University of Texas at Arlington
MANA 3318.001: Managing Organizational Behavior
Fall 2018

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Office Hours: Mondays: 7:30am-8:30am and 12:15pm-1:15pm
Wednesdays: 7:30am-8:30am and 12:15pm-1:15pm
Office Number: COBA 231

Section Information: MANA 3318.001 (registration number 80777)

Time and Place of Class Meetings: Mondays and Wednesdays 10:30am-11:50am
COBA 149

Description of Course Content:
This course is an introduction to the factors that influence individual and group behavior in organizations. Emphasizing findings from the field of organizational behavior, topics covered include: individual differences and diversity, social information processing, work attitudes, stress, work motivation, power and influence, negotiation, teams, leadership, and organizational research. Prerequisite: 60 credit hours.

Student Learning Outcomes:
When you have finished this course you should be able to:

1. Recognize the impact of individual personality, values, emotions, and attitudes (e.g., locus of control, job satisfaction) in the workplace.
2. Identify and differentiate the major theories of work motivation.
3. Identify characteristics of group/team dynamics and their decision-making.
4. Recognize the major theories of leadership (e.g., transformational leadership) and their core tenets.

Required Textbooks and Other Course Materials:
Nelson, D.L., and Quick, J.C. ORGB5. Mason, OH: South-Western. (2016).

Examinations:
There will be four multiple-choice-type exams on the dates described later in this syllabus.

Attendance: Attendance is a critical indicator in student success.

Grading:
A student's grade for the course is determined by the arithmetic mean of the student's three highest exam grades.

A	=	93% or higher
B	=	80% or higher
C	=	70% or higher
D	=	60% or higher
F	=	0% or higher

Make-up Exams:
Because each student's lowest exam grade is not included in the grade calculation, make-up exams are offered only in very rare circumstances.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late

registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** http://www.uta.edu/disability/ or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
>
> *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/. Faculty are

encouraged to discuss plagiarism and share the following library tutorials http://libguides.uta.edu/copyright/plagiarism and http://library.uta.edu/plagiarism/

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week: for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php

The IDEAS Center (2nd Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

Tentative Course Schedule

08/22/2018	Wednesday	Introduction	
08/27/2018	Monday	Organizational Behavior and Opportunity	Chapter 1
08/29/2018	Wednesday	Challenges for Managers	Chapter 2
09/03/2018	Monday	Labor Day – no class	
09/05/2018	Wednesday	Personality, Perception and Attribution	Chapter 3
09/10/2018	Monday		
09/12/2018	Wednesday	Attitudes, Emotions, and Ethics	Chapter 4
09/17/2018	Monday		
09/19/2018	Wednesday	Exam #1	
09/24/2018	Monday	Motivation at Work	Chapter 5
09/26/2018	Wednesday	Learning and Performance Management	Chapter 6
10/01/2018	Monday	Stress and Well-Being at Work	Chapter 7
10/03/2018	Wednesday	Communication	Chapter 8
10/08/2018	Monday		
10/10/2018	Wednesday	Work Teams and Groups	Chapter 9
10/15/2018	Monday	Decision Making by Individuals and Groups	Chapter 10
10/17/2018	Wednesday		
10/22/2018	Monday	Power and Political Behavior	Chapter 11
10/24/2018	Wednesday		
10/29/2018	Monday	Exam #2	
10/31/2018	Wednesday	Leadership and Followership	Chapter 12
11/05/2018	Monday	Conflict and Negotiation	Chapter 13
11/07/2018	Wednesday	Jobs and the Design of Work	Chapter 14
11/12/2018	Monday		
11/14/2018	Wednesday	Organizational Design and Structure	Chapter 15
11/19/2018	Monday	Organizational Culture	Chapter 16
11/21/2018	Wednesday	(Individual Consultations)	
11/26/2018	Monday	Career Management	Chapter 17
11/28/2018	Wednesday	Managing Change	Chapter 18
12/03/2018	Monday	Exam #3	
12/12/2018	Wednesday	Exam #4 – 8:00am	