



**ORGL 397**  
**Organizational Behavior**  
**Spring 2014**

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## Organizational Behavior

### Purpose

This syllabus provides course information, which includes materials required for the course, the course description, and student learning outcomes (LOs) to help you navigate the course and complete requirements.

### Policies

#### Technology Requirements

This is an online course and the following technological resources are required:

- Computer/Internet access and connection - high-speed preferred (not dial-up)
- Speakers - so you can hear audio-enhanced assignments throughout the semester
- Headset/Microphone
- Webcam
- Microsoft Word, Excel, and PowerPoint

This course may also require the following:

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch Yahoo, Hotmail, etc.

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

### **Access and Navigation**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to:  
<https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuccommerce.edu](mailto:helpdesk@tamuccommerce.edu).

### **eCollege Student Technical Support:**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support: Click "Live Support" on the toolbar within your course to chat with an eCollege representative.
- Phone: Call 1-866-656-5511 (Toll Free) to speak with an eCollege Technical Support representative.
- Email: Contact [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with an eCollege Technical Support representative.
- Help: Click the 'Help' button on the toolbar for information regarding working with eCollege (i.e., How to submit to Dropbox, How to post to discussions, etc.)

### **Course Concerns**

If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

### **Other Questions/Concerns**

Contact the appropriate TAMU-C department related to your questions/concerns. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.-5:00 p.m., Monday through Friday.)

### **Communication and Support**

Email is the best way to communicate as it is checked throughout the day. However, in order to avoid duplication of questions and answers, I prefer that you post all class related questions in the Virtual Office course tab. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my e-mail address via eCollege. Or if you want to talk via phone, you may contact me via Google voice at 512.900.1913. Please do not call before 9 a.m. or after 9 p.m.

## **Course and University Procedures/Policies**

### **Academic Honesty Policy**

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Violation of these academic standards may result in removal or failure. Please see the TAMU Catalog.

### **Dropping the Class**

If you need to adjust your schedule by dropping this course, please contact your Academic Coach. Please be aware that dropping your course may impact your financial aid, veterans and military benefits, three-peat, 45-hour, and 30-hour rules. It is the student's responsibility to drop the course. If you fail to officially drop the class, a failing grade shall be assigned.

### **Incompletes**

If you receive a grade of "I" or Incomplete, you have one full term to complete the items that remain incomplete. If you have not submitted the necessary assignments by the end of the next full term, your grade automatically converts to an "F."

### **Student Withdrawal**

A student wishing to withdraw from all courses before the end of a term for which he/she is registered must clear his or her record by filing an application for voluntary withdrawal. Please contact your Academic Coach.

This action must be taken by the date stated in the Academic Calendar as the last day to drop a class or withdraw. Any student who withdraws from the university is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension in the university catalog. It is the student's responsibility to withdraw from classes if he or she does not plan to attend during the semester in he/she has enrolled. A student has one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour and 30-hour rules, and financial aid and veterans and military benefits.

### **Instructor Withdrawal**

Your instructor of record reserves the right to withdraw a student from his or her course based on inadequate access to and progress in the online course materials.

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See '[Code of Student Conduct](#)' from Student Guide Handbook)

### **Course Home**

**Course Objective:** Describe organizational theory and application in relation to organizational structures in contemporary business settings.

Do you ever wonder why an organization behaves the way it does? What makes an organization a great place to work? Why do some businesses perform unethically? Is there a difference between small and large companies? Why does there seem to be a communication gap between management and employees? To answer these questions and others, this course first examines organizational theory and application. You also explore the business environment through organizational structures and their behavioral characteristics. These include management issues, ethical issues, challenges and effective communication, leadership, power, and management, the design of the organization, the impact of that design, and the impact of an organization's culture.

Throughout the course, you engage in a variety of readings, multimedia materials, interactive presentations, and individual or group exercises, as well as collaborative conversations to enable you to describe organizational theory and application in relation to organizational structures in contemporary business settings. In addition to these learning activities, you apply the concepts for each lesson in an assignment that integrates organizational theory and application in relation to organizational structures in contemporary business settings.

<b>Content</b>	<b>Description</b>	<b>Notes</b>
Syllabus	<p>For the first learning outcome, Theories of Organizational Behavior:</p> <ul style="list-style-type: none"> <li>• Read three excerpts</li> <li>• Review interactive presentation</li> <li>• Practice theories and principles</li> <li>• Review interactive presentation</li> <li>• Watch a video on management</li> <li>• Discuss principles</li> <li>• Write a 2-page paper on principles and management</li> </ul> <p>For the second learning outcome, Management Issues:</p> <ul style="list-style-type: none"> <li>• Review interactive presentation</li> <li>• Read implications excerpts</li> <li>• Practice management issue: personality and values</li> <li>• Read excerpts on emotion and motivation</li> <li>• Review interactive presentation management issue: motivation</li> <li>• Practice with a simulation on motivation</li> <li>• Write a 2-page paper on management issues and theories</li> </ul>	<p>You have maximum responsibility for your learning and involvement in the course.</p> <p>It is important that you review the syllabus and keep up with the course materials and deadlines.</p>

For the third learning outcome,  
Ethical Issues:

- Read a chapter section
- Watch a video on perception and decision making
- Review interactive presentation
- Watch a video on perception, attribution, decision making
- Practice evaluating ethical decision making
- Create a slide presentation evaluating ethical decision making

For the fourth learning outcome,  
Challenges of Communication:

- Read a chapter
- Review interactive presentation
- Watch a video on team communication
- Practice identifying barriers to communication
- Discuss barriers based on scenario
- Answer questions from a case

For the fifth learning outcome,  
Leadership, Power, &  
Management:

- Review interactive presentation
- Practice identifying individuals representing Leadership, Power & Management
- Read two chapters
- Practice identifying business scenarios of Leadership, Power, & Management
- Watch a video on applying Leadership, Power, & Management
- Write a 3-page paper assessing Leadership, Power, & Management

	<p>For the sixth learning outcome, Impact of Structure &amp; Design:</p> <ul style="list-style-type: none"> <li>• Review interactive presentation</li> <li>• Read a chapter</li> <li>• Watch a video on elements of organizational structure</li> <li>• Practice identifying elements of organizational structure</li> <li>• Practice assessing elements of organizational structure</li> <li>• Answer questions and create an organization chart</li> </ul> <p>For the seventh learning outcome, Impact of Culture:</p> <ul style="list-style-type: none"> <li>• Review interactive presentation</li> <li>• Read a chapter</li> <li>• Practice identifying elements of an Organization culture in a simulation</li> <li>• Discuss structure, methods, and impact</li> <li>• Practice defining your culture</li> <li>• Answer questions on impact and the differences between strong versus weak culture</li> </ul>	
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### Pretest

The Pretest for this Organizational Behavior course assesses your knowledge of theories of organizational behavior, management issues, ethical issues, challenges of communication, leadership, power, and management, impact of structure and design, and impact of culture.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. The pretest is required for the course. Passing grades for all competencies and assignments for this course are a score of 80 points or higher.

Content	Description	Time	Value	Notes
Pretest	Measures your competency of learning outcomes through essay, short answer, and multiple choice questions.	120 minutes	100 points	

### Dropbox Instructions

Please submit your Assignments to the Dropbox in order to receive faculty feedback. To submit to the Dropbox, click the Dropbox tab at the top of the course content frame.

Click the Submit an Assignment link. Choose the designated Dropbox Basket title for the assignment. Click the Add Attachments button to browse for the assignment document on your computer that you would like to submit. After attaching the document, you may add comments to your instructor in the Comments field if you wish, then click the Submit button.

### Discussions

You are expected to participate/post in each discussion thread/activity in the module. Responses are not merely a restatement of information or ideas already presented. You are expected to present new ideas for consideration, pose questions to explore a topic deeper, and/or add to perspectives presented.

To respond to the discussion topic: If you're the first to enter the Discussion, there will only be a **Respond** button. Otherwise you will see other's postings below. Click the **+ Expand All** button to view all of the entries made by your fellow learner or click each one, one at a time. Please pose your response and then return later or tomorrow to read and respond to your classmates.

### Posttest

The Posttest for this Organizational Behavior course assesses your knowledge of theories of organizational behavior, management issues, ethical issues, challenges of communication, leadership, power, and management, impact of structure and design, and impact of culture.

The Posttest is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required to demonstrate competency. If you score less than 80 points on any competency you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

If the term ends prior to you being able to demonstrate competency you will receive a grade of "I" and be required to complete the remaining competencies in the next term.

Content	Description	Time	Value	Notes
Posttest	Measures your competency of learning outcomes through essay, short answer, and multiple choice questions.	180 minutes	100 points	