

**MNGT 3460 SECTION 005 SYLLABUS
ORGANIZATIONAL BEHAVIOR
SPRING 2014**

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Office Hours: T/R 2:00 – 3:00 PM, or by appointment
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CLASS MEETING TIMES: Tuesday/Thursday 3:30 - 4:45 PM, Lowder Room 154

COURSE DESCRIPTION

Study, analysis and application of theories and techniques for understanding, predicting and managing human behavior in the organizational context.

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.

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 TEXTS

Bauer & Erdogan, *Organizational Behavior* V1.1 published by Flat World Knowledge (eISBN: 978-1-4533-2768-5). Visit <https://students.flatworldknowledge.com/course/1516685> for online options to buy this text. This text is also available in local bookstores. Make sure you buy the correct one, as this company produces other similar looking texts.

GRADING AND EVALUATION PROCEDURES:

Grade Components		Determination of Final Grade (in points)
Exams (3 at 25 points each)	75	A = 89.5 and above
Team Paper	10	B = 79.5 – 89.4
Team Presentation	5	C = 69.5 – 79.4
Individual Project	5	D = 59.5 – 69.4
<u>Class Participation</u>	<u>5</u>	F = 59.5 and below
Total Points	100	

Grades are based on your individual performance not on effort, personality, potential, or need. No student's final grade will be increased for any reason other than calculation error. It is the student's responsibility to earn the desired grade. I am only the "grade keeper" not a grade giver.

CLASS ATTENDANCE

Students are expected to attend each class and be prepared to discuss the assigned material. Students attending each class session will receive three (3) extra credit points to their final grade average. Students missing only one class session will receive two (2) extra credit points to their final grade average. Students missing only two class sessions will receive one (1) extra credit point to their final average. Students missing more than two classes will receive no extra credit points. In the case of a University excused absence that is approved *in advance*, the absence will not count against attendance as long as the required documentation is provided within five (5) business days.

COURSE ORGANIZATION AND REQUIREMENTS:

Lecture

Each lecture is based on the chapter assigned for the day and any supplemental materials provided by the instructor. Videos, case studies, class exercises, and other supplemental reading may be used to assist students' understanding of the concepts presented in the lectures. Class sessions are more enjoyable when you are prepared and ready to contribute.

Exams

Exam questions will come primarily from information presented in lecture but may also include information from videos shown in class, class activities, class discussions, text material, and supplemental readings discussed in class. In preparing for exams, students should study the material for details, understanding, *and* application. The format for exams will be multiple-choice and/or short answer.

Team Project (written paper and presentation)

Each student will complete a research project as part of a team. Team members will meet outside of class to work on their project. During the course of the semester, teams will choose a topic, form a team contract, submit a project proposal, develop a written paper, and prepare and give a presentation to the class. Students will also evaluate their other team members' contribution. Your project could focus on one of the following:

- Research Paper – This consists of an exploration of an important practice in OB that goes well beyond the discussion of the topic covered within the course and which draws from both relevant practitioner and academic research.
- Applied Case Analysis - Applying knowledge gained through course material and independent research to assess an OB practice/problem/challenge using your (or a teammate's) organization as the case study.
- Current Events – Students may pick a particular OB topic of interest and discuss the topic through a series of current events.
- Another approach if approved by the instructor

Key project deadlines:

- February 4 – Project proposal and Team contract due in Canvas by 3:30 PM
- April 22 - Paper and Presentation slides due in Canvas by 3:30 PM
- April 25 - Team evaluations due in Canvas by 3:30 PM

Team member evaluations: The adjustment of team grades for each individual will be weighted by team member reviews of performance.

- Each team member rates the contribution of each other team member on a scale of 0.8 to 1.2 with a mean rating of 1.0 (see note below)
- The average rating that each team member receives is then multiplied by the team grade. For example, if the team received a team grade of 9.1 (or 91%) and a team member's evaluation

average contribution was 0.9 (based on the average peer rating), that person would receive a team score of $0.9 \times 9.1 = 8.19$ (or 81.9%).

- **NOTE:** Each individual will evaluate team members and the allocation of intellectual and relationship weights must equal 1.0. Individual weights will be as follows: .8, .85, .9, .95, 1.0, 1.05, 1.1, 1.15, and 1.2. Under no circumstances will any individual rate all team members 1.0.

Additional details for this assignment will be provided in Canvas. Any student who fails to participate in the presentation will receive a grade of zero (0) for the presentation grade. **All projects (written paper and presentation slides) are due in Canvas no later than April 22, 2014 by 3:30 PM (3:31PM = late).**

Individual Project

Throughout the semester students will be given the opportunity to take a variety of developmental self-assessments. Each student will be required to complete at least three (3) of these assessments. Students will then complete a paper of no more than six (6) pages (including any references) which: a) summarizes the results of each assessment; b) explains whether the results complement each other; and c) explains whether the results mesh well with the student's intended career path. Additional details for this assignment will be provided in Canvas. **All papers are due in Canvas no later than April 3, 2014 by 3:30 PM (3:31PM = late).**

Class Participation

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. The following guidelines will be used in assessing class participation. 5 = Excellent; 3 = Average; 2 = Attendance but not contribution; 0 = Low attendance and no contribution

ACADEMIC HONESTY

All portions of the Auburn University Academic Honesty Code (Title XII) found in the Student Policy eHandbook (<https://sites.auburn.edu/admin/universypolicies/Policies/AcademicHonestyCode.pdf>) will apply to this class.

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 major 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. **THE MAKE-UP TEST WILL BE DIFFERENT AND MAY USE A DIFFERENT FORMAT.**

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 (or other arranged time) the first week of classes or as soon as possible if accommodations are needed immediately. 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).

E-MAIL AND CANVAS ARE THE OFFICIAL MEANS OF COMMUNICATION

E-mail is the university approved form of communication. It is the student's responsibility to check his/her e-mail frequently and to check for any announcements posted on Canvas. Students are responsible for being aware of any information communicated by the instructor via e-mail and Canvas.

OTHER COURSE POLICIES:

1. **Tentative Syllabus.** Changes may be made to the syllabus, as necessary, and will be communicated in class and/or via Canvas or e-mail. It is the student's responsibility to be aware of these changes.
2. **Exams.** Students should be **on time** for all exams. Any student arriving after the first exam has been turned in will NOT be permitted to take the exam. **Students should bring a blue Scantron sheet, a #2 pencil and an AU Student ID card to all exams**
3. **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](http://www.auburn.edu/academic/provost/handbook). Use of cell phones (e.g., texting, checking, etc.) and comparable devices during class time is prohibited. Laptops are welcome for class-related purposes, but, if abused, this privilege (e.g., complaints from other students) can be revoked.
4. **Canvas.** Most course materials (e.g., syllabus, schedule, lecture notes, assignment instructions, extra reading, grades, etc.) will be in Canvas. Instructions for all assignments appear in Canvas under the "Assignments" tab.
5. **Late assignments.** There will be a letter grade deduction for every 24 hours after the deadline that an assignment is late for up to 72 hours after the deadline at which point the grade becomes a zero (0).
6. Course grades become final 5 business days after they are posted to Canvas.

Other Important Dates:

- **January 29** (15th class day) – Last day to drop from course with no grade assignment. Last day for potential tuition refund for dropped classes
- **February 27** (36th class day) – Last day to withdraw from course with no grade penalty. "W" assigned. Student deadline for request to move finals.
- **March 6** (41st class day) – Student deadline for request to move finals to Associate Deans.

MNGT 3460-005 SPRING 2014 TENTATIVE* COURSE SCHEDULE

Date	Reading Assignment/ Lecture Topic	Assignments Due/Additional Information
Jan. 9	Course Introduction	
14	Chapter 1: Organizational Behavior	
16	Chapter 2: Managing Demographic and Cultural Diversity	Form teams
21	Chapter 2: Managing Demographic and Cultural Diversity Chapter 3: Individual Differences and Perception	Bring Personality Tests: IPIP-NEO and Typefocus (online; See Canvas)
23	Chapter 3: Individual Differences and Perception Chapter 4: Individual Attitudes and Behaviors	
28	Chapter 4: Individual Attitudes and Behaviors	
30	Chapter 4: Individual Attitudes and Behaviors Chapter 7: Managing Stress and Emotions	
Feb. 4	Chapter 7: Managing Stress and Emotions	Project proposal & team contract due
6	Finish any remaining material	
11	Exam 1: Chapters 1, 2, 3, 4, 7	
13	Chapters 5: Theories of Motivation	
18	Chapters 5: Theories of Motivation Chapter 6: Designing a Motivating Work Environment	
20	Chapter 6: Designing a Motivating Work Environment Chapter 8: Communication	
25	Chapter 8: Communication	
27	Chapter 9: Managing Groups and Teams	
Mar. 4	Chapter 9: Managing Groups and Teams	
6	Chapter 10: Conflict and Negotiation	
11	Spring Break	
13	Spring Break	
18	Chapter 10: Conflict and Negotiation	
20	Finish any remaining material	
25	Exam 2: Chapters 5, 6, 8, 9, 10	
27	Chapter 11: Making Decisions	
Apr. 1	Chapter 12: Leading People within Organizations	
3	Chapter 12: Leading People within Organizations	Individual Paper Due
8	Chapter 13: Power and Politics	
10	Chapter 13: Power and Politics	
15	Chapter 15: Organizational Culture	
17	Chapter 14: Organizational Structure and Change	
22	Team Presentations Finish any remaining material	Team paper & slides due
24	Team Presentations (last class)	
25		Team member evaluations due
May 2	FINAL EXAM (EXAM #3): Chapters 11, 12, 13, 14, 15 <i>tentatively scheduled for Friday, May 2, 2014: 4:00 – 6:30 PM</i>	

*This schedule is subject to change. Any changes will be communicated in Canvas and/or in class. Students are responsible for being aware of any changes