University of North Texas at Dallas
Fall 2011
SYLLABUS

MGMT 5140: Organizational Behavior and Analysis 3Hrs
Division of Urban and Professional Studies
Department of Management

Instructor Name: Dr. Banu Goktan
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Office Phone: 972 338 1810
Email Address: banu.goktan@unt.edu

Office Hours: Mon. 8:30am – 10:00am; 1:00pm - 2:45pm
Wed. 9:30am - 10:00am; 1:00pm - 1:45pm
Thu. 9:30am – 2:00pm

Classroom Location: DAL 2 338
Class Meeting Days & Times: Sa 9am-4pm (Aug.27-Oct. 15)

Course Catalog Description: Research emphasis in organizational behavior stressing organization-people linkages and interrelationships, including selection, orientation and training; job design and reward systems; supervision; formal participation schemes; appraisals and development; organizational structure and design; communications; control; and conflict resolution. Examination of behavioral science methodologies and strategies. Applications to tangential areas of organization theory, development, planning and implications for management and employee relations.

Prerequisites: None
Co-requisites: None

ISBN-10: 0136077617

Access to Learning Resources: UNT Dallas Library:
phone: (972) 780-3625;
web: http://www.unt.edu/unt-dallas/library.htm
UNT Dallas Bookstore:
phone: (972) 780-3652;
e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:
In this course, organization-people linkages and interrelationships including selection, orientation and training; job design and reward systems; supervision; formal participation schemes; appraisals and development; organizational structure and design; communications; control; and conflict resolution are examined. Concepts are applied to tangential areas of organization theory, development, planning and employee relations.
Have you ever wondered why some people seem more motivated than others? Why some people see the world the way you do and others don’t? Why some decisions are successfully implemented and others are not? These questions and more are at the heart of organizational behavior. In this course you will learn about human behavior in an organizational context. You will not only understand what is going on, you will also be able to predict what will happen, and will be able to influence outcomes.

**Learning Objectives/Outcomes:** At the end of this course, the student will

1) be able to describe team processes and explain the characteristics associated with effective team performance.
2) develop an understanding of ethical and value-related issues as they relate to human behavior in organizations and will be able to apply this knowledge to make ethical and responsible decisions.
3) be able to explain and apply major theoretical and scholarly approaches, empirical findings, and historical trends in Organizational Behavior.
4) be able to explain and apply basic research methods in Organizational Behavior.
5) be able to identify, explain, and apply modes of critical thinking used in Organizational Behavior.
**Course Outline**
This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by Blackboard e-mail.

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<thead>
<tr>
<th>TOPICS</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td>Chp. 1 Introduction to Organizational Behavior</td>
<td>08/27/11</td>
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<tr>
<td>Chp. 2 Personality and Values</td>
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<td>Chp. 3 Perceptions and Individual Decision Making</td>
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<td>Chp. 4 Job Attitudes</td>
<td>9/3/2011</td>
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<td>Chp. 5 Motivation Concepts</td>
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<td>Chp. 6 Motivation: From Concepts to Application</td>
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<tr>
<td><strong>EXAM 1</strong></td>
<td>9/10/2011</td>
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<tr>
<td>Chp. 7 Emotions and Moods</td>
<td>9/17/2011</td>
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<td>Chp. 8 Foundations of Group Behavior</td>
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<td>Chp. 9 Understanding Work Teams</td>
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<td>Chp. 10 Communication</td>
<td>9/24/2011</td>
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<td>Chp. 11 Leadership</td>
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<td>Chp. 12 Power and Politics</td>
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<td>Chp. 15 Organizational Culture</td>
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<td>Chp. 16 Organizational Change</td>
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<td><strong>Book Presentations</strong></td>
<td>10/8/2011</td>
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<tr>
<td><strong>EXAM 2</strong></td>
<td>10/15/2011</td>
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<tr>
<td><strong>Book Presentations</strong></td>
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Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams – Exam 1 will cover chapters 1,2,3,4,5,6 and Exam 2 will cover chapters 7,8,9,10,11,12,14,15,16

Book Presentation (Individual) – Organizational Behavior is one of the ripest fields for popular business press books. Students in this class should achieve a “critical eye” to discern whether these books add to the state of knowledge about organizational behavior, or are “pop” remedies that do not work over time or say anything new. To facilitate achieving this skill, each student will be required to read and critique one popular press organizational behavior book. Each student will have approximately 25 minutes to present and discuss the book that he/she has read.

Chapter Presentations (Group) – Students will be placed in groups of 3-4. Each group will present a chapter every week. Students are expected to come prepared to present the topics covered in the chapter. They are encouraged to bring exercises, videos that relate to the topic, cases, current news and any relevant information.

Presentations will be evaluated based on the following:

1. Analysis (Breadth and depth of topics covered, linkages among issues, creativity in application and interpretation, relatedness of the material etc.)
2. Research (Research efforts, variety and number of sources (interviews, journal articles, newspapers, online sources, government sources etc.) used, success in applying research to the topic, etc.)
3. Organization and style of presentation (Logical order of topics, clarity, linkages among issues, ability to present the key points, etc.)

Grading Matrix:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Chapter Presentations</td>
<td>4 presentations at 30 points each</td>
<td>120</td>
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<tr>
<td>Book Presentation</td>
<td>80 points</td>
<td>80</td>
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<tr>
<td>Exams</td>
<td>2 exams at 100 points each</td>
<td>200</td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>400</strong></td>
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Grade Determination:
A = 400 – 360 pts; i.e. 90% or better
B = 320 – 359 pts; i.e. 80 – 89 %
C = 280 – 319 pts; i.e. 70 – 79 %
D = 240 – 279 pts; i.e. 60 – 69 %
F = 239 pts or below; i.e. less than 60%
University Policies and Procedures

Students with Disabilities (ADA Compliance):
The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University’s code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University’s policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:
On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:
The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Other Policies:
Students are expected to use proper written and oral communication.

e-mail: Please follow the guidelines listed below:
- Give message a subject/title
- Start the message with a greeting. (ex. Dear Dr. Goktan)
- Make sure your message is clear and free of spelling and grammar mistakes
- Make sure your message has an ending (ex. Sincerely, regards, best wishes)
- Include your name at the end of the message. If you are sending an e-mail to banu.goktan@unt.edu, include the course and section number for the course as well.

Communication: Preferred method of communication for this course is Blackboard e-mail. I check my Blackboard e-mail at least once a day during the week and at least once during the weekend. If it is an urgent issue, send a copy of your e-mail to banu.goktan@unt.edu.