

University of North Texas at Dallas
Summer 3 Week Term, 2025
Syllabus for MGMT 3720 Organizational Behavior
Department of Management School of Business

Instructor: Christopher DeClerk, DM, SPHR, SHRM-SCP, CCP, GRP, CBP

Office Location: Founder's Hall 324 (During regular academic terms).

Office Hours: By appointment over the Summer session

Google Voice: Reserved for emergencies that can't wait only: 682-214-7612. I can receive texts and voicemail. It rings my cell phone, so please be conscious of the time of day before calling.

E-Mail: Please use messages feature in Canvas Learn. In an emergency, please email me with MGMT3720 in the subject line at Christopher.DeClerk@untdallas.edu.

Class Location: This course is completed entirely online in Canvas.

Course Catalog Description: 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: None:

Required Textbook:

Robbins, S. P., & Judge, T. A. (2019). *Organizational behavior* (18th ed.). Pearson. ISBN: 9780134889313

Course Goals

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 organizational culture.

Learning Objectives

At the end of this course students will be able to:

1. Illustrate the relationship between organizational behavior and individuals' traits, personalities, or engagement.
2. Identify how individual attributes influence organizational behavior.
3. Evaluate how leaders and/or team members interact with one another to help organizations succeed in achieving their mission.
4. Identify how motivation influences organizational behavior and success.
5. Recognize how power and politics influence organizational behavior.
6. Analyze the relationship between organizational culture and performance.

Course Outline

In the unlikely event there are changes to this schedule, they will be communicated via an in-class Canvas announcement.

Week	Dates	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	5/19-5/25	Read Ch. 1-6		Intro DQ Quiz: Class Operations	Two Separate Discussion Responses to Initial Questions	Practice Quiz and Exam	Three Separate Discussion Responses to Other Students	7 AM (Morning) Deadline for All Catch-Up Work
2	5/26-6/1			Read Ch. 7-12				
3	6/2-6/7			Read Ch. 13-18				

Three Week Special Summer Session Timing Notes

- Do not take a three-week accelerated class if you cannot meet the rigor because there is absolutely no time to get behind.
- You can accomplish a class in three weeks but keep in mind you will be doing the work of a whole class in three weeks.
- Each assignment already shows the maximum amount of leeway allowed. Unless there is an extreme documented emergency there will be absolutely no variance allowed beyond what has already been offered.

Feedback Goal: Prompt feedback is critical in a three-week class. Your faculty aims to complete grading by Monday each week by starting grading Sunday. Thus, the hard and fast 6:59 AM Sunday final deadline for all late work each week except the last week, when the last accepted work will be 5:59 AM Saturday morning.

Course Evaluation Methods

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

Introduction Discussion – Due Wednesday Week One

Guidelines

- Due by Wednesday 11:59 PM. Please join me in getting to know one another by posing a brief bio of at least 100 words. Replies are welcome but not required, nor do they earn points.
- Please include your preferred name, major, what you do for work, and you may include whatever else you like as long as it is appropriate for school. Replies are not required.
- This assignment is graded as completed or not for the one point available.

Discussion Posts – Two Posts due Thursday, Three Posts due Saturday

Guidelines

- By Thursday, pick two questions from the list on the discussion and write two separate Initial 200+ word Replies due by Thursday. Do not post both together; they should be two separate posts. So other students know what question you are answering start by listing the question. You can see the other students' posts, so please scan them first to try to answer questions that have not already been addressed.
- By Saturday, with at least 50 words each, respond to three other posts of students, doing your best to respond to students who chose different questions than ones you answered originally, adding to the discussion in a meaningful way, not just posting saying you agree. There needs to be some depth to the responses.
- Sign your post with your preferred name and when replying, use the author's original post preferred name as a guide. Let's be friendly Texans!

Initial Responses (Due Thursday) Grading

- You earn two points each if at least 200 words, on topic, posted on time, with good grammar, and appropriate tone.
- You earn one point if late, less than 200 words, lacking scholarly tone, or poor grammar.
- You do not earn points for posts less than 100 words or posted after 6:59 AM Sunday morning.

Responses to other Students (Due Saturday) Grading

- You earn one point each if at least 50 words, on topic, posted on time, with good grammar, and appropriate tone.
- You earn 1/2 point each if late, less than 50 words, lacking scholarly tone, or poor grammar.
- You do not earn points for posts less than 25 words or posted after 6:59 AM Sunday morning for weeks 1 and 2, and no points for any posts after 11:59 PM Saturday evening for week three.

Quizzes and Exams

Week 1 Class Operations Quiz (Due Wednesday)

- This quiz is worth three points and designed to ensure you have a clear understanding of the course requirements.
- You may take this quiz up to 99 times and your highest score will be recorded. There are no time requirements.
- The due date is Wednesday of week one. Late work is only accepted until 6:59 AM Sunday of week one. There are no late penalties for this assignment, but you really should do it early-on to understand what is required.

Weekly Extra Credit Practice Quizzes (Due Friday)

- Each 20-minute timed quiz includes 10 questions worth 0.25 points each pulled from the exact same test bank used for the exam. The maximum time is 20 minutes.
- You may take the quiz twice and the system will record your highest score. Only start if you are ready. If you exit for any reason it will count as one of your attempts.
- Due: Friday. Because it is extra credit, you may take the extra credit quiz any time through 6:59 AM, Saturday morning, of week three, without late penalty.
- This is the only extra credit offered or allowed.

Weekly Exams (Due Friday)

- Each exam contains 50 questions chosen at random from hundreds of multiple-choice questions.
- You will have up to 120 minutes to complete the exam.
- One retake is allowed. The highest score will be your final score.
- Only start when you are ready. Ready is defined as when you have...
 - read the chapters in the book and taken notes of key topics.
 - reviewed the chapter overviews and your notes of key topics.
 - stable Internet access and there's not a thunderstorm on the way that may cause an outage.
 - a clear schedule, a low chance of interruptions and, recommended but not required, a snack and a beverage of your choice ready so you stay refreshed.
- **If you enter the exam for any reason and do not finish, that counts as one of your two attempts. Do not email asking for additional attempts. Be ready before you start.**
- Late work:
 - Late exams are accepted with a 2.5 point penalty. You do not have to ask permission to submit a late exam.
 - Weeks 1 and 2: The exam closes at 6:59 AM Sunday morning. Important, please note that is morning, not evening. No work is accepted after 7 AM Sunday morning.
 - Week 3: The exam closes at 11:59 PM Saturday evening. Important, please note the course shuts off at that time. No work is accepted after 11:59 PM Saturday of week 3.

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

GRADING MATRIX

Item	Quantity	Points Each	% of Grade
Introduction Discussion Board	1	1.0	1.0%
Class Operations Quiz	1	3.0	3.0%
Discussion Boards	3	7.0	21.0%
Exams	3	25.0	75.0%
Extra Credit Quizzes	3	2.5	7.5%
Total			107.5%

The points add-up to 100.0, or 107.5 points with extra credit factored-in. Although you may earn more than 100% and if so, some serious bragging rights, an A is the highest letter grade you can earn.

GRADE DETERMINATION

Final %	Letter Grade
90% and up	A
80%-89%	B
70%-79%	C
69% and below	F

Percentages between letter grades will be rounded-up to the nearest whole percent from one decimal places. Ex: 89.5% rounds to 90%, earning an A, while 89.4% rounds to 89%, earning a B.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability 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 accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students 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 [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untdallas.edu or at Building PL, room 1104.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times 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 absent for that class period and any other classes the student misses as a result 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 (Policy 7.001) 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.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its 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. [Canvas Instructure Accessibility Statement is also provided.](#)

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

Assignment Policy: Please post your work on time. Unless there is a documented emergency, late work will not be accepted.

Exam Policy: Each student may submit one and only one exam. Do not start your exam until you are ready to take it and have every expectation that you will not be interrupted for the next 90 minutes. It is open book but you will absolutely not be able to look-up every question and score well so it is critical you read and study before the exam.

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 [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

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.

Classroom Policies**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer

to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected 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.

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 written communication prior to submission.

Diversity Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

Technology Assistance: In order 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 experience difficulty 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 below. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

Access to Learning Resources

UNT Dallas Library:

- phone: (972) 780-1616
- web: <http://www.untDallas.edu/library>
- email: library@untDallas.edu

UNT Dallas Bookstore:

- phone: (972) 780-3652
- web: <http://www.untDallas.edu/bookstore>
- e-mail: untDallas@bkstr.com

Supported Browsers:

- Chrome 67 & 68
- Firefox 60 & 61
- Flash 29, 30 (for audio/video)
- Respondus Lockdown Browser
- Safari 10, 11

Supported Devices:

- iPhone
- Android
- Chromebook
- (Tablet users can use the Canvas app)

Screen Readers:

- VoiceOver (Safari)
- JAWS (Internet Explorer)
- NVDA (Firefox)
- Note: There is no screen reader support for Canvas in Chrome
- Access Canvas via untDallas.instructure.com
 - Username: your EUID #
 - Password: your password

Getting Help with Canvas:

- Canvas 24/7 Phone Support for Students: 1-833-668-8634
- Canvas Help Resources:
- Web: Canvas Student Guide
- For additional assistance, contact Student Assistance (Distance Learning):
 - DAL 1, Rm 157,
 - phone: (972)338-5580,
 - email: distancelearning@untDallas.edu
- If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.

If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours, Canvas inbox, email, or via phone/text, depending on the urgency.