



# Organizational Behavior

MNGT 3330.783

Spring 2020



## Basic Information

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Office: MB 2248

Phone: 432-552-2201

Office Hours: Wednesdays: 5-6 pm at ENG 1214; T/Th: 3-5 pm at MB 2248

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

## Course Description

The objective of this course is to develop an understanding of organizational behavior (OB) concepts, and of human behavior and its influence on groups and organizations.

**Purpose:** The purpose of this course is to provide students with a solid understanding of human behavior in organization. Thus, upon the completion of this course, students will possess knowledge and skills in the context of managing human behavior in organizations effectively.

**Objectives/outcomes:** Students will learn "what to do to be an effective manager" and how to develop the right strategies.

- Students will be able to apply behavioral and management skills within complex, dynamic organizational and external environments.
- Students will be able to demonstrate a realistic, relevant, ethical, sometimes intuitive but often counterintuitive, and complete view of people working in organizations around the world.
- Students will be able to identify theories, research results, and applications that apply in worldwide organizations.
- Students will recognize the difference between successful (socially and politically skilled) and effective (traditional, detail oriented) managers requires an understanding of theory, research, and practice.

**Prerequisites:** MNGT 3310 Management Concepts and Organizational Theory

# Materials

## Required Book:

Title: Organizational Behavior  
Edition: 18th Edition  
Author: Robbins & Judge  
Publisher: Pearson  
ISBN-13: 978-0134729329  
ISBN-10: 0134729323

Other: Supplemental videos & readings will be posted on Canvas

## Communication Plan

I prefer CANVAS for all course communications because it gives the history of the correspondences. I will try to respond to your email within 24 hours. If you are sending email through UTPB email address, you need to mention your course name and your question in the subject line to ensure a rapid response. For example, if you do have a question about quiz 1, the proper format of your email subject would be as follow:

Subject line: MNG 3330.783 - Question about Quiz 1

You are highly encouraged to check Canvas daily. I will communicate with you through an "Announcement". It is incumbent upon you to check Canvas daily.

## Class, Discussions, Quizzes, and Final Exam

### Class:

This is an online class. A total of 12 chapters will be covered in 8 weeks. You must put forth your full effort and diligence to be successful and to earn a good grade. For each chapter, you will be provided with PowerPoint slides and a chapter summary. However, these are simply supplementary materials; you still need to read the book chapter as well. For each module, there is a discussion section and a quiz that will be graded. Please start by reading each chapter carefully to fully understand the concepts and topics prior to participate in discussion and taking the quiz.

### Discussions:

Every week, there is a discussion section related to discussed topics in the week. You will read a case, watch a clip, or attend an online activity. You will then express your opinions about it in a polished, professional way.

To receive full credit for the discussion, you must respond to at least two other students' posts but you need to express your opinion first. Each discussion is worth 10 points. I will provide individual or general feedback in the performance of the course discussion via Canvas within 48 hours after the due date. Furthermore, I will keep monitoring the discussion during the time it is up to make sure students are actively engaged and the discussion is on the right track. I'll provide immediate feedback if needed. For more details, check the "**Discussion Board**" section.

### Quizzes:

There is a multiple-choice quiz for each week. You need to read the chapters carefully before taking the quiz. You are NOT allowed to use your book/notes. Furthermore, some questions are designed in a way that require critical thinking to be answered correctly. Each quiz has 10 questions, for a total of 10 possible points. You will be provided with the opportunity to take the quiz twice, 15-minutes each to complete - the highest grade will be considered.

### Final Exam:

There will be a comprehensive final exam at the end of the semester. The exam will consist entirely of multiple-choice questions and will cover all chapters discussed in the class. The exam will have 30 questions for a total of 60 points. You will be provided with the opportunity to take the quiz twice, 45-minutes each to complete - the highest grade will be considered. You are NOT allowed to use your book/notes.

### Important Note:

The quizzes and discussions will open and close at specific date and time. If you miss it without a documented excuse, you will get ZERO for that missed quiz/discussion. Check the “**Make-Up/Late Submission Policy**” section.

## Important Dates

Check UTPB Academic Calendar at <https://www.utpb.edu/calendar/academic-calendar.pdf>

## Course Assessment

Course Activity	Points	Percentage
Quizzes (7)	10 each / 70 points	35 %
Discussion (7)	10 each/ 70 points	35 %
Final exam (1)	60 points	30 %
Total	200	100%

Grade Range	Letter Grade
180 and above	A
160 to 180	B
140 to 160	C
120 to 140	D
Less than 120	F

# Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: <https://bit.ly/2LEW0EW>.

Students can find keyboard shortcuts for PowerPoint slides in the following link:

<https://support.office.com/en-us/article/use-keyboard-shortcuts-to-deliver-powerpoint-presentations-1524ffce-bd2a-45f4-9a7f-f18b992b93a0>

## Using LockDown Browser & Respondus Monitor

This course requires the use of LockDown Browser and Monitor for online exams. Watch this short video (<https://bit.ly/2KxEGOY>) to get a basic understanding of LockDown Browser and Monitor.

Download and install LockDown Browser from this link: <https://bit.ly/2LOEISF>

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

- Quizzes and Final will use an approved photo ID\*. Students present their ID into the camera (which UTPB requires for all online courses) to authenticate themselves, and the camera records the student and their surrounding environment during the test. To learn more about Respondus Monitor, review a 3-minute video about how it works; visit: [respondus.com/products/monitor](https://respondus.com/products/monitor)
- Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

# Preparation for Emergencies

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

**Complete Loss of Contact:** If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

**Lost/Corrupt/Missing Files:** You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

## Policies and Procedure

### Time Management:

A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours for reviewing the lectures/posted materials for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful.

### Grading and Feedback:

All the course activities will be graded one week after the set due date. You can check your grades by going to your Gradebook. If there is any discrepancy in your grade, you should contact me immediately. I will provide individual or general feedback in the performance of the course activity via Canvas within 48 hours after the due date.

### Discussion Board:

Discussion Board is primarily for discussing course related topics and issues. Best practices are:

- a. Read all message postings in online discussion.
- b. Respond to the question directly
- c. Reply to minimum of two other students' posts.
- d. Use a person's name in the body of your message when you reply to their message.
- e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
- f. Ensure responses to questions are meaningful, reflective.
- g. Support statements with concepts from course readings, refer to personal experience, examples.
- h. Follow **Rules of Behavior**

Note: Rubric for discussions is posted on Canvas.

### Rules of Behavior:

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- a. Do not post anything too personal.
- b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race,

- or ethnicity.
- c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- d. Be courteous and respectful to other people on the list
- e. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- f. Use line breaks and paragraphs in long responses.
- g. Write your full name at the end of the posting.
- h. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

### **Make-Up/Late Submission Policy:**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. Valid documentations (e.g. Doctor's note) are needed for the acceptance of late assignments. The student will receive a score of zero for all late assignments, quizzes, and exams.

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

### **Attendance and Class Participation;**

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

### **Absenteeism:**

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

### **Course Incomplete/Withdrawal/Grade Appeal:**

All students are required to complete this course within the semester timeline. Incomplete grades for the course are rarely given and will only be granted if the student has complete at least 75% of the course with a grade of 'C' or better and provides a valid, documented excuse for not being able to complete the course on time and has contacted prior to the scheduled last class to request an extension. The student will sign a contract that includes the incomplete course activities and the new due dates.

For the grade appeal process, visit: <http://www.utpb.edu/campus-life/dean-of-students/grievances>.

### **Cheating/Plagiarism/Academic Dishonesty:**

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university's handbook at: <https://www.utpb.edu/campus-life/dean-of-students/scholastic-dishonesty>

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, 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 such

as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

#### **Accommodation for Students with Disabilities:**

**Students with Disabilities:** The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. \*\*Adapted from UTSA ADA syllabus statement.

**ADA Officer for Students:** Mr. Paul Leverington  
**Address:** Mesa Building 4243 /4901 E. University, Odessa, TX 79762  
**Voice Telephone:** 432-552-4696  
**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

## **Student Support Services**

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-4696
Advising	<a href="#">UTPB E-Advisor</a> (432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Outlook 365, my.utpb.edu	<a href="#">Information Resources Division</a> (IRD)
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635
Student Services	<a href="#">Dean of Students</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (measures learner readiness for online course).

# End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through your my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.



# Class Schedule

Date	Topic	Readings	Quiz & Discussion Due Date
Week 1 Jan 13 – Jan 18	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Diversity</li> </ul>	<ul style="list-style-type: none"> <li>- Chapters 1&amp;2</li> <li>- Class Discussion 1</li> <li>- Quiz 1</li> </ul>	Jan 18 <sup>th</sup> at 11:59 pm
Week 2 Jan 19 – Jan 25	<ul style="list-style-type: none"> <li>- Attitudes</li> <li>- Emotions &amp; Moods</li> </ul>	<ul style="list-style-type: none"> <li>- Chapters 3&amp;4</li> <li>- Class Discussion 2</li> <li>- Quiz 2</li> </ul>	Jan 25 <sup>th</sup> at 11:59 pm
Week 3 Jan 26 – Feb 1	<ul style="list-style-type: none"> <li>- Personality</li> <li>- Perception</li> </ul>	<ul style="list-style-type: none"> <li>- Chapters 5&amp;6</li> <li>- Class Discussion 3</li> <li>- Quiz 3</li> </ul>	Feb 1 <sup>st</sup> at 11:59 pm
Week 4 Feb 2 – Feb 8	<ul style="list-style-type: none"> <li>- Motivation</li> </ul>	<ul style="list-style-type: none"> <li>- Chapters 7&amp;8</li> <li>- Class Discussion 4</li> <li>- Quiz 4</li> </ul>	Feb 8 <sup>th</sup> at 11:59 pm
Week 5 Feb 9 – Feb 15	<ul style="list-style-type: none"> <li>- Group &amp; Teams</li> </ul>	<ul style="list-style-type: none"> <li>- Chapters 9&amp;10</li> <li>- Class Discussion 5</li> <li>- Quiz 5</li> </ul>	Feb 15 <sup>th</sup> at 11:59 pm
Week 6 Feb 16 – Feb 22	<ul style="list-style-type: none"> <li>- Leadership</li> </ul>	<ul style="list-style-type: none"> <li>- Chapter 12</li> <li>- Class Discussion 6</li> <li>- Quiz 6</li> </ul>	Feb 22 <sup>nd</sup> at 11:59 pm
Week 7 Feb 23 – Feb 29	<ul style="list-style-type: none"> <li>- Organizational Culture</li> </ul>	<ul style="list-style-type: none"> <li>- Chapter 16</li> <li>- Class Discussion 7</li> <li>- Quiz 7</li> </ul>	Feb 29 <sup>th</sup> at 11:59 pm
Week 7 March 1 – March 6	<b>Final Exam</b> <b>Due at <u>Friday March 6th</u></b>		