

University of North Texas at Dallas

Fall Semester, 2024

SYLLABUS

MGMT 3730: Organizational Behavior - 3 Credit Hours	
Department of	School of Business
Instructor Name	John Hubbard, PhD, CEcD, EDFP
Office Location	DAL 2 - 321
Office Phone	(972) 338-1360
Email Address	John.Hubbard@untdallas.edu . Please send ALL course-related email through Canvas. It is the University's policy to answer all email within 24 hours (except on holidays and weekends). If you need a quicker response from me, call me at 214-600-9833 (Google Number). Please leave a message and how to contact you if I do not answer. I will return your call as soon as I can. I also expect that you take the time to address me by name and close the email with your name.
Office Hours	Wednesday: 6:00 pm – 8:00 pm
Virtual Office Hours	<p>Virtual Office Hours. I will be available for virtual office hours using Zoom three times a week during the semester. I also will be available for virtual meetings during other hours by appointment. My online virtual hours are:</p> <p>Monday: 10:00 am – 12 noon</p> <p>Tuesday: 2:00 pm – 4:00 pm</p> <p>Wednesday: 6:30 pm – 8:00 pm</p> <p>The meeting times are scheduled in 15-minute increments. Please schedule additional sessions (up to four) if you think you need more time. Here is the link to set up the virtual appointments:</p> <p>https://calendly.com/drjohnhubbard/hubbard-virtual-office-hours?month=2020-08</p>
Course Format/Structure	Face to Face
Classroom Location	Online
Class Meeting Days & Times	Online
Course Catalog Description	MGMT 3720 – Organizational Behavior is a 3-hour course designed to provide students with an overview of individual behavior in formal organizations. Topics discussed include organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making, performance, and individual differences.
Prerequisites	N/A
Corequisites	N/A
Required Reading	The required textbook for this course is: Organizational Behavior with MyLab and Mastering. 19th Edition By Stephen P. Robbins and Timothy A. Judge ISBN13: 9780137474646

	<p>Copyright: 2023</p> <p>Note: Students will need to purchase access to MyLab and Mastering. Any version of the textbook (e.g.: hardcopy, only, electronic is acceptable if you have access to MyLab and Mastering).</p>
Recommended Reading & References	
Access to Learning Resources	<p>UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library</p> <p>UNT Dallas Bookstore: Phone: (972) 780-3652; Website URL: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com</p>
<p>Canvas Resources</p> <p>Supported Browsers:</p> <ul style="list-style-type: none"> • Chrome <p>Supported Devices:</p> <ul style="list-style-type: none"> • iPhone • Android • Chromebook <p><i>Note: Tablet users can use the Canvas app</i></p> <p>Screen Readers:</p> <ul style="list-style-type: none"> • VoiceOver (Safari) • JAWS (Internet Explorer) • NVDA (Firefox) <p><i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p>Getting Help with Canvas:</p> <p>Canvas 24/7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources:</p> <p>Canvas Student Guide - https://community.canvaslms.com/docs/DOC-10701</p> <p>For additional assistance, contact UNT Dallas Distance Learning: DAL1, Room 157 Email: distancelearning@untdallas.edu</p> <p>If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.</p> <p>If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.</p>

Course Overview

Course Goals/Overview:

The general/broad learning objectives of this course are as follows;

1. To develop an understanding of individual behavior in formal organizations.
2. To understand how groups function in informal organizations.
3. To introduce students to the systems and dynamics of formal organizations.

Learning Objectives/Outcomes:

Upon the successful completion of this course, each student should be able to...

1. Demonstrate an understanding of individual behavior in organizations.
2. Define individual attitudes and job satisfaction.
3. Identify recent findings of individual differences in the workplace.
4. Define individual perception and decision-making.
5. Demonstrate an understanding of concepts and applications of employee motivation.
6. Define group behavior and work teams.
7. Identify communications processes in formal organizations.
8. Define contemporary issues in leadership.
9. Identify issues related to power and politics.
10. Define organizational culture.
11. Demonstrate an understanding of issues related to employee emotions and moods, conflict and negotiation in organizations, organizational structure, human resources practices, organizational change, and stress management.

Course Outline and Discussion Topics

Fall 2024 Course Outline and Schedule

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Week 1	<ul style="list-style-type: none">• Canvas Orientation Quiz• Canvas Technology Assignment• Video Discussion Board 1 (Introduction): Zoom Video due Thursday• Three reply posts due Sunday
Week 2 8/28 - 9/3	<ul style="list-style-type: none">• Read Chapters 1 & 2• Quiz 1 & 2 Due Sunday,
Week 3 9/4 – 9/10	<ul style="list-style-type: none">• Read Chapters 3 & 4• Quiz 3 & 4: Due Sunday,
Week 4 9/11 – 9/17	<ul style="list-style-type: none">• Exam 1 (1, 2, 3 & 4): Due Sunday,
Week 5 9/18 – 9/24	<ul style="list-style-type: none">• Video Discussion Board 2: Your Group video post is due Sunday
Week 6 9/25 – 10/1	<ul style="list-style-type: none">• Read Chapters 5, 6 & 7• Quiz 5, 6 & 7 Due Sunday
Week 7 10/2 – 10/8	<ul style="list-style-type: none">• Read Chapters 8, 9, & 10• Quiz 8, 9 & 10: Due Sunday

Week 8 10/9 – 10/15	<ul style="list-style-type: none"> • Exam 2 (5, 6, 7, 8, 9 & 10): Due Sunday
Week 9 10/16 – 10/22	<ul style="list-style-type: none"> • Video Discussion Board 3: Your Group video post is due Sunday Read Chapters 17 & 18
Week 10 10/23 – 10/29	<ul style="list-style-type: none"> • Read Chapters 11 & 12 • Quiz 11 & 12: Due Sunday
Week 11 10/30 – 11/5	<ul style="list-style-type: none"> • Read Chapters 13 & 14 • Quiz 13 & 14: Due Sunday
Week 12 11/6 – 11/12	<ul style="list-style-type: none"> • Exam 3 (11, 12, 13 & 14): Due Sunday
Week 13 11/13 – 11/19	<ul style="list-style-type: none"> • Video Discussion Board 4: Group Assignment due Sunday • Read Chapters 15 & 16 • Quiz 15 & 16 Due Sunday

Week 14 11/20 – 11/26	Thanksgiving Holiday Break:
Week 15 11/27 – 12/3	<ul style="list-style-type: none"> • Read Chapters 17 & 18 • Quiz 17 & 18: Due Sunday • Discussion Board 5: Group Assignment due Sunday
Week 16 12/4 - 12/9	<ul style="list-style-type: none"> • FINAL Exam/Exam 4 (15, 16, 17, & 18): Due Saturday, December 14, 2024 @ 11:59 PM

This schedule is subject to change by the instructor

Grading Matrix

Activity/Assignment	Points	
1	Video Discussion Board #1 (Individual, 50 points each)	50
5	Video Discussion Board #2-5 (Team, 50 points each)	200
18	Quizzes (The 15 highest scores will count; the remainder quizzes will serve as extra credit points.)	150
4	Exams (50 points each)	200
	TOTAL POINTS	600

At the end of the course:

540 – 600 = A

480 – 539 = B

420 – 479 = C

360 – 419 = D

418 and below = F

Final numeric scores will NOT be rounded (e.g., 539 at the end of the course will be a "B", 479 will be a "C", etc.). Final scores/grades will NOT be "curved" or "adjusted". Adjustment of Exam scores may be made immediately after the exam (not at the end of the course) after analysis of the frequency of questions missed.

Instructor's Response Time:

Please send all course-related messages through Canvas. Generally, I will respond to all Canvas messages within 24 hours Monday through Friday. If messages are sent on Friday or during a holiday you can expect a reply on Monday or the day after the holiday. If you need immediate assistance, call or text me at 214-600- 9833. If I don't answer, please leave a message and a method to contact you. I will contact you as soon as I can.

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at <https://www.untDallas.edu/learning/schedule-appointment/>.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>.

Assignment Policy:

Unless under EXTREME circumstances I do not accept late work, e.g.: My internet service is not working, I had to work, I was on vacation and did not have access to the internet are not examples of extreme circumstances. See Policy on Missing Exams & Other Assignments, above.

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>).

Other Course Specific Policies:

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the

authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement: *optional if you do not use Canvas for the course*
University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity 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 UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

THE USE OF AI TOOLS for the completion of work in your class.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom etiquette:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Classroom Disruption:

Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student

who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:

Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untdallas.edu or file a report [here](#).

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX

UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untdallas.edu The Title IX Coordinator will work with

your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

Bad Weather Policy:

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Include this statement if you use Canvas as an instructional support tool in your course.

Technology Assistance: To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: <https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>