University of North Texas at Dallas
Fall 2024
SYLLABUS

MGMT: 3720-Organization Behavior   3 Hrs.

Department of	Management	Division o	Business

Instructor Name:	*Leslie M. Moore*
Office Location:	
Office Phone: ⌨	1-682-231-8920
Email Address: ⌨	*Leslie.moore@untdallas.edu*

Office Hours:	**I am available to meet after class or by appointment.**
Virtual Office Hours:	*Please email M-F anytime and I will respond within 24 hours.*

Classroom Location:	DAL1 212
Class Meeting Days & Times:	**Monday 4pm-6:50pm**

Prerequisites:	**None**
Co-requisites:	**None**

Required Text:	**Organizational Behavior: Bridging Science and Practice Talya Bauer and Berrin Erdogan Version 4.0** **https://students.flatworldknowledge.com/course/2599068**

Access to Learning Resources:	UNT Dallas Library:
	        phone: (972) 338-1616;
	        web: http://www.untdallas.edu/our-campus/library
	UNT Dallas Bookstore:
	        phone: (972) 780-3652;
	        e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview: The Goals of this Course is:

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

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

1. Demonstrate an understanding of individual behavior in organizations.
2. Define individual attitudes and job satisfaction.
3. Identify recent findings about 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 employee emotions and moods, conflict and negotiation in organizations, organizational structure, human resources practices, organizational change, and stress management

Course Outline
Please understand that this is a face-face- course and attending class and participating in any assigned activities is a requirement. **Note: Discussion Questions will open on Monday and will be due on Sunday.**

Week 1 **August 26th**	● Ice Breaker - ● Introduction Assignment - Discussion Question - Due Sunday @ 11:59pm
Week 2 **September 9th**	● Read Chapter 1 Organizational Behavior at Work, Chapter 2 Diversity, and Inclusion at Work ● Discussion Question -Due Sunday@ 11:59pm
Week 3 **September 16**	● Read Chapter 3, Individual Differences and Perception at Work, Chapter 4, Individual attitudes, and behaviors at work ● Discussion Question - Due Sunday @ 11:59pm
Week 4 **September 23rd**	● Read Chapter 5, Theories of motivation; Chapter 6, Designing a motivating work environment- ● Discussion Question -Due Sunday @ 11:59pm ● Read the opening case 5.1 Motivated Employees: The Case of Patagonia
Week 5 **September 30th**	● Read Chapter 7, Stress and Emotions; Chapter 8, Communication at work ● Discussion Question- Due Sunday@ 11:59pm
Week 6 **October 7th**	**Midterm Exam (Exam Chapters 1-8) -Midterm exam will be taken during schedule class period**
Week 7 **October 14th**	Read Chapter 9, Groups and Teams at work, Chapter 10, Conflict and Negotiations at Work Discussion Question - Due Sunday @ 11:59pm ● Discussion /question - ● **Msc Assignment -TBD**
Week 8 **October 21st**	Read Chapters 11 -Decision Making and Creativity Discussion Question -

	Case Study- - Due Sunday@ 11:59pm ● Discussion Question- Due Sunday @ 11:59pm
Week 9 **October 28th**	Chapter 12 Leading at Work
Week 10 **November 4th**	TBD ● **Leadership Presentation Due** Discussion Question- Due Sunday @ 11:59pm
Week 11 N**ovember 11th**	● Read Chapter 13, Power, and Politics at Work, ● Discussion Question -Due Sunday
Week 12 **November 18th**	● Read Chapter 14, Organizational change ● Discussion Question - Due Sunday @ 11:59pm
Week 13 **November 25th**	● Chapter 15, Organizational Culture ● Discussion Question - Due Sunday @ 11:59pm ● **Quiz 2**
Week 14 **December 2nd**	● **Final Exam Project Due - Due Sunday** @ 11:59pm
Week 15 **December 9th**	● Exam II - **(Chapters 8-15)**

Course Evaluation Methods

This course will use the following instruments to determine student grades and proficiency of the course's learning outcomes. *(provide any necessary details of the instruments – examples given)*

Exams – *written tests designed to measure knowledge of presented course material*
Assignments – *written assignments designed to supplement and reinforce course material*
Projects – *team project designed to measure ability to apply presented course material*
Class Participation – *daily attendance and participation in class discussions, etc.*

Grading Matrix: *(sample given)*

Instrument	Value (points or percentages)	Total
Final Project	TBD	180
Class Attendance	15@ 7	105
Quizzes	2 quizzes at 50 points each	100
MSC Class Assignments	2 TBD at 50 points each	100
2 Case Analysis	2 case analysis at 25 points each	50
Discussion Questions	13 @ 15 points each	195
2 Exams	2 exams at 100 points each	200
Total:		**930**

Grade Determination:
A = 90% or better
B = 80 – 89 %
C = 70 – 79 %
D =. 60 – 69 %
F = less than 60

Discussion Board

Your assignments require that you participate in online discussions. Online discussions require you to post an Original Response to my question(s) of at least 160-word count and Reply (at least 90-word90-wordcount) to the Original Response or replies of your classmates **(2) (**i.e., peers). All Discussion postings are time sensitive indicated in the Course Schedule. Discussion forums will be locked up (no more posts) at the times indicated. No discussion credit will be given if you do not post timely responses to the Discussion Forums. You will not receive partial credit – you must make both posts (i.e., Original Response and Two Replies) and answer all questions to receive credit for/in a discussion forum. Discussion credits(points) will be assigned the week following the close of a discussion. Discussion Boards are intended to promote discussion between and among students. There is no provision for making up a missed question for discussion and no questions for discussion will be administered at a time different than that provided in the syllabus.

Late Work Policy:
Late work is accepted with a 10-point penalty if submitted before the module closes for the week. Modules are scheduled to close 2 days after the due date for each assignment. Work will not be accepted after the closing of a module.

Exam Policy:
Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook)

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. Grades assigned before

accommodation is provided will not be changed as accommodation is not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith on 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 brief 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 extremely 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.

Assignment Policy:
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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 Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.
In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:
Face to Face: *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.*

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.*

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 put on 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 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 Office of Student Life as the instructor deems appropriate.

Online "Netiquette":
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks). Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind. Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to UNT Dallas Student Code of Conduct. Respect is a given principle in all online communication. Therefore, please be sure to proofread all your written communication prior to submission.

Disruptive Classroom Behavior:
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 directed to leave class due to disruptive behavior is not allowed to return until they meet 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 missing material during all absences and the instructor is not responsible for providing missing 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 (UNTD Policy 7.001 found athttps://www.untdallas.edu/hr/upol)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 behaviors that could be considered disruptive.

Technology Assistance:
To successfully access the materials in an online or hybrid course, 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 Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, it always enables pop-ups. For more information see: • UNT Dallas Canvas Technical Requirements • Canvas Instructure Supported & Unsupported Operating Systems