

SYLLABUS - MNGT 3460 ORGANIZATIONAL BEHAVIOR

Fall 2014, Sections 001 and 002

Dr. Kevin Mossholder

Office: 412 Lowder Building, 844-6529

Office Hours: 2:00-5:00 Wednesday or by appointment

E-mail: kmossh@auburn.edu

Class Meeting Time:

Section 001 - T & R, 9:30-10:45, Lowder 152

Section 002 - T & R, 11-12:15, Lowder 152

Students may only attend the section in which they are enrolled; attendance in another section is only by permission of the instructor. Students who have not attended by the *second* class meeting will be dropped from the class.

Pre-/Co-Requisites: Junior standing; MNGT 3100 (Principles of Management) should be taken prior to or simultaneously with MNGT 3460. Students not meeting these requirements will be dropped from the class roll.

Required Text: Bauer & Erdogan, Organizational Behavior V1.1 published by Flat World Knowledge (eISBN: 978-1-4533-2768-5). Visit – <https://students.flatworldknowledge.com/course/1639751> for online options to buy this text. Both course sections use the same book. Whether you are in section 001 or 002, you can use this link to make an online purchase if desired. This text is also available in local bookstores. Make sure you buy the correct one, as this company produces other similar looking texts.

Course Objectives: To examine research and theory relevant to the interaction between individuals and organizations. In particular, the influence of individual, group, and organizational variables on individual behavior in work situations will be emphasized. Principal topic areas will deal with learning and perception in organizational contexts, attitudinal and motivational effects on behavior, group dynamics, the influence of leadership and power, and organizational communication and culture.

Considerations of ethics and international issues will be incorporated as is appropriate to the topic. Applications of important behavioral principles and concepts will be encouraged through the use of experiential exercises, videos, and case studies. You should expect to accomplish all assigned readings in advance. Class sessions are more enjoyable when you are prepared and ready to contribute.

Grading and Evaluation Procedures – Three tests and participation, weighted as follows: Test 1 – 31.66%
Test 2 – 31.67% Test 3 – 31.67% Participation – 5%

Five percent of your final grade is determined by participation, which is defined as contributions during lectures, in-class exercises, and special opportunities. So, it pays to be involved and to speak up. If you are not in class, you cannot participate. However, please note that participation is not simply attending class. If you attend all class sessions, but never contribute during lectures/discussions, you would get participation credit only for classes in which exercises or special opportunities occurred. Finally, in the event of a guest speaker, participation (i.e., attendance) is strongly encouraged.

Regularly scheduled tests consist mainly of multiple-choice questions. Some identification or short essay questions may also be included depending on the nature of the material covered. You must take the tests during the time designated for your class section.

Grading Scale:

A – 100 – 90%
B – 89 – 80%
C – 79 – 70%
D – 69 – 60%
F – 59 – 00%

Although individual tests may be scaled, final grades are not scaled. Final grades are based on the weighted average of the three tests and participation points. Grade cutoffs are as follows: xx.5 rounds up, xx.4 rounds down. So for example, if you have a 79.5 class average at the end of the semester, you would receive a “B.” If you have a 79.4, you would receive a “C.”

OTHER COURSE POLICIES:

1. Special Accommodations for Students with Disabilities:

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

2. Academic Honesty:

All portions of the Auburn University Honesty Code (Title XII) found in the Student Policy eHandbook (URL – http://www.auburn.edu/student_info/student_policies) will apply to this class.

3. Communications, Electronic Devices:

I will use your Auburn University e-mail address for course-related communications. If you do not regularly check this address, it is your responsibility to see that this address forwards to one you regularly check. Canvas will be used to post announcements, course-related information, and lecture slides, so you need to check it accordingly.

On occasion, pre-lecture slides will differ from post-lecture slides. For example, this could occur when students are asked to respond questions posed on a slide and answers are posted on that slide after the class session is over. If this happens, two sets of slides labeled “pre” (for pre-lecture) and “post” (for post-lecture) would be posted on Canvas.

4. Missed Exam Make-Up Policy: Students who miss a regularly scheduled test receive a **zero**, with no opportunity for make-up work, unless one of the following conditions has been met:

a. The absence was **APPROVED IN ADVANCE** by the instructor. This will only occur in rare situations involving sickness, required participation in official University events, or extenuating circumstances. Approved absences are outlined in the Tiger Cub. In the event of illness, the excuse must be signed by a physician or nurse (**not a receptionist**), and must indicate in writing that the student was too ill to participate in an exam on the given date. Excuses with boxes checked that indicate a student was seen in, for example, the University Health Center, do not indicate that the student was too ill to participate in the exam and are not sufficient. Copies of excuses will not be accepted; you must provide the **original** excuse. Excuses must be presented in person within one week of the missed exam. The penalty for a falsified excuse is determined by the Academic Honesty Committee. Lack of preparation for an exam is not a valid excuse. Students who fail to get approval in advance for absences of this type will forfeit the make-up test opportunity.

b. The absence was due to a **legitimate emergency** for which it was not possible to obtain advanced approval. In this situation, the student must contact the instructor **as soon as possible** and must provide documentation that the emergency was legitimate and advanced approval was not possible. Students failing to meet this requirement **forfeit** the opportunity to take a make-up test.

Students who miss a test and have satisfied one of the above conditions will be allowed the opportunity for a make-up test. All make-up tests are scheduled by the instructor, regardless of the reason for the absence. Make-up test format is identification and short essay, 25 items.

5. Test Scantron Completion. If the student fails to correctly complete the scantron for the test (e.g., correct version, section number, etc.), it will be graded by hand and 10 points deducted from the test grade. Test scores are determined by answers marked on the scantron, not the test form itself.

6. Classroom behavior and electronic devices. Students are expected to follow classroom behavior standards as per Policies/Policy on Classroom Behavior in the Auburn University Faculty Handbook: <http://www.auburn.edu/academic/provost/handbook>

In brief, use of cell phones (e.g., texting, checking, etc.) and comparable devices during class time is prohibited. This includes exiting the class to check messages and so forth. Of course you can leave the classroom for an emergency, else once you leave you may not return. Laptops are welcome but if abused this privilege (e.g., complaints from other students) can be revoked. Violation of these policies can result in points being deducted from your participation score (or final numerical course grade) at the end of the term.

7. Tentative Syllabus. I reserve the right to make changes in the syllabus as necessary. It is your responsibility to be aware of these changes.

Tentative Schedule

Date	Tuesday	Date	Thursday
8-19	Course Introduction	8-21	Framework for OB (Ch. 1)
8-26	Work Attitudes & Behaviors (Ch. 4)	8-28	Personality (Ch. 3) & Emotions (Ch. 7 pp. Sections 4.1-5.3)
9-2	Perception & Attribution (Ch. 3)	9-4	Perception & Attribution (Ch. 3) Managing Diversity (Ch. 2)
9-9	Making Decisions (Ch. 11)	9-11	Managing Stress (Ch. 7)
9-16	Managing Stress (Ch. 7)	9-18	Test 1
9-23	Motivation: Reinforcement (Ch. 5)	9-25	Motivation: Reinforcement (Ch. 5)
9-30	Motivation: Needs & Process Theories (Ch. 5/6)	10-2	Motivation: Needs & Process Theories (Ch. 5/6)
10-7	Managing Groups & Teams (Ch. 9)	10-9	Managing Groups & Teams (Ch. 9)
10-14	Managing Groups & Teams (Ch. 9) Group Decision Making (Ch. 11, Sections 4.1-4.3)	10-16	Fall Break
10-21	Leading People in Organizations (Ch. 12)	10-23	Leading People in Organizations (Ch. 12)
10-28	Test 2	10-30	Communication (Ch. 8)
11-4	Communication (Ch. 8)	11-6	Power & Politics (Ch. 13)
11-11	Power & Politics (Ch. 13)	11-13	TBA

11-18	Conflict (Ch. 10)	11-20	Conflict (Ch. 10)
11-26	Thanksgiving Break	11-28	Thanksgiving Break
12-2	Organizational Culture (Ch. 15)	12-4	Organizational Change (Ch. 14)

Final Exam: Test 3 will be given during the time scheduled for your section's final exam. Make sure you know what section you are in. Because it includes only material covered after **Test 2** and is the same length, you will have 1 hour and 30 minutes to complete **Test 3**.

Exam Schedule:

Section 001 - Monday December 9: 8am.

Section 002 - Wednesday December 11: 12noon.