

**MNGT 3460 SECTION 003 SYLLABUS
ORGANIZATIONAL BEHAVIOR
SPRING 2014**

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Office Hours: Tuesday and Thursday 9:30 AM-11:00 AM or by appointment
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CLASS MEETING TIMES: TR 8:00 AM – 9:15 AM in Lowder 14

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.

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/1545303> 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

Exam 1	28.33
Exam 2	28.33
Exam 3	28.34
Class participation	10
Project	<u>5</u>
TOTAL	100

Extra Credit

An opportunity for **one** extra credit point will be offered before or during each exam for a maximum of **3 extra credit points**. Any earned extra credit will be applied to the exam for which the extra credit applies. **No late extra credit assignments will be accepted.**

FINAL GRADES will be determined on the following basis (in points):

- A = 90 and above
- B = 80 – 89.99
- C = 70 – 79.99
- D = 60 – 69.99
- F = 59.99 or less

Although individual tests may be scaled, final grades are not scaled. Final grades are based on the total number of points earned throughout the semester. There are no exceptions to this grading scale. Please **do not** ask for additional extra credit opportunities at the end of the semester to “bump up” to the next grade level. **No rounding** will take place on final grades.

COURSE ORGANIZATION AND REQUIREMENTS:

Lecture

Each lecture is based on the chapter assigned for the day (see the course schedule in Canvas) and any supplemental materials provided by the instructor. Videos, case studies, and other supplemental reading may be used to assist students’ understanding of the practical applications of the concepts presented in the lectures. Students should come to class having read the assigned reading(s) for the day.

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 references) which: a) summarizes the results of each assessment; b) explains whether the results complement each other; and c) whether the results mesh well with the student’s intended career path. Additional details for this assignment will be provided later in the semester. All papers are due no later than April 3, 2012.

Participation

Ten points 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.

Exams

Exams will account for **85 points** (85% of the course grade) and are **not** cumulative. 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. 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. Students should bring a blue Scantron and pencil to each exam.

POLICY ON ASSIGNMENT SUBMISSIONS (Extra credit and project)

Instructions for all assignments appear in Canvas under the “Assignments” tab. All assignment write-ups **must be submitted electronically through the “Submit Assignment” option in Canvas** under each respective assignment. Hard copy or e-mailed assignments will not be accepted. Assignment write-ups must be uploaded as a file into Canvas with any of the following extensions: .doc, .docx., .pdf, or .txt. No other formats will be accepted. Instructions and a grading rubric are provided for all assignments under each assignment in Canvas.

POLICY ON LATE ASSIGNMENTS

Unless otherwise noted in Canvas, all assignment submissions are due in Canvas by **5:00 PM** on their due date. Any assignment submitted after the deadline (even if just by a minute) will be considered late. Extra credit opportunities will not be accepted past the deadline. The project will be accepted in Canvas **up to 24 hours after the deadline** for a **maximum of half credit**. Students may turn in assignments early.

POLICY ON 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. Students who do not bring their ID cards to the exam will not be permitted to submit their exam for course credit. Students are welcome to review their exams during office hours or by appointment.

MISSED EXAM MAKE-UP POLICY

Students who miss a major test will 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 absence will be those 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. Medical excuses **WILL** be checked. The penalty for a falsified excuse is determined by the Academic Honesty Committee, and may result in receiving an "F" in the course and suspension from school for a semester. Lack of preparation for an exam is not a valid excuse and students should not be tempted to "fake" a doctor's excuse due to lack of preparation. The penalty for this is severe and could affect you for the rest of your career. 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. **The make-up test will be different and will use a different format.** Make-up tests will consist of multiple choice and/or short essay questions. Students will have 5 business days to complete the make-up test.

SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who need special accommodations should make an appointment to discuss the Accommodations Memo with me during my office hours as soon as possible. If scheduled office hours conflict with classes, please arrange an alternate appointment time. If you do not have an Accommodations Memo, but need special accommodations, please contact the **Office of Accessibility**, 1244 Haley Center, 334-844-5943.

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.

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:

- 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.
- **Grades may be contested for 5 business days after they are posted.** After 5 business days, all grades become final.
- **Please silence all cell phones before class.** Please be courteous, and do not text during class.
- Laptops are allowed in class for note-taking purposes only.

FINAL EXAM TIME

Your final exam is currently scheduled for Thursday, May 1 from 8:00 AM – 10:30 AM. This time is subject to change. Check the Auburn website for updates.

OTHER IMPORTANT DATES:

- **January 29** – Last day to drop from course with no grade assignment. Last day for potential tuition refund for dropped classes
- **February 27** – Last day to withdraw from course with no grade penalty. "W" assigned. Student deadline for request to move finals.