

MGMT 3304 - Organizational Behavior

Course Description/Overview

An experiential and theoretical approach to human behavior in an organizational setting, by analysis of individual, group, and organizational processes, with a goal of understanding, predicting, and improving the performance of organizational elements.

Class Meetings

Tuesday and Thursday 9:30 – 10:45am in Rassman 265

Technical Support

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Name: Dr. Satvir Singh

Phone: (325) 942 6587

E-Mail: satvir.singh@angelo.edu

Use blackboard for course related emails

Office: Rassman 204

Office Hours: Tuesday and Thursday 10:45am - 12:45 pm

My aim is to help my students succeed in this course. If it is not possible to meet during the posted office hours, please email me and I will be happy to work with the student.

Course Purpose

This is an exciting and challenging course that focuses on many key factors of management with special emphasis on organizational behavior. The purpose of this course is to provide students with the knowledge of management basics to be used in future business courses and management practice.

Student Learning Outcomes

After taking this course students should be able to:

1. Recognize how individual differences such as personality, perceptions, job attitudes affect employee behavior within organizations. (LG3b)
2. Identify the relationship between organizational facets (culture, work design, structure, and change) and employee behavior. (LG3b)
3. Examine the role of group dynamics (leadership, teams, power, politics, and conflict) within organizations.

Course Textbook and Required Readings

Organizational Behavior, 5th edition with Connect Access Card

Author: McShane, S and Glinow, M (Publisher: McGraw-Hill)

ISBN#: 9781260261561, 9781265950613 (Loose-leaf)

In case of any trouble related to McGraw-Hill Connect platform contact their Customer Experience Group at 1-800-331-5094.

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

Grading Policies

This course employs the following to measure student learning.

Grade Calculations	Percent of Grade	Due
Exam 1 (200 points)*	20%	Thursday, February 24
Exam 2 (200 points)*	20%	Tuesday, April 5
Exam 3 (200 points)*		Thursday, May 5
SB Assignments (20 x 12 = 120 pts.)	24%	Every week
Self-Assessments (20 x 4 = 80 pts.)	8%	Random days
OB activities (10 x 11 = 110 pts.)	11%	Every week
OB quiz (20 pts)	2%	Thursday, April 14
Work in pairs: Presentation (60 pts.) Reflection paper (40 pts.)	10%	See course outline
Class participation (50 points)	5%	
Total points: 1000	100%	

*Lowest scoring exam will be dropped.

Angelo State University employs a letter grade system. Grades in this course are determined on scale below:

1000-900 points = A
899-800 points = B
799-700 points = C
699-600 points = D

Response Time

Individual/team work will be graded and returned to the students within one week of the assignment due date. Emails will be replied within 24 hours except on weekends and holidays.

Work in pairs (deadlines are in the course outline)

Presentation (60 points):

Students will work in pairs to share something interesting related to a topic from the assigned chapter. Below are some examples:

1. Work-related issue that someone is experiencing (e.g., discrimination)
2. Activity that will help other students understand a concept
3. Interesting video or a movie clip to explain a concept
4. Role playing activity
5. Engaging PowerPoint presentation on a topic

Below is the rubric that will be used to evaluate your 10-minute presentation (i.e., talk/activity/role play) on a scale of 1 to 10 (1 being the lowest and 10 being the highest score):

- Was the presentation interesting? (1-10 points)
- Were other students (audience) engaged? (1-10 points)
- Did the presenters act and dress as professionals? (1-10 points)
- Did the presenters know about the OB concept that was presented? (1-10 points)
- Was the presentation well organized? (1-10 points)
- What did the presenters think about their performance? (1-10 points)

Reflection paper (40 points):

Each student who presented will submit a one-page reflection paper by the next class meeting explaining:

1. How they came up with the presentation idea?
2. What was the idea about?
3. What did they learn?
4. If they have to do the same thing again in future, how they will do it differently?
5. Anything else they want to share

Note: The reflection paper should be error free. Consider using the writing center if you are not very confident about your English writing skills.

Course Policies

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics and Rules

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Below are some other important rules for this course.

1. Cheating, Plagiarism, Scholastic Dishonesty, and Student Discipline: Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. *Do not submit work under your name that you did not do yourself.* You may not submit work for this class that you did for another class. You must cite, reference, or quote information obtained from other sources so you give credit where credit is due. If you do not know how to do that, ask. In addition, when an assignment specifies that you must perform a task individually, asking for your classmates' help is scholastic dishonesty. Do NOT copy any material regardless of where you obtained it into your own work. Do NOT submit work under your name if you did not complete it entirely yourself; be honest and tell me you did it together. The consequences will be less severe when you are up front about it than when you try to hide it.

ASU now has a site license for **Turnitin.com**, a plagiarism detection tool that you can also use to check your own work for this or other classes to prevent getting in trouble. I may report any instances of plagiarism and dishonesty to the Dean of Students Office and the grade for the assignment/course can be an "F" or "zero".

If you want to test your understanding of plagiarism, take the self-assessment at <http://education.indiana.edu/~frick/plagiarism> or visit <http://www.turnitin.com>

2. Deadline Policy and Late Assignments: It is essential that all of you come to class fully prepared to discuss your work and do well on the in-class assignments. Once a deadline has passed, you can no longer turn in your work. Plan carefully to ensure you meet the deadlines. If you wait until the last minute, things that can go wrong often do. Your computer will crash, the internet connection stops working, etc. If you had started earlier, you would have had time to

deal with those annoyances, and still turn in your assignments on time. Therefore, I cannot accept those types of excuses. Create your time management plan and stick to it, so you can get everything done on time. All assignments are due before midnight, see tentative schedule for deadlines.

3. **Missed Tests:** There will be 3 Exams and multiple quizzes/assignments. If, due to a well-documented emergency, there is a possibility of missing an exam it is the responsibility of student to contact the instructor in advance to arrange an alternative option. No arrangements can be made after the fact. Missed quizzes and assignments cannot be made up.

4. **Attendance:** This is an in-person class and students are expected to attend all class meetings. In case you have to miss a class meeting, please let the instructor know ASAP.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Development
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Student Absence for Religious Holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit

http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Incomplete as a Course Grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.

Norris-Vincent College of Business Code of Ethics

Students, faculty, administrators, and professional staff of the Norris-Vincent College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision making and behavior to others
- Admit errors when they occur without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated.

Course Outline

	Date	Chapters, Exams, and Assignments	Quizzes
1.	January 18	Introductions, review of syllabus, and chapter 1	
2.	January 20	Chapter 1- <i>Introduction to the Field of Organizational Behavior</i>	
3.	January 25	Chapter 1 continues Pair # 1 presentation due	SB Chapter 1
4.	February 1	Chapter 2- <i>Individual Differences: Personality and Values</i>	
5.	February 3	Chapter 2 continues Pair # 2 presentation due	SB Chapter 2
6.	February 8	Chapter 3- <i>Perceiving Ourselves and Others in Organizations</i>	
7.	February 10	Chapter 3 continues Pair # 3 presentation due	SB Chapter 3
8.	February 15	Chapter 4- <i>Workplace Emotions, Attitudes, and Stress</i>	
9.	February 17	Chapter 4 continues Pair # 4 presentation due	SB Chapter 4
10.	February 22	Review and course feedback Pair # 5 presentation due	
11.	February 24	Exam 1 (Chapters 1, 2, 3, and 4)	
12.	March 1	Chapter 5- <i>Employee Motivation</i>	
13.	March 3	Chapter 5 continues Pair # 6 presentation due	SB Chapter 5
14.	March 8	Chapter 6- <i>Decision Making and Creativity</i>	
15.	March 10	Chapter 6- <i>Decision Making and Creativity</i> Pair # 7 presentation due	SB Chapter 6

16.	March 15	Spring break (no class)	
17.	March 17	Spring break (no class)	
18.	March 22	Chapter 7- <i>Team Dynamics</i>	
19.	March 24	Chapter 7 continues Pair # 8 presentation due	SB Chapter 7
20.	March 29	Chapter 8- <i>Communication in Teams and Organizations</i>	
21.	March 31	Chapter 8 continues Pair # 9 presentation due	SB Chapter 8
22.	April 5	Exam 2 (Chapters 5, 6, 7, and 8)	
23.	April 7	Chapter 9- <i>Power and Influence in the Workplace</i>	
24.	April 12	Chapter 9 continues Pair # 10 presentation due	SB Chapter 9
25.	April 14	Chapter 10- <i>Conflict and Negotiations in the Workplace</i> OB quiz during the class (mandatory, 20 points)	
26.	April 19	Chapter 10 continues Pair # 11 presentation due	SB Chapter 10
27.	April 21	Chapter 11- <i>Leadership in Organizational Settings</i>	
28.	April 26	Chapter 11 continues Pair # 12 presentation due	SB Chapter 11
29.	April 28	Chapter 12- <i>Designing Organizational Structure</i>	
30.	May 3	Chapter 12 continues Pair # 12 presentation due	SB Chapter 12
31.	May 5	Exam 3 (Chapters 9, 10, 11, and 12)	