



CLASSROOM: D2L Web-Based Course
MEETING TIME: See Course Schedule for Assignment due Dates and Live Session Times
NOTE ABOUT TIMES: All Times and Deadlines for this Course are Listed as Central Time Zone (Commerce, TX) times.

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Office: CB 304
Office Hours: Tuesday 2:00-4:00 p.m. and by Appointment

REQUIRED TEXT:

Organizational Behavior, 15th edition, by Robbins & Judge, Prentice-Hall Publishing

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 change.

METHODS FOR ASSESSING EXPECTED LEARNING OUTCOMES:

Ethics assignment, 3 quizzes, final paper.

COURSE STRUCTURE:

This course is entirely Web-based. I've designed the course and thought carefully about the types of assignments and format that would be best suited to the course goals. **Nevertheless, the quality of the course will depend very much on the preparation and effort expended by all members of the course.** You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the course management website. Be sure to log in and check your university e-mail regularly to see what work you are required to do. We will utilize the "Discussion Board" feature of the course management website. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. You should submit all of your work in a format that is compatible with **Microsoft Word** and post it to course management website.

COURSE SCHEDULE:

A specific course schedule is included at the end of this syllabus.

GRADING

Component	Type	Value
Quizzes (3 @ 150 Points Each)	Individual	450 points (45%)
Ethics Assignment	Individual	250 points (25%)
Final Paper	Individual	300 points (30%)
Course Total		1000 points

GRADING SCALE:

Points	Grade
895 - 1000	A
795 - 894	B
695 - 794	C

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

COURSE ASSIGNMENTS

QUIZZES: The quizzes **will be timed** and can only be accessed once; therefore, once you begin, you may not stop and come back to it later. A missed quiz equals a missed quiz grade regardless of the reason unless you contact me immediately. There will be no make-up quizzes except for observance of religious holidays, sanctioned University events or documented serious illnesses. It is your responsibility to make alternate arrangements with me *at least two weeks prior to the actual date of the religious holiday or University event*. There will be no makeup quizzes for any other reason, without a late deduction of 25% off the top of your final score.

ETHICS ASSIGNMENT: You will find the instructions on the course management website. Assignments should be uploaded to the course management website.

FINAL PAPER: Instructions for the final paper can be found on the course management website. Student papers will be submitted to the course management website. Please do not e-mail these papers to me.

****NOTE**** All papers will automatically be submitted to Turnitin.com. Papers that receive higher than 20% on the similarity index will be reviewed for plagiarism. Using your own words and as few quotations as possible will help keep your score below 20%. Also, make sure you give credit to the authors by using the proper citations. For the grading rubric, see Appendix A at the end of the syllabus.

COURSE POLICIES

CLASS ATTENDANCE & PARTICIPATION:

Attendance and participation are critical to gaining the most you possibly can from this course. I suggest that you log onto the D2L site for this course **SEVERAL TIMES** a week. This is one way of "attending" the class. The other way you will be considered attending is to participate in the discussion boards. Although I will not be grading the discussion boards, for those that are 4% points or less from moving up to the next grade level at the end of the semester, if you have actively participated in ALL the discussion boards, then I will bump you up (e.g., 76% to an 80%). **Do not ask to be bumped up for any other reason!**

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may adjust 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 syllabus as written AND the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

The College of Business at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do. In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students. The Academic Dishonesty Policy of the Management Department is governed by the following university procedures: 13.99.99.R0.03 Undergraduate Academic Dishonesty and 13.99.99.R0.10 Graduate Student Academic Dishonesty. You may read the procedure in its entirety from the University's website. Failure to abide by these principles will result in sanctions up to and including dismissal.

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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

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.
- **Regular and Timely Attendance and Participation:** You are expected to log onto the course management website regularly. The other way you can attend class is to participate in the discussion boards. Although I will not be grading the discussion boards, if you have actively participated in **ALL** the discussion boards, then I will bump you up your grade 4% (see above).
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in this course 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. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the "assigned" date to start working on it. Start working on each assignment as soon as you possibly can and make sure that you have all assignments submitted by the specified due dates. However, you **MUST** turn in all written assignments **ON TIME**. Unexcused late work will receive an automatic **50% penalty** if turned in by the next day, and a **0** if turned in more than one day late. Late work is viewed as very unprofessional in the corporate world: "Sorry Mr./Ms. Vice President, I just did not get the work done in time for our meeting today." That will be the last time your manager gives you the opportunity to "shine" in front of a VP.

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" or you will receive an automatic 0.

4. Please submit assignments in a format that is compatible with Microsoft Word.

- **Back-ups Are Required:** You are required to back up all your assignments so that they can be submitted to me upon my request. 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. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up 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.

NONDISCRIMINATION NOTICE:

TAMUC 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.

CAMPUS CONCEALED CARRY STATEMENT:

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 9-1-1.

University's Pandemic Response Statement

Click on the following link to access the university's current policy: <https://new.tamuc.edu/coronavirus/>.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Immediately communicate such instances directly with your instructor so that access to missed content and/or assignments can be quickly arranged.

A&M-Commerce Supports Students' Mental Health

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

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, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.

FINALLY: 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.

Tentative Schedule		
Week of:	Chapter:	Assignment:
Week 1: Jan 10	1 What is Organizational Behavior?	Begin discussion postings that are listed per week & introduce yourself
Week 2: Jan 16	2 Diversity in Organizations 3 Attitudes and Job Satisfaction	Listen to Recorded Session 1 in D2L
Week 3: Jan 22	4 Emotions and Moods	Listen to Recorded Session 2 in D2L
Week 4: Jan 29	5 Personality and Values	Listen to Recorded Session 3 in D2L
Week 5: Feb 5	6 Perception and Individual Decision Making	Study for Exam 1
Week 6: Feb 12	QUIZ 1 (Ch. 1-6)	Opens 2/12 @ 12am Closes 2/18 @ 11:59pm
Week 7: Feb 19	7 Motivation Concepts 8 Motivation: From Concepts to Applications	Listen to Recorded Session 4 in D2L
Week 8: Feb 26	9 Foundations of Group Behavior 10 Understanding Work Teams	Listen to Recorded Session 5 in D2L Ethics Assignment Due 3/3 @ 11:59pm
Week 9: March 11	11 Communication 12 Leadership	Listen to Recorded Session 6 in D2L Study for Exam 2
Week 10: March 18	QUIZ 2 (Ch. 7-12)	Opens 3/18 @ 12am Closes 3/24 @ 11:59pm
Week 11: March 25	13 Power & Politics 14 Conflict & Negotiation	Listen to Recorded Session 7 in D2L
Week 12: April 1	15 Foundations of Organizational Structure	Listen to Recorded Session 8 in D2L
Week 13: April 8	16 Organizational Culture	Listen to Recorded Session 9 in D2L
Week 14: April 15	FINAL PAPER	Due 4/21 @ 11:59pm
Week 15: April 22	17 Human Resource Policies & Practices 18 Organizational Change & Stress Management	Study for Exam 3
Week 16: April 29	QUIZ 3 (Ch. 13-18)	Opens 4/29 @ 12am Closes 5/5 @ 11:59pm

Appendix A: Final Paper

“A” paper (90-100):

- Writes a well thought-out paper that fully addresses the required topics
- Incorporates pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- Maintains focus/avoids being sidetracked by tangents
- Presents all information clearly and concisely and in an organized manner
- Avoids distracting grammar/spelling/etc. problems
- Follows APA formatting guidelines exactly
- Provides more than the minimum of 4 peer-reviewed sources and additionally incorporates other sources
- Length of paper meets the requirement

“B” paper (80-89):

- Writes a well thought-out paper that fully covers the topics, but not as thorough as an “A” paper
- Incorporates some pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- Mostly maintains focus/avoids being sidetracked by tangents
- Presents most information clearly and concisely and in an organized manner with very minor organization problems
- May contain a few distracting grammar/spelling/etc. problems
- Follows APA formatting guidelines almost exact
- Provides a minimum of 4 peer-reviewed sources and incorporates other source(s)
- Length of paper meets the minimum requirement

“C” paper (70-79):

- Addresses the topics, but not as well or thorough as a “B” paper.
- Does not adequately incorporate pertinent and detailed information from peer-reviewed sources and text(s), providing needed evidence.
- Doesn’t maintain focus and gets somewhat sidetracked by tangents and strays from the topic (more than a “B” paper)
- Presents little information clearly or concisely and in lacks organization in many areas
- May contain several distracting grammar/spelling/etc. problems
- Somewhat tries to follow APA formatting guidelines
- Provides a minimum of 4 peer-reviewed sources
- Length of paper almost meets the minimum requirement

“D” paper (60-69):

- Does not directly address the topics
- Does not adequately incorporate pertinent and detailed information from peer-reviewed sources and text(s) or provide needed evidence.
- Lacks focus and gets sidetracked by tangents and completely strays from the topic (more than a “C” paper)
- Information is not clearly or concisely presented and in lacks overall organization
- Contain many distracting grammar/spelling/etc. problems

- Doesn't follow APA formatting guidelines
- Provides a minimum of 3 peer-reviewed sources
- Length of paper doesn't the minimum requirement

“F” paper (59 and below):

- Does not address the chosen subject
- Does not incorporate pertinent information from peer-reviewed sources and text(s)
- Complete loss of focus and gets continuously sidetracked by tangents and completely strays from the topic
- Information is unclearly presented and in lacks total organization
- Contains much distracting grammar/spelling/etc. problems and is basically incomprehensible
- Doesn't use APA formatting guidelines
- Doesn't provides peer-reviewed sources
- Length of paper doesn't the minimum requirement

Appendix B: Ethics Assignment

“A” paper (90-100):

- Writes a well thought-out paper that fully addresses the required topics
- Incorporates pertinent and detailed information from provided source(s).
- Maintains focus/avoids being sidetracked by tangents
- Presents all information clearly and concisely and in an organized manner
- Avoids distracting grammar/spelling/etc. problems
- Follows designated formatting and length guidelines exactly

“B” paper (80-89):

- Writes a well thought-out paper that fully covers the topic, but not as thorough as an “A” paper
- Incorporates some pertinent and detailed information from provided source(s).
- Mostly maintains focus/avoids being sidetracked by tangents
- Presents most information clearly and concisely and in an organized manner with very minor organization problems
- May contain a few distracting grammar/spelling/etc. problems
- Follows designated formatting and length guidelines almost exact

“C” paper (70-79):

- Addresses the topics, but not as well or thorough as a “B” paper.
- Does not adequately incorporate pertinent and detailed information from provided source(s).
- Doesn’t maintain focus and gets somewhat sidetracked by tangents and strays from the topic (more than a “B” paper)
- Presents little information clearly or concisely and in lacks organization in many areas
- May contain several distracting grammar/spelling/etc. problems
- Somewhat tries to follow designated formatting and length guidelines

“D” paper (60-69):

- Does not directly address the topics
- Does not adequately incorporate pertinent and detailed information provided source(s).
- Lacks focus and gets sidetracked by tangents and completely strays from the topic (more than a “C” paper)
- Information is not clearly or concisely presented and in lacks overall organization
- Contain many distracting grammar/spelling/etc. problems
- Doesn’t follow designated formatting and length guidelines

“F” paper (59 and below):

- Does not address the subject
- Does not incorporate pertinent information from provided source(s).
- Complete loss of focus and gets continuously sidetracked by tangents and completely strays from the topic
- Information is unclearly presented and in lacks total organization
- Contains much distracting grammar/spelling/etc. problems and is basically incomprehensible
- Doesn’t use designated formatting and length guidelines