-centered society. Library research skills are another critical tool in the business world, and will be required for this class. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, yet is not limited to: exploration of information resources such as library collections and services, identification of subject databases and scholarly journals, and execution of effective search strategies. Library Resources are outlined and accessed at:

http://www.tamuct.edu/departments/library/index.php

Library databases that would be particularly helpful for the projects in this class are contained in the Management Library Guide:


These databases, such as Business Source Complete and Hoover’s, go well beyond what students can find by just “googling” their company. These resources are not available to the general public, your University fees pay for these articles, which are in-depth and provide the depth you need to provide credible information on your case analyses.
The TAMUCT librarians are available to assist distance learning students doing research. **Ms. Margaret Dawson** is the lead Business Librarian and she is available to assist you with your research. Her email is madawson@tamuct.edu; she is Canvas proficient and can meet with you via chat, web-conferencing, in-person or phone.

**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-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 WCONline. For a brief introduction to the UWC and its services see: https://www.youtube.com/watch?v=PAlb_LyUqTQ&feature=youtu.be.

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.

**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 PROCEDURES AND POLICIES**

**Drop Policy:** If you discover that you need to drop this class, you must complete a Drop Request Form [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.

For more information regarding the Student Conduct process, [https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel](https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel).
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 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/departments/access-inclusion].

**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.

**A Note about Sexual Violence at A&M-Central Texas:** 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 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.

**Behavioral Intervention**

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