



MANA 3318 – 010 Organizational Behavior
Spring 2015: Tuesday and Thursday, 8:00am – 9:20am
Room: COBA 152

Instructor: Mrs. Cheryl McIntosh, A.B.D.

Office Number: COBA 350D

E-Mail: cheryl.mcintosh@mavs.uta.edu

Office Hours: by appointment

Faculty Profile: <http://www.uta.edu/profiles/cheryl-mcintosh>

Preferred mode of communication:

E-mail. The best way to reach me is through my email account, and I will periodically send notifications to you regarding class instructions through your MyMav account.

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>.

Communication with the instructor:

Communication is vital to a student’s success in this class. I will try to respond to all student questions as soon as possible. This will usually be during the next working day. I DO NOT check or send emails on Saturday or Sunday. To communicate with me:

1. Only send email from your own official UTA email account.
2. Use the following subject line: MANA 3319 Question.
3. Only ask questions that are not answered in the syllabus.

Course Description:

Organizational behavior is a field of study that is concerned with the behavior of individuals and groups in organizations. This class will help you to increase your understanding of behavior in organizational and social settings.

Blackboard:

This class is available on Blackboard (<http://www.uta.edu/blackboard>). **Please check Blackboard often.** There you will be able to access the syllabus, class material, announcements, homework, and grades. Be sure that you have access to Blackboard throughout the semester. You should be able to log into Blackboard (<https://elearn.uta.edu/webapps/login/>) using your UTA login and id. If you are unable to do so, please work with OIT to solve any technical issues. As your instructor, I am unqualified to solve technical login or access problems. Technical problems will not be considered as legitimate excuses for failure to complete work on time.

Learning Outcomes:

Through class discussion and the material covered in the textbook, by the end of this course students should be able to:

- Accurately define organizational behavior and identify and describe prominent organizational behavior concepts and theories
- Recognize and discuss the impact of:
 - employee personality and attitude in the workplace
 - employee motivation, learning, and communication in the workplace
 - teamwork, decision-making, and leadership at work
 - job design and organizational culture at work
- Apply organizational behavior theories introduced in this class to real organizations that are facing organizational behavior challenges.
- Present topics in organizational behavior and solutions via in-class group presentation.

Required Textbook:

Nelson, D. L., & Quick, J. C. (4th edition, 2015). ORGB 4
ISBN-10: 1285423267; ISBN-13: 9781285423265

Other required material:

You must sign up with Lecture Tools through the link below. This is a free service. This service will be used to track participation quiz grades for this class, so all students must have an account linked to this class.

https://my.lecturetools.com/users/generic_invite/e7e0d8bcc24ed7abea3b193390d21234

You are expected to read the textbook chapters **prior** to class and be prepared for discussions and exercises. It is to your advantage to stay current with readings and assignments. A variety of learning tools will be used to develop and enhance your understanding of the subject matter, including: experiential exercises, small group activities, videos, case analyses, current events, quizzes, and class discussions.

We will not cover all material in the book in class. You are responsible for the material in the chapters and should ask questions if items in the book are unclear. There is a lot of material, so be sure to keep up. You are encouraged to contribute to discussions, give examples from

personal experience, ask questions, and express opinions in class during the lectures, exercises and discussions. Considering our work and organizational experiences along with course material is an important part of the learning process.

Grading Policies:

Requirements	Points Each	Total Points Possible	Grade Points
3 Exams (lowest of the 1st 3 exams dropped)	100	200	A = 399 - 445
Final Exam (required)	100	100	B = 354 - 398
In-Class Participation	5	125	C = 310 - 353
Homework Assignments	10	20	D = 265 - 309 F = 0 - 264

All grades will be assigned at the discretion of the instructor. Grades are non-negotiable. I will only round grades up for students who meet **ALL** of the following criteria:

1. Are within 1 point (not percentage) of the next highest grade.
2. Turned in all homework assignments on time, through the Blackboard link, as required.
3. Earned all 125 participation points.
4. Completed all available extra credit, if it is offered. Note that while participation in extra credit is **never** required, for grade rounding purposes it demonstrates to me that a student has made every effort to achieve the desired grade.

If you do not meet all of these criteria, do not contact me requesting an exception. For fairness reasons, I will be unable to grant it. If you are concerned about your grade in this class, the best way to deal with this concern is to study consistently throughout the semester and prepare thoroughly for exams. Talk with me if you are struggling to understand the material.

Exams Structure and Policy:

Exams 1, 2, and 3 will each consist of 50 questions. The lowest score you receive on these 3 exams will be dropped. For example, if you made a 75 on exam 1, an 88 on exam 2, and a 95 on exam 3, only the scores of 88 and 95 would be used when calculating your final grade. If you miss one of the first 3 exams, you will receive a score of 0 for that exam, and that will be the score that is dropped.

The final exam will consist of 50 questions, including some questions from previous exams. The final exam is **required**. The score you receive on the final exam will **not** be dropped.

Test material may come from the **textbook, slides, lectures, videos, and class activities**. Exams in this class will be fairly difficult and detailed. Material from the book that is not covered in the lecture will be included. If you wish to receive high grades on the exams, you will need to attend class, participate, and read the book carefully so that you can remember what you read. For most

students this will involve taking substantial time to read and outline the chapters, not just skimming the chapter.

NOTE: No make-up exams will be allowed for any reason.

Attendance and Participation:

At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I do not take attendance in this class. However, this class does have graded daily participation quizzes during the lecture that measure your understanding of the material being presented. We will be using Lecture Tools to track in-class participation quiz grades. During class, quiz questions will be asked. Lecture Tools will track the questions that you attempt and whether or not you answer correctly. Your scores will be uploaded to Blackboard so that you can track your progress. Your daily participation grade will be calculated according to this formula: ($\# \text{ quiz questions answered} / \# \text{ quiz questions asked}$) * 5.

Your in-class participation quiz points are what they are. I do not accept notes or keep track of excuses for participation quizzes that are missed. I do not make exceptions when assigning in-class participation grades. It is your sole responsibility to arrange your work, social and personal commitments so that they do not prevent you from earning the grade that you want. Also, any student that has in-class quiz responses posted for a given day but is found to not actually be in class that day will receive an automatic grade of "F" for the course and will be referred to the Office of Student Conduct for further action. Please note that these are my class policies, which I am free to set, but which are not part of any official UTA policy.

You must have your Lecture Tools account set up before the second day of class. Here is the link to sign up for Lecture Tools for this class:

https://my.lecturetools.com/users/generic_invite/e7e0d8bcc24ed7abea3b193390d21234

Homework Assignments:

Two out-of-class homework assignments will be due this semester. Both must be turned in through the links that will be provided on Blackboard. Each homework link will be available for a limited time on Blackboard.

- Homework assignments will **not** be accepted by any other medium other than the Blackboard link for each assignment.
- Late homework assignments and homework assignments received by any medium other than the required Blackboard link will receive a grade of zero.

To receive full credit, your on-time assignment submitted through Blackboard must completely and thoughtfully answer all questions asked in the assignment.

Do not tell me any reasons why you are not able to complete the assignment on time or through the Blackboard link. It is your sole responsibility to ensure that you are able to use Blackboard and that it is functioning properly for you (see “Blackboard Usage” section below).

Due Dates for Homework:

Homework 1: February 3, 2015

Homework 2: February 24, 2015

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week outside of class in course-related activities, including reading required materials, doing homework, and preparing for exams.

Extra Credit: The Management Department sometimes offers opportunities for students to participate in research activities during the semester for extra credit. If this occurs, your participation will be voluntary. I will notify you in class or via email of these approved participation opportunities if and when they become available.

Course Policies

Conduct: Professional class conduct and appropriate dress is expected of each student. I will not allow my class to be disrupted by inappropriate behavior. Please be courteous and show proper respect to the instructor and your peers. Disrespectful language will NOT be tolerated. You may disagree with some views. However, you may NOT make personal remarks or attacks at anyone in the classroom, verbally or through email.

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/ao/fao/>).

Americans with Disabilities Act: The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information

regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding the U.S. federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

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 www.uta.edu/resources.

Academic Dishonesty

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

“Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Regents’ Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22)

Academic Integrity: Students enrolled in this course 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 as they see fit in their courses, including (but not limited to) 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.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be 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 enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: 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 handicapped individuals.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone) or **2-3003** (campus phone). You may also dial 911.

Class Schedule for MANA 3318-010, Spring 2015

Tues	Jan	20	Introduction and syllabus review
Thur	Jan	22	Ch 1: Organizational Behavior & Opportunity
Tues	Jan	27	Ch 2: Challenges For Managers
Thur	Jan	29	Ch 2: Challenges For Managers
Tues	Feb	3	Ch 2: Challenges For Managers; HW 1 Due
Thur	Feb	5	Ch 4: Attitudes, Emotions & Ethics
Tues	Feb	10	Ch 5: Motivation At Work
Thur	Feb	12	Ch 5: Motivation At Work
Tues	Feb	17	Exam 1: Ch 1, 2, 4 & 5
Thur	Feb	19	Ch 7: Stress & Well-Being At Work
Tues	Feb	24	Ch 8: Communication; HW 2 Due
Thur	Feb	26	Ch 3: Personality, Perception & Attribution
Tues	Mar	3	Ch 6: Learning & Performance Management
Thur	Mar	5	Ch 6: Learning & Performance Management
Tues	Mar	10	Spring Break
Thur	Mar	12	Spring Break
Tues	Mar	17	Exam 2: Ch 3, 6, 7 & 8
Thur	Mar	19	Ch 9: Work Teams & Groups
Tues	Mar	24	Ch 9: Work Teams & Groups
Thur	Mar	26	Ch 10: Decision Making By Individuals & Groups
Tues	Mar	31	Ch 11: Power & Political behavior
Thur	Apr	2	Ch 12: Leadership & Followership
Tues	Apr	7	Ch 12: Leadership & Followership
Thur	Apr	9	Ch 13: Conflict & Negotiation; Drop deadline
Tues	Apr	14	Exam 3: Ch 9, 10, 11, 12 & 13
Thur	Apr	16	Ch 14: Jobs & The Design of Work
Tues	Apr	21	Ch 14: Jobs & The Design of Work
Thur	Apr	23	Ch 15: Organizational Design & Structure
Tues	Apr	28	Ch 16: Organizational Culture
Thur	Apr	30	Ch 16: Organizational Culture
Tues	May	5	Ch 17: Career Management
Thur	May	7	Ch 18: Managing Change
Tues	May	12	Final Exam: 8am-9am

“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Cheryl McIntosh”