**MANA 3318-003: MANAGING ORGANIZATIONAL BEHAVIOR**

**Fall 2020**

## Instructor Information

### Instructor(s):

### David F. Arena, Ph.D.

### Office Number:

### College of Business – 208

### Office Telephone Number:

### 817-272-3166

### Email Address:

### David.Arena@uta.edu

### Office Hours:

### Thursdays 11:45 – 1:15 pm (virtual)

## Course Information

### Section Information

**MANA 3318-003**

### Time and Place of Class Meetings

This course has a modality of: Online 2. This class will be broken into 15 weekly modules on Canvas. The weekly breakdown of class meetings will unfold as follows. This course will be conducted online via Microsoft Teams each Tuesday from 11:00 am – 12:20 pm (**unless otherwise specified).** Keep in mind, there is currently one exception to this (we will meet from 11:00 am – 12:20 pm on **Thursday, August 27th** for our first class period). You may join via browser, but it is recommended to [**download Teams**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fteams.microsoft.com%2Fdownloads&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559924005&sdata=WEGMmgQwJlfZ9y6SLOZd8sD3NSgrgcW7LSYUqR7cTmE%3D&reserved=0) and join with the program. To join a Teams meeting, view these [**Join a Meeting Instructions**](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fjoin-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559924005&sdata=9GLA5b85We%2Bj41KgCFKkr6kQajZAfkwHrWLmWeP9JoI%3D&reserved=0). Other tutorials you may find helpful:

* [Using video in Microsoft Teams](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fusing-video-in-microsoft-teams-3647fc29-7b92-4c26-8c2d-8a596904cdae&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559934001&sdata=mN1joqozPPfPjUYZj7JbS3AsPDD50Aizgg9yfZ5KbE0%3D&reserved=0)
* [Change your video background](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Fchange-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559934001&sdata=6%2FfZ4r0LH2OpNIq7n%2F6%2FsX0YvLj5EowoRaU2sZb1MnA%3D&reserved=0)
* [Share content](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fshare-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559934001&sdata=2%2FSPhFWacOYq5TrnsxQNrpZaHHG%2FtwYWCetO%2FsMPT94%3D&reserved=0)
* [Raise your hand](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fraise-your-hand-in-a-teams-meeting-bb2dd8e1-e6bd-43a6-85cf-30822667b372&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559943997&sdata=wUokbXzaZD9fwxEHSMvR107xK06GdaEWA4MifINhfgQ%3D&reserved=0)
* [Manage audio settings](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fmanage-audio-settings-in-a-teams-meeting-6ea36f9a-827b-47d6-b22e-ec94d5f0f5e4&data=02%7C01%7Calison.hall%40uta.edu%7C2c455412522a45aabf2908d821e70dc6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637296623559943997&sdata=F7TTl42GU9YEmtv3GSKRcfRx9J9rpxB4KvrWxkkEc3I%3D&reserved=0)

### 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.

### Student Learning Outcomes

After completing this course, you should, at minimum, be able to:

* Use OB concepts to explain applied workplace scenarios
* Identify the relationship between OB concepts and workplace outcomes
* Demonstrate the ability to develop a broad understanding of knowledge concerning organizational behavior and effectively communicate that understanding to others
* Understand management’s role in fostering a safe, healthy, and inclusive workplace

### Required Textbooks and Other Course Materials

Nelson, D. L., & Quick, J. C. (2018). *ORGB6*, Boston, MA: Cengage Learning, Inc. ISBN 978-1-337-40783-0

Course materials for each module will be posted on Canvas before the first day of each module.

### Descriptions of major assignments and examinations

Your final grade in this course will comprise of the number of points you earn throughout the semester from each major category of assignments. These include; exams, applied article assignments, discussion posts, and quizzes. Each of these is described in detail in this section.

**Exams (90 points)**

There will be three semester exams that will cover approximately one third of the course material each. Semester exams will only cover the chapters we have been focusing on, and will not be cumulative. Exams will consist of 30 questions – multiple choice, fill in the blank, true/false – covering course readings, videos, and assignments. Please note that all course material is fair game for the exam. You will take each of these exams on Canvas, and will have a 24-hour window for taking each exam. Exams will be available starting at the beginning of class time on the day the exam is scheduled, and will be available until that same time the next day (i.e., exams will become active at 12:30 pm on Thursday, and will be available for 24 hours until Friday at 12:30 pm). However, the exams are timed and are \*\*NOT\*\* open-book. Once you begin the exam, you will have 45 minutes to complete the 30 questions and submit it (approximately 1.5 minutes per question). You will only be allowed one attempt at taking each exam. Once you submit your answers, you may not attempt the exam again or make any changes to your answers. Each exam will be worth 30 points (for a total point value of 90 points for the semester) such that each question will be worth 1 point each.

Additionally, there will be a cumulative final exam. This final exam is **OPTIONAL**, and will be structured the same way as other semester exams. If you choose to take the final exam, and score higher than one of your semester exams, I will drop your lowest semester exam and will replace it with the final. If you choose to take the final exam, and score lower than all of your semester exams, I will drop your final exam. If you do not choose to take the final exam, I will use your three semester exam grades in the calculation of your final grade. Simply, taking the final cannot hurt your final grade; it can only make it better or keep it the same.

**Applied Article Assignments (75 points)**

Each student will be required to complete three applied article assignments. Each student will be responsible for writing a one-page written summary of three OB-related business articles published in either 2019 or 2020 in one of the following outlets; **BusinessWeek, Forbes, Fortune, Harvard Business Review, or MIT Sloan Management Review**. Points will be deducted if you do not select an article that meets the specifications listed in the previous sentence. I encourage you to reach out with your articles early via my email if you are unsure if an article you selected fits the parameters of the assignment. I would be happy to check and verify them for you to ensure you are on the right track.

Your summary must address all of the following prompts:

* **What was the purpose of the article?**
* **How does the article relate to one or more topics covered in our course?**
* **What are the practical/applied implications of this article for managers or the organization?**

The applied article assignments must be one page of single-spaced text, in size 12 Arial, Calibri, or Times New Roman font, with no more than one-inch margins. (Note: Do not place large titles/headings at the top or bottom of the page to try and take up space on the page).

The due dates for each applied article assignments are Thursday, September 17th, Thursday, October 22nd, and Thursday, November 19th by 11:59 pm. You must submit online on Canvas using the correct assignment dropbox. When you submit your assignment through Canvas, you must also place a **DIRECT LINK** to the article at the bottom of your paper (meaning that I do not have to make any additional clicks to access your article after clicking the link). You can do this by simply copying and pasting the link to your article to the bottom of your assignment (keep in mind that this will not count toward your page length). If you fail to do so, three points will be deducted from your overall grade on the assignment.

The assignments will be evaluated based on the following criteria: clarity and completeness of responses to all three prompts outlined above, spelling/grammar/punctuation, adherence to style guidelines outlined above, and professionalism and integrity of responses.

**Discussion Posts (60 points)**

Each week, students will be responsible for responding to a number of discussion posts through Canvas. Discussion posts for each module will become active at 11:00 am each Thursday, and will be active until the following Monday at 11:59 pm. After the deadline is passed, students will be unable to go back and answer discussion posts, but will be able to view previous posts. At the end of the semester, the number of posts responded to as well as the *quality* of the posts will be factored into your point total (60 points maximum). You can submit discussion posts by writing your responses (with your name included) into a word document and submitting, or by using the text entry box nested within Canvas.

**Quizzes (25 points)**

Throughout the semester, there will be six \*pop\* quizzes that will be worth 5 points each. Quiz questions can be related to class material, video lectures, class discussions, or any other course-related material. Quizzes will be in a traditional “quiz” format (i.e., multiple choice questions) and each question will be worth 1 point. I would *strongly* recommend that you take the quiz after reviewing all other course material for that week (synchronous lectures, supplemental short lectures, videos, discussion posts, textbook chapters). At the end of the semester, if you have taken all six quizzes I will drop your lowest quiz grade. If you have taken fewer than six quizzes, no quizzes will be dropped and I will use all quizzes completed to factor into your grade. As with the discussion posts, quizzes will be posted at 11:00 am on Thursday and will be available until 11:59 pm on the following Monday.

### Technology Requirements

For this course you will need internet access to both Canvas and Microsoft Teams. We will also use Respondus Lockdown for Exams. You can access tutorials on these tools by clicking the “Get Started” Box on their Canvas Homepage. Additionally, you will need enabled audio for synchronous lectures to participate in class discussions.

## Grading Information

### Grading

Your final grade for the semester will be calculated based on the number of points that you earn across exams, applied article assignments, quizzes, and discussion posts. A breakdown of the point benchmarks is posted below.

 225 points to 250 points – A

 200 points to 225 points – B

 175 points to 200 points – C

 150 points to 175 points – D

 149 points or lower – F

**Make-up Exams**

Make-up exams will ONLY be given for required university activities. These activities and dates must be submitted to, and approved by, the professor by **September 10th, 2020**. No make-up exams will be given for any other reason.

**Expectations for out-of-class study**

In addition to the time we spend in synchronous lectures, students enrolled in this course are expected to spend at least 6 hours per week of their own time on course material including, but not limited to, textbook readings, completing assignments, preparing for quizzes and exams, and discussion board activities.

**Grade Grievances**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog.

## Course Schedule

**MANA 3318-003 MANAGING ORGANIZATIONAL BEHAVIOR**

**Course Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week/Module** | **Dates** | **Meeting Date** | **Assigned Readings** | **Assignments** |
| Week 1: Course IntroductionModule 1: Organizational Behavior and Opportunity | 8/27 | **8/27** | SyllabusChapter 1 | Read over the Syllabus |
| Module 2: Challenges for Managers | 9/1 – 9/7 | **9/1** | Chapter 2 | Chapter 2 Discussion Posts |
| Module 3: Personality, Perception, and Attribution | 9/8 – 9/14 | **9/8** | Chapter 3 | Chapter 3 Discussion Posts |
| Module 4: Attitudes, Emotions, and Ethics | 9/15 – 9/21 | **9/15** | Chapter 4 | **Applied Article 1 (Thursday, September 17th)**Chapter 4 Discussion Posts |
| Module 5: Motivation at Work | 9/22 – 9/28 | **9/22** | Chapter 5 | **Exam 1 (Thursday, September 24th)** Chapter 5 Discussion Posts |
| Module 6: Learning and Performance Management | 9/29 – 10/5 | **9/29** | Chapter 6 | Chapter 6 Discussion Posts |
| Module 7: Stress and Well-Being | 10/6 – 10/12 | **10/6** | Chapter 7 | Chapter 7 Discussion Posts |
| Module 8: Communication | 10/13 – 10/19 | **10/13** | Chapter 8 | Chapter 8 Discussion Posts |
| Module 9: Work Teams and Groups | 10/20 – 10/26 | **10/20** | Chapter 9 | **Applied Article 2 (Thursday, October 22nd)**Chapter 9 Discussion Posts |
| Module 10: Decision-Making by Individuals and Groups | 10/27 – 11/2 | **10/27** | Chapter 10 | **Exam 2 (Thursday, October 29th)**Chapter 10 Discussion Posts |
| Module 11: Power and Political Behavior | 11/3 – 11/9 | **11/3** | Chapter 11 | Chapter 11 Discussion Posts |
| Module 12: Leadership and Followership | 11/10 – 11/16 | **11/10** | Chapter 12 | Chapter 12 Discussion Posts  |
| Module 13: Conflict and Negotiation | 11/17 – 11/23 | **11/17** | Chapter 13 | **Applied Article 3 (Thursday, November 19th)**Chapter 13 Discussion Posts |
| Module 14: Organizational Culture | 11/24 – 11/30 | **11/24** | Chapter 16 | Chapter 16 Discussion Posts |
| Module 15: Career Management | 12/1 – 12/7 | **12/1** | Chapter 17 | **Exam 3 (Thursday, December 3rd)**Chapter 17 Discussion Posts |
| Final Exam Period | 12/8 – 12/14 | **N/A** | N/A | **Final Exam active 12/10 until 12/12 at 11:59pm** |

***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. – David F. Arena.***

## Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (https://resources.uta.edu/provost/course-related-info/institutional-policies.php) which includes the following policies among others:

* Drop Policy
* Disability Accommodations
* Title IX Policy
* Academic Integrity
* Student Feedback Survey
* Final Exam Schedule

## Additional Information

### Mandatory Face Covering Policy

All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

### Attendance

As the instructor of this section, I am of the belief that the people who are most interested in learning and gaining practical knowledge will come to class regularly. Further, research shows a consistent positive relationship between attendance and course grades. Further still, employment (in most cases) is contingent upon not only performing job duties, but arriving to work on time. However, this is a college-level course and you are adults, so it is ultimately up to you to determine whether you come to in-person classes or not. My expectation is that you should (and will) attend all synchronous lectures, and I would expect that you treat these scheduled class times as if you were taking this class in person. Please note that synchronous class periods will not be recorded. Additionally, it is my expectation that you will practice proper \*netiquette\* while attending synchronous class periods. Blatant rudeness or other types of antisocial behavior will not be tolerated and will result in your being asked to leave the virtual classroom.

### Student Success Programs

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 by appointment](http://www.uta.edu/studentsuccess/learning-center/utsi/tutoring/index.php), [drop-in tutoring](https://www.uta.edu/ideas/services/index.php), [etutoring](https://www.etutoring.org/login.cfm?institutionid=388&returnPage), [supplemental instruction](http://www.uta.edu/studentsuccess/learning-center/utsi/supplemental-instruction/index.php), [mentoring](https://www.uta.edu/ideas/services/mentoring/index.php) (time management, study skills, etc.), [success coaching](http://www.uta.edu/studentsuccess/success-programs/success-coaching.php), [TRIO Student Support Services](http://www.uta.edu/studentsuccess/learning-center/sss/index.php), and [student success workshops](http://www.uta.edu/studentsuccess/success-programs/success-series-workshops.php). For additional information, please email resources@uta.edu, or view the [Maverick Resources](http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php) website.

**The** [**IDEAS Center**](https://www.uta.edu/ideas/) (https://www.uta.edu/ideas/) **(**2nd Floor of Central Library) offers **FREE** [tutoring](https://www.uta.edu/ideas/services/tutoring/index.php) and [mentoring](https://www.uta.edu/ideas/services/mentoring/index.php) 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.

### The English Writing Center (411LIBR)

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com/) (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library’s hours](https://library.uta.edu/hours) of operation.

## Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number is 817-272-3381.

## Library Information

### Research or General Library Help

Ask for Help

* [Academic Plaza Consultation Services](https://library.uta.edu/academic-plaza)(library.uta.edu/academic-plaza)
* [Ask Us](http://ask.uta.edu/)([ask.uta.edu/](http://ask.uta.edu/))
* [Research Coaches](https://library.uta.edu/subject-librarians) (http://libguides.uta.edu/researchcoach)

Resources

* [Library Tutorials](https://library.uta.edu/how-to) ([library.uta.edu/how-to](http://library.uta.edu/how-to))
* [Subject and Course Research Guides](https://libguides.uta.edu/) ([libguides.uta.edu](http://libguides.uta.edu/))
* [Librarians by Subject](https://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
* [A to Z List of Library Databases](https://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
* [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves)(https://uta.summon.serialssolutions.com/#!/course\_reserves)
* [Study Room Reservations](https://openroom.uta.edu/)(openroom.uta.edu/)