



CLASSROOM: Dallas
MEETING TIME: Monday & Wednesday 11:15 a.m. – 12:30 p.m.
NOTE ABOUT TIMES: All times and deadlines are Central Standard Time (CST) Zone (Commerce, TX)

Instructor: Dr. Stephanie S. Pane
E-mail: Stephanie.Pane@tamuc.edu
Office: CBT 337C
Office Hours: By Appointment
Phone: 903-886-5686

REQUIRED TEXT: NONE

Open Source Online Text—<https://open.umn.edu/opentextbooks/textbooks/30>

****The open source website provided above is a version of:**

Bauer, T., & Erdogan, B. (2020). Organizational Behavior, v. 3.1. ISBN (Flatworld): 978-1-4533-3581-9 (9781453399224 TAMUC Bookstore).

COURSE OVERVIEW AND OBJECTIVES:

This course is designed to provide an in-depth seminar emphasizing the development of the skills and knowledge required for successful managerial performance, as well as a variety of related organizational behavior topics. It focuses on such areas as developing self-awareness, creative problem-solving, supportive communication, the use of power and influence, motivation techniques, and managing conflict. Upon completion of this course, you should be able to:

- Demonstrate applicable knowledge of the common skills needed for managerial effectiveness within the functions of management.
- Demonstrate applicable knowledge of various human behavior and motivation techniques relating to leading individuals and teams.
- Demonstrate comprehension of values, power, and influence relating to organizational culture, change, and ethical decision-making in global contexts.

COB STUDENT LEARNING OBJECTIVES:

SLO 1A-Spoken Communication - Our graduates will be competent business communicators.

SLO 1B-Written Communication - Our graduates will be competent business communicators.

SLO 2A-Ethics – Our graduates will have the interpersonal competencies necessary to be effective business professionals.

SLO 2B-Global – Our graduates will have the interpersonal competencies necessary to be effective business professionals.

SLO 3-Decision Making - Our graduates will be effective business decision makers.

SLO 4-Planning, Organizing, Leading, Controlling - Our graduates will be proficient with following management skills: 4(a) Ability to analyze organizational plans and planning capabilities; 4(b) Ability to evaluate organizing capabilities and organizational structures; 4(c) Ability to comprehend different leadership styles in organizational context; 4(d) Ability to assess the progress and to take corrective action as a part of organizational control.

COB Student Learning Objectives (SLOs)	Course Outcomes - After successfully completing this course, students will be able to:	Measurement Methods (Outcome Assessments)
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1B, 2A, 3, & 4C	<ul style="list-style-type: none"> • Demonstrate applicable knowledge of the common skills needed for managerial effectiveness within the functions of management. • Demonstrate applicable knowledge of various human behavior and motivation techniques relating to leading individuals and teams. • Demonstrate comprehension of values, power, and influence relating to organizational culture, change, and ethical decision-making in global contexts. 	<ul style="list-style-type: none"> • Topic Assignments • Case Analysis • Article Quizzes • Exams
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COURSE FORMAT:

This course is entirely face-to-face, but we will utilize D2L to make sure that everyone can access the necessary course materials and information at all times. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the D2L course management website. PowerPoint slides will be available for each of the book chapters, under the “Course Materials” tab. **ALL** assignments will be posted on D2L, under the “Course Materials” tab. You should submit a hard copy of all of your work in class when it is due. Quizzes/Exams will be taken in class, either in paper-pencil format or by logging into D2L and using the “Quiz” function under the “Activities” tab.

COURSE SCHEDULE:

A course schedule is included on the sixth page of this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I have 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 so 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.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F). An academic honesty policy has been posted under the “Course Materials” tab. You should read this document, initial it, and submit it to me via its corresponding “Assignment Submission Folder”.

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

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, Room 162
Phone (903) 886-5150 or (903) 886-5835; Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

STUDENT WELLBEING:

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center’s crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

NONDISCRIMINATION NOTICE:

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

OPEN CARRY LEGISLATION:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to:

(<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 (or call 9-1-1).

UNIVERSITY'S PANDEMIC RESPONSE

Texas A&M-Commerce strongly recommends, but does not require, the use of face-coverings in all instructional and research classrooms/laboratories. This response may change as the semester progresses if state and university requirements change. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Refusal to comply with state and university mandates can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

UNIVERSITY'S RESPONSE TO ARTIFICIAL INTELLIGENCE:

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

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).

UNIVERSITY NONDISCRIMINATION STATEMENT:

Texas A&M University-Commerce is committed to a safe, accepting environment for all students regardless of sexual orientation, gender identification, or gender expression.

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE POLICIES AND 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.
- **Regular-Timely Attendance and Participation:** You are expected to attend class and log onto D2L regularly.
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 315 should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. Start working on assignments as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. You **MUST** turn in all written assignments **ON TIME**. You will have until **CLASSTIME** to submit the work that is listed in the far right, “Work Due” column of the course schedule provided on the sixth page of this syllabus. I will **NOT** accept late assignments, unless you have a university-approved excuse.
 3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don’t turn in work that is only “half-finished”.
 4. **Please submit assignments in a format that is compatible with Microsoft Office.**
- **Back-ups Are Required:** You are required to back up all your assignments. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class and is the **BEST** way to reach me.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via D2L and e-mail. It is your responsibility to become aware of any such changes.

GRADE COMPONENTS:

Component	Type	Point Value	% Value
Exams (3 @ 50 Points Each)	Individual	150 points	30%
Class Assignments	Individual	150 points	30%
Topic Paper	Individual	100 points	20%
Group Paper & Presentation	Group	100 points	20%
Course Total		500 points	100%

GRADING SCALE:

A	90 – 100%	450-500 points	D	60-69%	300-349 points
B	80 – 89%	400-449 points	F	Below 60%	Less than 300 points
C	70-79%	350-399 points			

- Incomplete - Must be previously agreed upon by student and instructor.
- Withdrawal - Must be initiated by the student administratively.

QUIZZES/EXAMS:

There will be three quizzes/exams that will test your comprehension of the material covered in class via multiple-choice questions. These exams will be taken in class either via paper-pencil method or by accessing D2L (under the "Activities" tab, then "Quizzes" from the dropdown menu). Each exam will be comprised of 50 questions and will be worth 50 points.

CLASS ASSIGNMENTS:

You will participate in and complete multiple class assignments throughout the course of the semester. These assignments will typically consist of a written component and class discussion. You will be graded on your completion of the exercise and participation in the discussion.

TOPIC PAPER:

You will be required to write a brief paper (2-3 pages, double-spaced) about an organizational topic that you believe is one of the most important elements in successful organizations today. Your discussion should include information discussed in class as well as information found in the open source book you were asked to read. You should also include at least one peer-reviewed journal article that addresses the importance of this OB topic as reference support. The paper is worth 100 points.

GROUP PAPER & PRESENTATION:

At the end of the semester, you will be required to write a paper as a group (5-6 individuals per group). As a group, you will also deliver a presentation about the topic your group selected and the content of your paper.

CLASS ATTENDANCE & PARTICIPATION:

Attendance and participation is critical to gaining the most you possibly can from this course. I suggest that you attend class each week and log onto the D2L site for this course **SEVERAL TIMES** a week.

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**

WEEK & DATE (MONDAYS & WEDNESDAYS)	WORK ASSIGNED: READINGS, ASSIGNMENTS, & EXAMS	WRITTEN WORK DUE: CLASSTIME ON THIS DAY
1. August 28 (M) 1. August 30 (W)	Chapter 1—Organizational Behavior The Four Functions of Management	Honesty Policy Due
2. September 4 (M) 2. September 6 (W)	Chapter 2—Demographic and Cultural Diversity	
3. September 11 (M) 3. September 13 (W)	Chapter 3—Individual Differences and Perception	Individual Behavior Class Assignment
4. September 18 (M) 4. September 20 (W)	Chapter 4—Individual Attitudes and Behaviors	
5. September 25 (M) 5. September 27 (W)	Chapter 5—Theories of Motivation Chapter 6—Designing a Motivating Work Environment	Motivation Class Assignment
6. October 2 (M) 6. October 4 (W)	Chapter 7—Managing Stress and Emotions	Exam 1 (10-2-23)
7. October 9 (M) 7. October 11 (W)	Chapter 8—Communication	Communication Class Assignment
8. October 16 (M) 8. October 18 (W)	Chapter 9—Managing Groups and Teams	
9. October 23 (M) 9. October 25 (W)	Chapter 10—Conflict and Negotiations	Groups and Teams Class Assignment
10. October 30 (M) 10. November 1 (W)	Chapter 11—Making Decisions	Exam 2 (10-30-23)
11. November 6 (M) 11. November 8 (W)	Chapter 12—Leading People Within Organizations	Leadership Class Assignment
12. November 13 (M) 12. November 15 (W)	Chapter 13—Power and Politics	Topic Paper Due (11-15-23)
13. December 4 (M) 13. December 6 (W)	HAPPY THANKSGIVING! NO CLASS THIS WEEK!	
14. November 27 (M) 14. November 29 (W)	Chapter 14—Organizational Structure and Change	
15. December 4 (M) 15. December 6 (W)	Chapter 15—Organizational Culture	Group Paper & Presentation Due (12-6-23)
16. December 11 (M) 16. December 13 (W)	Course Wrap Up & Exam Week	Exam 3 (12-13-23)

❖ **THIS WEEKLY SCHEDULE IS TENTATIVE.**

Class Assignment Grading Rubric (General)

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
Completion of the Task	Fully and accurately completed the task VERY well.	Fully and accurately completed the task.	Completed most of the task.	Failed to complete the assigned task
Score:	(9-10)	(8)	(7)	(0-6)
Depth and Quality of Discussion I will consider how much you engage in the discussion.	Thoroughly discusses the class topic and shares insightful perspective and information.	Discusses the class topic and shares insightful perspective and information.	Minimally participates in the discussion of the class topic.	Fails to participate in the discussion of the class topic.
Score:	(18-20)	(16-17)	(14-15)	(0-13)
Total Score:	___ out of 30			

Topic Paper Assignment Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
Depth of Discussion Regarding the OB Topic	Discussed the OB topic VERY thoroughly.	Discussed the OB topic rather thoroughly.	Provided minimal discussion of the OB topic.	Failed to accurately discuss the OB topic.
Score:	(45-50)	(40-44)	(35-39)	(0-34)
Literature Review—Reference Support The more reference support you use, the better. Journal quality is also important.	Empirical research from journal articles supported the discussion. Several of the journal articles used came from top-tier journals.	Empirical research from journal articles supported the discussion. Overall, the quality of the journal articles was good.	Several parts of the discussion lacked support from the research found in journal articles. Many articles came from lower-level journals.	Most parts of the discussion lacked research support. The few references used came from low-level journals or websites.
Score:	(45-50)	(40-44)	(35-39)	(0-34)
Total Score:	___ out of 100			

Group Paper & Presentation Assignment Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
Depth of Discussion Regarding the OB Topic	Discussed the OB topic VERY thoroughly.	Discussed the OB topic rather thoroughly.	Provided minimal discussion of the OB topic.	Failed to accurately discuss the OB topic.

Score:	(23-25)	(20-22)	(17-19)	(0-16)
Literature Review—Reference Support The more reference support you use, the better. Journal quality is also important.	Empirical research from journal articles supported the discussion. Several of the journal articles used came from top-tier journals.	Empirical research from journal articles supported the discussion. Overall, the quality of the journal articles was good.	Several parts of the discussion lacked support from the research found in journal articles. Many articles came from lower-level journals.	Most parts of the discussion lacked research support. The few references used came from low-level journals or websites.
Score:	(23-25)	(20-22)	(17-19)	(0-16)
Content Included in the Presentation The quantity and quality of the information will be considered.	An impressive amount of good quality information was presented regarding the OB topic.	A good amount of quality information was presented regarding the OB topic.	A minimal amount of accurate information was presented regarding the OB topic.	Failed to present an adequate amount of information regarding the OB topic.
Score:	(23-25)	(20-22)	(17-19)	(0-16)
Professionalism of the Presentation	The presentation was VERY professional—slide design, dress, and preparedness were excellent.	The presentation was professional—slide design, dress, and preparedness were good.	The presentation could've been more professional—slide design, dress, and preparedness could have been better.	The presentation was not professional nor well prepared.
Score:	(23-25)	(20-22)	(17-19)	(0-16)
Total Score:	___ out of 100			

Exam Grading Rubric

- Exams consist of 50 multiple choice items/questions. For each question, there is one **BEST** answer. Students will receive 1 point for each question they answer correctly.