


*MGT 305 Management & Organizational Behavior
Fall 2015*

Section 80271 –MGT 305 – 05W

Instructor: Professor: Dr. Lloyd M. Basham, Ed. D, MA, MBA, BBA

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Hello, my name is Lloyd and welcome to Management 305 Management & Organizational Behavior with Texas A & M University-Commerce. I am looking forward to being your instructor in the future 16 weeks. There is no doubt that after the conclusion of this course we will look back upon this period as being a personally enhancing experience for each of us. My challenge to you, as a mental preparation for this class, is to give thought to "significance" and its meaning to you and its application to the forthcoming material in Management 305. It is my objective to make a difference in your educational experience and likewise I hope to make a lasting impression on you as I am sure that you will with me. Let us begin the journey!

Special Note on the Class Schedule:

Please note the term is scheduled to run from August 31 to December 18, 2015. Each week will begin at 8:00am on Monday morning (with the exception of Week Two which will begin on Tuesday morning due to Labor Day holiday) and conclude at 11:59pm in the evening on the following Sunday with the course concluding at 11:59pm on Tuesday, December the 15th with the close of the Exam III. Also, please note that there will not be any assignments due or course activity on Week Thirteen due to Thanksgiving Week]

COURSE OVERVIEW AND EXPECTED LEARNING OUTCOMES:

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development. This course aims to

improve students understanding of human behavior in organization and the ability to lead people to achieve more effectively toward increased organizational performance. Students will be able to view themselves as engaged citizens within an interconnected and diverse world (QEP SLO, 2014). After completing this course, students should be able to:

- Understand individual behavior in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories.*
- Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations.*
- Understand the organizational system, including organizational structures, culture, human resources, and and change.*

Course Description:

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Objectives:

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- Understand the organizational system, including organizational structures, culture, human resources, and change.*

Requirements of course: *All communication, instructions, assignments, exams, feedback, etc. will utilize eCollege. An individual's personal email address (other than the one assigned by the university; will NOT be utilized for communication, instructions, assignments, exams, feedback, and activity in this course and class. Instead we will used the Virtual office within the course in eCollege and the email address as assigned by the university will be the forum for communication.*

***First time eCollege users:** eCollege is user-friendly, but I do recommend that you complete the tutorial that is on the same page where you enter the course (the welcome page). For any technical questions you may contact the eCollege Help Desk at 1-866-656-5511 or by e-mail at helpdesk@online.tamuc.org.*

Due Dates and Late Assignments

All assignments, exams and papers are due on the assignment day and must be turned in to the respected week's assignment dropbox by 11:59pm on date as designated in each Week's assignment instructions. Assignments are late if not submitted on the due date and designated time. No exceptions or extensions are given for the scheduled due dates regardless of reasons ((including vacations, travel [both personal and work related], personal, illness, medical emergencies, do not have text or the correct edition, hardware software and connectivity issues, etc.), so plan and organize accordingly-management acumen. **It is the student's responsibility and accountability to ensure that they have a reliable internet connection.** If not submitted on time or prior to or on the due date they will not be graded and accordingly zero points will be assigned to that assignment. The Exam III is due on Tuesday, December the 15 prior to 11:59pm without any exceptions and/or extensions which will conclude the course.

Turning in assignments during the course:

Unless instructed to do so later in the term, assignments and papers must be turned into the respected week's dropbox by 11:59pm on the designed date as specified in the assignment instructions."

*All assignments and papers should follow the formatting instructions presented below. **When providing feedback on assignments and papers reporting evaluation points (grades), the instructor usually reports grades on a feedback scorecard one week following their submittals.** This week period is needed to provide the instructor an adequate amount of time to read thoroughly each assignment submission. Each assignment will have minimum full text page requirement (from top to bottom margin of the page) which is explained and expanded on with the assignment's rubric which is in the Document sharing files. **Instructor does not utilize the grade book in eCollege but instead a scorecard form that allows detail feedback – an example of which will be provided in the first week of class.***

When you submit your assignment in the dropbox, eCollege will give you a notification of successful completion. eCollege will reflect the date and time of your submittal. You can check whether your submission is available for my viewing by clicking on the dropbox; then go to the student frame and enter your name and you will see the same date and time of your submission that I see. This eliminates the need to inquire of me "did you receive the posting of my assignment."

Style and format for assignments: *(This is applicable for all assignments except posting in the Discussion folders.*

Use the following guidelines for all assignments that will be turned in to the instructor during the course except the discussion responses. A minimum of 20% of the total potential points will be taken off for not following the below format requirements. Also the column entitled Unsatisfactory within the Rubric which will automatically begin the grading process if submittal is not in APA format. An example of APA paper is provided in the Document Sharing files. The assignment submittal must be:

Typed (word processed)

Margins: one inch on the top, bottom, and both right and left sides

Spacing: double-space

Font: Times New Roman 12-font

Page size = letter; Use a standard 8-1/2 by 11 inch paper format

APA 6th Edition Format (Any Web site will provide examples, particularly the references page)

Appendix Any assignment submittal without an appendix will activate the Unsatisfactory column of the respected Rubric.

Course Policy for Drops and Incomplete Grades:

Please check with the Registrar for the date that you can drop and receive a Q grade. Otherwise, students will receive a grade in the course regardless of status of completion.

Students often believe that Internet courses are independent study courses and that they can work at their own pace throughout the course. Although the schedule will provide some flexibility and does not require physical class attendance (or commuting to and from class), student discipline to meet due dates for the daily participation and course assignments, case and exams are required. We will move quickly and intensely throughout this course so be prepared to dedicate a minimum of four hours per week of your life between now and December 18th. Incomplete (I reserved for Thesis and Dissertation courses and X) grades will not be assigned in this course.

*****This is upper level undergraduate level study and research so there is no such thing as make-up, redoing or resubmitting an assignment or additional credit work. One or both of the following is applicable. As an employee of your professional organization of products and services; the organization expects quality, accountability and responsibility in your performance; thereby, the same expectation and standards are applicable to all work in this course. As a consumer of products and services you expect quality, reliability, and functionally thereby the same expectation and standards are applicable to all work in this course. And this also applies to submitting your assignment in the appropriate week and assignment dropbox. Submitting an assignment in the wrong dropbox indicates that a student is not following instructions and/or not diligent in their work habits and reflects on the quality of their work.***

Academic Honesty

Academic honesty is highly valued at the Texas A & M University – Commerce. You must always submit work that represents your original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Please see the Texas A & M University – Commerce Graduate Catalog for more information about academic honesty, including consequences of academic dishonesty. Student(s) will be warned with an individual email if plagiarism is found in an assignment and will be automatically assigned an F in the course if plagiarism is repeated a second time. .

Course Texts:

Students will need the below texts for this class. Because this course provides a comprehensive and practical introduction to management it necessitates the text.

Text selection:

Management:

Organizational Behavior, 16th edition, by Robbins & Judge, Prentice-Hall Publishing

(With CD or Access to Self-assessment in mymanagementlab)

ISBN- 10: 0133507645

ISBN-13: 9780133507645

Additionally, if you are not familiar with APA style of writing, you will need the following text. (Many undergraduates have never been exposed to APA).

Publication Manual of the American Psychological Association: Sixth Edition (Commonly referred to as the APA Manual, 6th Edition).

It can be found online as well as in any book store and the University book store.

APA writing style is the standardized writing format for all written assignments for work for any institution of higher learning within their College of Business that is offering both a value and quality program and accordingly the style that is required for ALL written assignments for this course.

In summary, you will need the two above texts for the course.

Syllabus subject to change statement:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

IN SUMMARY OF ABOVE: *This syllabus is a contract between you and me. If you disagree with the policies set forth in this syllabus, you have the right to withdraw within the timeframe indicated in the University calendar. By staying enrolled in this class, you agree to adhere to **all** policies stated in this syllabus.*

Course Grading:

<i>Case</i>	<i>10</i>
<i>10 Specific Weeks of Discussion – 1 Point per Week</i>	<i>10</i>
<i>Exam I</i>	<i>20</i>
<i>Exam II</i>	<i>20</i>
<i>Exam III</i>	<i>20</i>
<i>Research Paper</i>	<i>20</i>
<i>Total</i>	<i>100</i>

The instructor does not “grade on the curve.”

How points and percentages equate to grades

<i>89.5-100</i>	<i>A</i>
<i>49.5-89.4</i>	<i>B</i>
<i>69.5-79.4</i>	<i>C</i>
<i>59.5-69.4</i>	<i>D</i>
<i><59.4</i>	<i>F</i>

Requirements, Rubrics and Examples:

The course material will be organized around week assignments, case, paper and/or participation as posted in the discussion folder each week. Some discussion questions may be slightly more heavily weighted in the grading than others i.e. Each weekly assignment will include reading assignments, and/or a written assignment or as a discussion question.

The written assignment will relate to the concepts in the text and/or other provided sources of reference, and possibly some personal applications of the concepts, and/or a contemporary or controversial project associated with the lesson. The specific weekly Participation by way of the discussion requires application of content. A few sentences do not meet the requirements of participation in applying thought deduction to the question as posted. Please note example of posting of Discussion and review the Discussion Rubric in the document sharing files. A minimum page limit will be strictly enforced for the written assignments, paper, and case. The minimum page length requirement provides for adequate research and written comprehension on the written assignments, paper, and case. Please note the examples of cases, assignments and discussion as well as their respective rubrics in the document sharing files These rubrics will have the specific columns of grading (points eligibility) which begin with the minimum pages required for each assignment.

Exams:

1. Exams: There will be three exams given throughout the semester. Each exam is worth 20%. Please see the following schedule for exam dates. The exams will be timed and can only be accessed once; therefore, once you begin, you may not stop and come back to it later.

Exam 1: Availability -Opens Oct.10th at 8:00am and Closes Oct.11t at 11:59pm.

Exam 2: Availability -Opens Nov.7th at 8:00am and Closes Nov. 8th at 11:59pm.

Exam 3: Availability -Opens Dec 14th at 8:00am and Closes Dec 15th at 11:59pm.

*****IMPORTANT** A missed exam equals a missed exam grade regardless of the reason(s). -----There will be no make-up exams.-----***

CASE Analysis: Ethics Assignment.

The case analysis is worth 10% of your grade.

Each student will be required to answer the questions in the Case Analysis during Week 7. The analysis is due on Oct 18th.

Remember that you can do this assignment earlier than the due date and go ahead and submit them to your dropbox. Any papers that are received past

due date will automatically result in zero points.

I will give you the grade after the due date by way of your scorecard, and your grade will depend on not only of your explanation of the associated experience, but also applying the course material to support some of the theories discussed in the textbook.

*Each student will be required to submit **a minimum 5 FULL page** double-spaced type-in APA format written case analysis (full pages of TEXT from top to bottom margin of the pages-). Please review example and rubric for Cases in document sharing files.*

PARTICIPATION/DISCUSSION

*This is related to class discussions by way of online discussions. A question will be posted in ten of the weeks of this course. A common question is how many postings or replies are required? The number is not the criteria but I would at a minimum expect a primary posting “directly to me” with each student providing a response to the questions posted. I am not looking for “threading” or class interchange. I am seeking your comments, thoughts, application on the topic that has been presented. In addition, it is my expectations that the posting has a quality of content; not simply “I agree.” Your position or opinion must be supported with criteria and thought with application. Also, I look at each Weeks postings as a unique assignment. So eligibility for posting for a Week’s discussion concludes at 11:59pm on that respective Sunday. [Each week of a discussion posting has a potential point value of 1 point]. So there is not such “thing” as catching up at the end of the course. The “Clock” begins at 8:00am on the Monday of the beginning of the Week that has a discussion question(s) and ends at 11:59pm on Sunday of that same week. This eliminates the poor quality of multiple postings that are provided in a very few days at the end of the term. Examples of postings or replies **that do not receive any value** include: postings that simply copy from a source with no commentary or justification, “me too” or “I agree” posting or replies without explanation, current event topics or “cooler talk” that is not very related to the course content. **Discussion posting require reference notation.** Please note example and rubric for discussion in the document sharing files.*

RESEARCH PAPER: Topic. Topic assigned by the instructor.

*The research paper will be on an Organizational Behavior topic. The topic will be assigned on September the 10th utilizing a drawing process. The drawing process will be as follows: Numbers equal to the number of the students enrolled in the class will be extracted from a “hat” by the Administrative Assistant for the Department of Management. After the recording of the number, the Administrative Assistant for the Department will then extract a topic from other “hat.” This topic selected will be assigned to the number previously drawn. And the process will continue until all numbers from the “number hat’ has been drawn and a topic has been recorded for each number drawn. Then the instructor will take the number on the student roster and the number which the student has on the student roster will be the corresponding number which has been drawn and accordingly been given the topic which has been drawn for that number. **An email with the student’s individual scorecard as an***

attachment will be sent to the student's university email on September the 11th. The topic assigned will be listed next to the Research Paper line item within the scorecard. The paper must use APA style and have a minimum of 10 pages (full page text from top to bottom margin – these pages are in addition to the Cover page, Table of Contents page, Abstract page, Reference page and Appendix page) with a minimum of 10 references in the reference page. Please see Research paper rubric requirements in the document sharing files.

The Research Papers are due on Sunday, December 6th prior to 11:59pm.

Semester Calendar: The chapters listed below are from the texts for the course. Students should remember that we are covering the material by topics as well as by chapter numbers.

	<i>Organizational Behavior</i>	<i>Robbins/Judge</i>	<i>Text</i>
		<i>Chapters</i>	
<i>Week One: August 31</i>	<i>What is OB</i>	<i>1</i>	
<i>Week Two: September 7</i>	<i>Diversity in Organizations Attitude and Job Satisfaction</i>	<i>2 3</i>	
<i>Week Three: September 14</i>	<i>Emotions and Moods</i>	<i>4</i>	
<i>Week Four: September 21</i>	<i>Personality & Values</i>	<i>5</i>	
<i>Week Five: September 28</i>	<i>Perception and Individual Decision Making</i>	<i>6</i>	
<i>Week Six: October 5</i>	<i>Exam 1 (Chapter 1-6)</i>	<i>Open Oct 10 at 8:00am thru October 11</i>	<i>Close Oct 11at 11:59pm</i>

Week Seven: October 12	Motivation Concepts Motivation: From Concepts to Applications ***Case Analysis due by 11:59pm on October 18th ***	7 8	**Case Analysis due by 11:59pm on October 18th***
Week Eight: October 19	Foundations of Group Behavior Understanding Work Teams	9 10	
Week Nine: October 26	Communications Leadership .	11 12	
Week Ten: November 2	Exam II (Chapter 7-12)	Open Nov 7 at 8:00am thru Nov. 8	Close Nov 8 at 11:59pm
Week Eleven: November 9	Power and Politics	13	
Week Twelve: November 16	Conflict and Negotiation	14	
Week Thirteen November 23	Thanksgiving Week No assignments or Activity		
Week Fourteen: November 30	Foundation of Organization Structure Organizations Culture Research paper due prior to 11:59pm on December 6th	15 16	Research paper due prior to 11:59pm December 6

Week Fifteen: December 7	Human Resource Policies & Practices Organizational Change & Stress Management	17 18	
Week Sixteen: December 14	Exam III (Chapter 13-18)	Open Dec 14 at 8:00am thru Dec. 15	Close Dec 15 at 11:59pm

Important Due Dates:

<i>Assignment of Topic for Paper</i>	<i>Thursday, September 10</i>
<i>Exam I</i>	<i>Sunday, October 11</i>
<i>Case Analysis</i>	<i>Sunday, October 18</i>
<i>Exam II</i>	<i>Sunday, November 8</i>
<i>Paper Due Date</i>	<i>Sunday, December 6</i>
<i>Exam III</i>	<i>Tuesday, December 15</i>

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

***** Professional Behavior: It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.***

Instructor Bio

Dr. Lloyd M. Basham

My practical experiences are as an early corporate America executive retiree with 30 years of corporate background. These associations were with Fortune 200 firms in the Computer/Telecommunications -Motorola and Nortel - and Security/Risk and Financial Services -The Pittston Company- industries in various executive positions both in financial and operational capacities. Presently I am founder/President of a consulting firm LMB LLC. The practice offers financial and management services for organizations experiencing change and need assistance with process changes, structural development, and strategic direction as well as assisting start-up ventures with the development of business plans. Recent clients include a Fortune 400 firm with a Lean Sigma initiative project as well as merger and acquisition endeavor and a NASDAQ firm with a business development (marketing strategy) project. The firm's offerings to higher education include: Development of courses and curriculum for the marketing and management department. Management of the members of the faculty for the department of marketing and management, Graduate faculty status as well as graduate faculty instruction in business courses with accredited institutions of higher learning; affiliation with Texas A & M University-Commerce as Executive Director of President's Cabinet, Chairman of Foundation Board, Advisory Board member for the College of Business and Entrepreneurship and drafter/developer of a co-education agreement between TAMU-Commerce and China University Geosciences Beijing China (CUGB). Have lectured in Beijing, China on the benefits/practices of doing business with an American firm. Assisted Chinese venture firm in the development of a business plan and obtainment of a loan to provide products/services during the 2008 Olympics. Obtained an Ed D in Organizational Leadership which was confirmed in May 2010 from Texas A & M University-Commerce. Dissertation was Presidents as Transformation or Transactional Leaders in Higher Education. Graduated from East Texas State University with a BBA in Accounting and MBA in Marketing/Management. In addition, have a MA in International Management from the University of Texas at Dallas. My instructing experiences began as a graduate teaching assistantship while pursuing my MBA. The courses were in Introductory Accounting I and II. Post-graduation, while an officer in the USAF, taught Immediate Accounting courses at night. Received initial online instructional experience as a member of the faculty for the University of Phoenix in 2002 with approval and experience in teaching online graduate courses in Organization Leadership and Change Management, Marketing Management and Management. Also approved and experienced in teaching on premise undergraduate courses in Critical Thinking and Decision Making and Marketing. In addition have taught, since 2002, on premises undergraduate and online graduate classes as a Professor at Texas A & M University-Commerce. Currently Department Head, Assistant Professor for the Department of Marketing and Management in the College of Business and Entrepreneurship. These classes have been in Entrepreneur Strategy, Strategy Management, Operations Management, Introduction to Business Finance, Marketing, Distribution Management for Global Markets, Transforming Organizations, Managing on the Edge, Executive Development, Marketing Management, Marketing Environment and Operations and Organizations. Developer of EMBA 535-

Global Operations Management and first instructor to instruct original co-hort group with this particular course. In the Fall 2011 instructed Marketing Management at the International Institute for Higher Education in Morocco.