UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 3720.501 – ORGANIZATIONAL BEHAVIOR
FALL 2017 COURSE SYLLABUS
AUGUST 28 – DECEMBER 15, 2017
BLENDED FACE-TO-FACE AND INTERNET
MEETS THURSDAYS 4:00 – 5:20pm, FRISCO 133

Professor: Erin Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building - Denton Campus
Phone: 940-565-4766 – Office
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME***

We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.

**Be sure to include MGMT 3720 FRISCO in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Tuesdays 10:30am-12:20pm, 2:00-3:00pm
Thursdays 10:30am-12:20pm
*Other Times Available By Appointment
*During Finals Week – No Office Hours, By Appointment Only

Please check the course Blackboard page for announcements, new postings, assignments, etc. on a regular basis throughout the semester!

INTRODUCTION:
Organizational Behavior (MGMT 3720 INET) is a junior level survey course that examines people's behaviors in organizations. MGMT 3720 is a core topic required of all students majoring in one of the many degree plans of the College of Business (CoB) at UNT. The course title, Organizational Behavior, is defined as the study of individual behavior and group dynamics on organizational settings. In the collective judgment of CoB faculty, the research, theory, and practices described in our Organizational Behavior literature represent the very best introductory explanation for the behavior of managers in for profit firms/organizations. UNT’s Undergraduate Catalog states: 3720 – Organizational Behavior (3 credit hours). Individual behavior in formal organizations. Cases, lectures, and experiential exercises in organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences. Open to non-business majors.

Offering this course through Blackboard creates new opportunities and challenges. Blackboard offers you the convenience of an Internet based class meeting the standards set forth by the College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that a Blended Format translates into “easy A.” The keys are to stay current, communicate, and attend lectures.

Prerequisites: Open to all highly motivated and self-disciplined students.

COURSE OBJECTIVES:
The general/broad learning objectives of this course are as follows:
1.) To develop an understanding of the systems approach as applied to human and organizational behavior.

2.) To understand the foundations of individual behavior.

3.) To understand the importance of embracing and managing diversity in organizations.

4.) To identify the role of personality and perception in affecting behavior in organizations.

5.) To learn about career management in organizations.

6.) To examine a number of traditional and contemporary approaches to work motivation.

7.) To examine the important variables in individual and group decision making and problem solving.

8.) To develop an awareness of the potent role of groups and teams in organizations, and how they impact performance.

9.) To learn how to be a contributing member of a productive team.

10.) To understand the importance of managing conflict and negotiation in organizations.

11.) To appreciate the role of influence tactics, empowerment, and politics in organizations.

12.) To review the current state of knowledge with respect to leadership and leader behavior.

13.) To appreciate the ideas involved with work design and technology in organizations.

14.) To connect to and learn about organizational culture, its influence and importance to products and services produced.

15.) To understand how to manage change in organizations.

16.) To learn how to manage occupational stress in organizations.

17.) To apply course concepts to practical organizational problems.

**REQUIRED TEXTBOOK:**

We will use Robbins and Judge’s Organizational Behavior, 17th edition, published by Pearson. Please note that only the textbook is required. Pearson’s online learning tool, My Management Lab, is NOT required. The 17th edition has been used for previous classes, so if you want a hard copy, you should be able to find a used copy to rent or purchase. The UNT Bookstore does have the text in stock.

Pearson’s My Management Lab product is NOT required. However, some digital copies of the textbook (digital is usually the most cost effective option) come with access to My Management Lab. No assignments will be given outside of Blackboard, but if you would like to use My Management Lab as a learning tool OR a way to access your e-text, you MUST sign up through the My Management Lab link in the course’s Blackboard page. Pearson does offer a digital version of the text without My Management Lab, but most e-text options come with My Management Lab access. To check out options from the publisher, please visit: [www.mypearsonstore.com](http://www.mypearsonstore.com)

Please note that you should purchase the required text (*NOT old versions*) as the quiz and exam questions will be pulled from the 17th edition. You need the textbook to do well on the exams. Additional readings and assignments will be distributed through Blackboard and in class.

**My Management Lab – PEARSON:**

If you decide to purchase access to My Management Lab (remember, it’s optional!), you will have access to tools that will help you absorb course material and put concepts into perspective. The tool is integrated directly with Blackboard so you have a single sign-on experience, and you will find handouts on Blackboard that will help you with registration for My Management Lab. Please see the “Pearson MyLab” tab on the left hand side of the course page.

**Course Name on My Management Lab**: MGMT 3720_Organizational Behavior_Fall 2017 FRISCO EW

**NOTE**: This course is linked to Blackboard which means you MUST register through Blackboard, NOT directly through the My Management Lab site.


To enroll, you need: 1) Course ID, 2) Email address, and 3) Student Access Code from Bookstore (or a valid credit card to purchase the access code directly from Pearson). When you register through Blackboard, you won’t need the course ID.

***The Instructor reserves the right to make changes to this syllabus, if needed.***
STRUCTURE:
What makes this class unique is the fact that it’s blended face-to-face and internet which gives us more flexibility! This means we only meet for half of the normal time (instead of 4:00-6:50pm, we meet from 4:00-5:20pm). For a blended class structure to work, students MUST spend time outside of class reading and studying the material.

Class lectures are designed to enhance the key concepts covered in the textbook. My assumption is that students have already READ and are familiar with the material before lecture. This is a partnership – if students come prepared to class (read the chapter and review the material in the Blackboard Modules especially videos and articles which we’ll discuss), I will utilize the class time to engage and to provide activities to apply those concepts. The class lectures will also help prepare you for the exams.

Lessons in the course will be conducted using the textbook, lecture notes, supplemental articles, and videos. Videos and articles will deal with issues related to organizational issues. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviours. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

ATTENDANCE, PARTICIPATION, AND CLASSROOM CONDUCT:
Regular attendance and participation is expected. Attendance may be taken during each class. Arrive on time so class can start promptly. Honing your professional skills is part of the university experience and one of the learning outcomes of this class. Professionalism means coming to class, not being called out for texting, participating in discussions, etc. If you use a laptop, please be respectful of the classmates around you. If I receive complaints regarding your laptop usage, I will ask that you move to the back row. Students should read the assigned material and complete assignments PRIOR to coming to class and be prepared to discuss and ask questions.

Any student who is absent will be responsible for obtaining lecture notes, hand-outs or information about the missed class from their peers. I will answer all voicemails and emails promptly, except any that asks “what did I miss in class?”

Any behavior on the part of the student that is considered to be disruptive by the instructor will be dealt with according to University guidelines. Examples of such behaviors include but are not limited to the following: using digital devices and cell phones in a disruptive manner, arriving late, leaving early, or chatting/side conversations. If you have a situation which requires your early exit, please visit with me before class begins. If the student fails to adhere to such policies even after being made aware of such behavior, then they might be asked to leave the classroom and will be subject to further disciplinary action as laid out in the University policies. It is my expectation that all student conduct be in accordance with the UNT Code of Student Conduct as outlined at http://www.unt.edu/csrr.

GUEST SPEAKERS:
We will have guest speaker(s) throughout the semester. It is highly recommended to attend the guest speaker session(s) which will be announced once time and dates are confirmed. All students are expected to be courteous and respectful to speaker(s). This includes arriving on time, paying attention, and demonstrating interest by participating and asking questions when appropriate. Take good notes during the speakers’ presentations as you have assignments related to their visit/discussion.

ACCESS TO BLACKBOARD:
- You can access the course at https://learn.unt.edu
- Login using your EUID and Password
- Click “MGMT 3720” from the list of courses

Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection. Please use the Business Leadership Building computer labs for taking exams as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). We have experienced exam question distortion in Opera, Internet Explorer, and Safari as well as on mobile devices! Be sure to use a hard wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Blackboard.
USE OF PERSONAL COMPUTERS & THE BLACKBOARD LEARNING SYSTEM:
The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Direct Broadband connections are HIGHLY RECOMMENDED for the quiz and exams. Blackboard utilizes pop-up windows to display content. Please modify pop-up blocker software. Also, do not take assessments using a mobile device!

In addition, your enrollment in this class signifies that you possess basic personal computer skills and have a rudimentary knowledge of Blackboard Learn. The student assumes ALL responsibility for participating taking exams, and uploading assignments within the Blackboard Learning System. For a short tutorial on how to navigate Blackboard, please check out the General Information Folder on the Course Home Page.

TECHNICAL ISSUES WITH BLACKBOARD:
Please immediately report all Blackboard problems to the helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can’t follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, etc.). I will make a determination on how to resolve the technical issue based on their advice, University policy, and my experience.

EUID ACCESS AND PASSWORDS:
Enterprise User Identification Numbers (EUID’s) and passwords are required by the University of North Texas to access this course. It is the student’s responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php

EVENT TIMING:
All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

EAGLE CONNECT ACCOUNTS:
All Students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students and this will be the account I contact you at since we are NOT using messages on Blackboard. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: https://eagleconnect.unt.edu/

BROADCAST E-MAIL MESSAGES: Students may not send broadcast e-mail messages (CC: All Students) to the class. Sending messages without permission is a violation of the UNT Student Handbook and the Code of Conduct. Violations will be reported to the Provost and the Office of Student’s Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

ANNOUNCEMENTS:
In addition to announcements in class, I may share quick news and course updates (such as weather closings, etc.) with the class using Announcements in Blackboard. Announcements can be accessed via the left hand navigation menu.

COURSE RELATED E-MAIL MESSAGEs:
Please consider the following example of an appropriate e-mail to send to a professor:
To: Erin.Welch@unt.edu
From: Good.Student@my.unt.edu
Title: MGMT 3720 Question about Exam 4

Professor Welch:

I just want to confirm that Exam 4 will be available via Blackboard on Thursday, December 14th. Is that correct?

Thanks,
Good Student
Student ID #10203040

*Please keep in mind that my name is Professor Welch and not “Hey You,” “Yo Momma,” or “Howdy Teach!” BE PROFESSIONAL!
PERFORMANCE EVALUATION AND GRADING:
Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned during the term. Grades will be earned based on successful completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes: 16 @ 5 pts. each</td>
<td>80</td>
</tr>
<tr>
<td>Individual Written Assignment: 1 @ 40 pts. each</td>
<td>40</td>
</tr>
<tr>
<td>Guest Speaker Reports: 3 @ 20 pts. each</td>
<td>60</td>
</tr>
<tr>
<td>Exams: 4 @ 100 pts. each</td>
<td>400</td>
</tr>
<tr>
<td><strong>Maximum Points Possible</strong></td>
<td>580</td>
</tr>
</tbody>
</table>

Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding and no extra credit)

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>522.0-580.0</td>
<td>A</td>
</tr>
<tr>
<td>464.0-521.9</td>
<td>B</td>
</tr>
<tr>
<td>406.0-463.9</td>
<td>C</td>
</tr>
<tr>
<td>348.0-405.9</td>
<td>D</td>
</tr>
<tr>
<td>0-347.9</td>
<td>F</td>
</tr>
</tbody>
</table>

**As the instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.**

NOTES:

1. **ATTEND LECTURE AND CHECK BLACKBOARD ON A REGULAR BASIS:** You are responsible for staying up to date with announcements made in class and through Blackboard. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.

2. **ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE:** Do not come to me and ask what you may do for extra credit! Make an effort from the first day of class and do your best on all assigned items so you won’t need extra credit. Remember, no late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned. The Department of Management has high standards for its junior and senior level courses that will be enforced.

CHAPTER QUIZZES (available in Blackboard under Quiz & Exam Folder):
You will have 16 Blackboard Learn Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 5 multiple choice questions that you must answer in 10 minutes. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. You only have 1 shot for each quiz.

Each quiz is worth 5 points total (1 point per question), and once you complete the quiz, your score will show up under My Grades. Five points may not seem like a lot but the points go a long ways towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. **The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus.** All quizzes are open book, open notes. Complete the quizzes after reading the material and attending lecture. You will receive a zero if you do not complete a quiz by its due date.

INDIVIDUAL WRITTEN ASSIGNMENT AND GUEST SPEAKER REPORTS (available in Blackboard under Assignments Folder):
One individual written assignment and three guest speaker reports will be administered. These assignments will serve to evaluate the students’ accumulation of knowledge and skills. The due dates for the assignments are listed in the Course Schedule. The instructions for each assignment will be released throughout the semester in the Assignments Folder, and the link to upload the assignments will also be in the Assignments Folder. Each assignment will come with grading information. Please allow approximately one week for me to grade the written assignments. The Individual Written Assignment is worth a maximum of 40 points, and the three guest speaker reports are worth 20 points each for a possible total of 60 points.
EXAMS 1, 2, 3, and 4 (available in Blackboard under Quiz & Exam Folder):
The four (4) online exams are "knowledge-acquisition-application" oriented, mandatory, and non-cumulative. Exams are mandatory – not taking an exam results in a grade of zero.

It is my intent at this time to offer all exams on-line (timed) in multiple choice and true/false format. The exams will be available from 12:01am until 11:59pm, Tuesday (CST) – refer to the course schedule for exact dates. On exam days, we will NOT meet for lecture. Your only assignment on exam days is to successfully complete the online exam! Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers. Prepare as though it is a closed book exam!

You will have one shot at the exam regardless of what you see in Blackboard. Each exam will have 50 multiple choice and true/false questions and you will have 60 minutes to complete each exam. (50 questions @ 2 pts each = 100 possible points)

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. There are more resources to help you earlier in the day (such as myself and be aware of the help desk’s hours). Please note that I am not usually available late at night. If you send me an email late at night, don’t expect a response until the following morning. If you wait till the last hour of the availability period and encounter difficulties, you might get a zero on the exam.

Research involving thousands of students in this course over the past several years indicates that 60 minutes is enough time to answer 50 questions in this junior level, survey course…if you know the material! If you do not know the material, no amount of examination time will be enough. To be successful in this course, you will need to know and understand the text material! Know definitions and outline the chapters to create your own study notes (study guides are NOT provided in my junior and senior level courses). Think about the sample scenarios in the book – these will be very similar to the scenarios you see in the application questions on the exam. The exams focus mainly on the textbook material, material in the Blackboard modules (supporting articles, etc.), and lecture. To do well on the exams, you must thoroughly read and analyze the text, review the material in the Blackboard Modules, and take detailed notes during lecture. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Direct Broadband (not wireless) connections are HIGHLY RECOMMENDED for the exams. If you experience technical issues, contact the help desk at 940-565-2324, then me A.S.A.P. at Erin.Welch@unt.edu (faculty account) with the ticket number and help desk report. Modify pop-up blocker software and clear cache for the exam. Do NOT wait to report technical difficulties. Without a ticket number, I can’t follow up on the technical issue! I will make a determination on how to resolve the technical issue based on the help desk report, University policy, and my experience.

You will not be able to view your exam score until I have completed a post-exam analysis. I will send an Announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your “My Grades” tool in Blackboard and review my feedback in the announcements section. If you would like to review the exam questions and your submitted answers, please contact me via email to arrange an office visit or conference call.

The Question Completion Status (QCS) button is a feature Blackboard offers with each Quiz and Exam. I recommend that you become familiar with the QCS button, practice using the button with your Chapter Quizzes and use it during Exams. It will save you time and allow easier movement among test questions, i.e. forward, backward, review, etc. instead of clicking through each question.
**ACADEMIC INTEGRITY**: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates.**

REQUESTS FOR ALTERNATIVE TESTING TIMES:
Exams are available for a 24 hour window. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you MUST contact me prior to the exam, and the request must comply with University policy. In addition, the request needs to be submitted as early as possible, but no later than 48 hours before the exam. Final exams can be rescheduled if you have two or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Forward the information to me at Erin.Welch@unt.edu with the words "MGMT 3720 FRISCO Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request.

No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.

SUNDOWN RULE:
You have one (1) week (from the date the grade is released) to inquire about your grade on an exam, quiz, video quiz, or any other assignment. The exception to this is the last round of assignments, Exam 4, and your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. **Check your grades every week!**

DROPPING THE COURSE:
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: http://www.unt.edu/catalog/. Please note that Monday, November 6th is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF) which doesn’t impact your GPA.

To drop the course, please contact the Department of Management Staff at 940.565.3140. Be prepared to provide them with the course number, your full name, and student ID number. Since you are a FRISCO student, they can assist you over the phone OR if you are on the Denton campus, you may go by the Department of Management which is located in the Business Leadership Building – room 207.

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:
The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required which I will announce via Blackboard. If you miss an assignment or exam, please refer to the class attendance policy.

EMERGENCY ALERTS:
The University of North Texas has an emergency Notification System, Eagle Connect Alert, which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions
for enrollment can be found at my.unt.edu. The university's website http://www.unt.edu will provide updated information during an emergency situation.

**COURSE EVALUATIONS:**
This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation on Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Blackboard and via your UNT email once the evaluations open.

**OFFICE OF DISABILITY ACCOMMODATION:**
The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation (ODA). Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed (this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

**SCHOLASTIC DISHONESTY POLICY:**
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at http://www vpaa.unt.edu/academic-integrity.htm. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

**NOTE:** I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

**INTELLECTUAL PROPERTY:**
State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
</table>
| 1    | Aug 31    | - Course Introduction  
- Review the Course Syllabus  
- Practice with Blackboard (BB)*  
- Student Introductions | - Review the Syllabus  
- Purchase Textbook  
- Review the General Info Folder in BB |
|      |           | **University Closed on Monday, September 4th in observance of Labor Day.** |                                                                                  |
| 2    | Sept 7    | - CH 1: What is Organizational Behavior  
- CH 2: Diversity in Organizations | - Read Text: CH 1  
- Review Module 1 in BB  
- Read Text: CH 2  
- Review Module 2 in BB |
|      |           | **The following assignments are DUE by 11:59pm, Sunday, September 10th.** | *CH 1 Quiz  
*CH 2 Quiz |
|      |           | - Prepare for Week 3 (review CH's 3 and 4)                            |                                                                                  |
| 3    | Sept 14   | - CH 3: Attitudes and Job Satisfaction  
- CH 4: Emotions and Moods | - Read Text: CH 3  
- Review Module 3 in BB  
- Read Text: CH 4  
- Review Module 4 in BB |
|      |           | **The following assignments are DUE by 11:59pm, Sunday, September 17th.** | *CH 3 Quiz  
*CH 4 Quiz  
*Prepare for Exam #1 |
| 4    | Sept 21   | - Exam #1 (Material from Chapters 1-4)  
**All material is testable – textbook, Blackboard Modules, and lecture.** | - Exam #1: Available via Blackboard from 12:01am until 11:59pm, Thursday, September 21st.  
Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions.  
Scores will be released along with Exam 1 feedback within 24-48 hours after the exam closes. |
| 5    | Sept 28   | - Guest Speaker | - The following assignment is DUE by 11:59pm, Sunday, October 1st.  
*Guest Speaker Report  
- Prepare for Week 5 (review CH's 5 and 6) |
| 6    | Oct 5     | - CH 5: Personality and Values  
- CH 6: Perception and Individual Decision Making | - Read Text: CH 5  
- Review Module 5 in BB  
- Read Text: CH 6  
- Review Module 6 in BB |
|      |           | **The following assignments are DUE by 11:59pm, Sunday, October 8th.** | *CH 5 Quiz  
*CH 6 Quiz  
- Prepare for Week 7 (review CH's 7 and 8) |

***The Instructor reserves the right to make changes to this syllabus, if needed.***
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignments and Activities</th>
</tr>
</thead>
</table>
| 7    | Oct 12| - CH 7: Motivation Concepts  
- CH 8: Motivation: From Concepts to Applications  
- **The following assignments are DUE by 11:59pm, Sunday, October 15th:**  
  *CH 7 Quiz*  
  *CH 8 Quiz*  
- Prepare for Exam #2 |
| 8    | Oct 19| - Exam #2 (Material from Chapters 5-8)  
**All material is testable – textbook, Blackboard Modules, and lecture.**  
- Exam #2: Available via Blackboard from 12:01am until 11:59pm, Thursday, October 19th. Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 2 feedback within 24-48 hours after the exam closes. |
| 9    | Oct 26| - Guest Speaker  
- The following assignment is DUE by 11:59pm, Sunday, October 29th:  
  *Guest Speaker Report*  
- Prepare for Week 10 (review CH’s 9 and 10)  
- Review Individual Assignment #1 Guidelines and start working on the assignment |
| 10   | Nov 2 | - CH 9: Foundations of Group Behavior  
- CH 10: Understanding Work Teams  
**If you need to DROP this course, you MUST do so by 4:30pm, Monday, November 6th. Please see the syllabus for instructions on how to drop the course.**  
- Read Text: CH 9  
- Review Module 9 in BB  
- Read Text: CH 10  
- Review Module 10 in BB  
- The following assignments are DUE by 11:59pm, Sunday, November 5th:  
  *CH 9 Quiz*  
  *CH 10 Quiz*  
  Individual Written Assignment #1  
- Prepare for Week 11 (review CH’s 12 and 13) |
| 11   | Nov 9 | - CH 12: Leadership  
**Skip Chapter 11**  
- CH 13: Power and Politics  
- Read Text: CH 12  
- Review Module 12 in BB  
- Read Text: CH 13  
- Review Module 13 in BB  
- The following assignments are DUE by 11:59pm, Sunday, November 12th:  
  *CH 12 Quiz*  
  *CH 13 Quiz*  
- Prepare for Exam #3 |
| 12   | Nov 16| - Exam #3 (Material from Chapters 9, 10, 12, and 13)  
**All material is testable – textbook, Blackboard Modules, and lecture.**  
- Exam #3: Available via Blackboard from 12:01am until 11:59pm, Thursday, November 16th. Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 3 feedback within 24-48 hours after the exam closes. |
13 Nov 23
- ONLINE ASSIGNMENT over CH’s 14 and 15 (Class will NOT meet this week)
  - CH 14: Conflict and Negotiation
  - CH 15: Foundations of Organization Structure

*University Closed November 23-26 (Thurs-Sun) for Thanksgiving Break. No Classes. Happy Thanksgiving!*

- The following assignments are DUE by 11:59pm, Sunday, November 26th:
  - CH 14 Quiz
  - CH 15 Quiz
- Prepare for Week 14 (over CH’s 16 and 18)

**NOTE: No extensions will be provided for the CH 14 and 15 assignments as they will be available from the first day of class until they close on Sunday, Nov 26th. If you have plans for the Thanksgiving Holiday Break, please plan accordingly and complete the assignments before the deadline.**

14 Nov 30
- CH 16: Organizational Culture
- CH 18: Organizational Change and Stress Management

**Skip Chapter 17**

- The following assignments are DUE by 11:59pm, Sunday, December 3rd:
  - CH 16 Quiz
  - CH 18 Quiz

15 Dec 7
- Guest Speaker

- The following assignments are DUE by 11:59pm, Sunday, December 10th:
  - Guest Speaker Report
  - Prepare for Exam #4 (opens Sunday – see below!)

16 Dec 14
- Exam #4 (Material from Chapters 14, 15, 16, and 18)
  - All material is testable – textbook, Blackboard Modules, and lecture.

- Exam #4: Available via Blackboard from 3:00pm, Sunday, December 10th until 11:59pm, Monday, December 11th. Once you access Exam #4, you will have 60 mins to complete 50 multiple choice and true/false questions. Exam #4 will serve as our final exam, and it is the same format as prior exams.
- Finals Week!! Good luck on all your exams! ☺

Exam 4 Grades and Final Letter Grades Posted in Blackboard by Friday, December 15th.

I wish each of you the very best in your future endeavors both Academic and Professional! Have a wonderful summer and congratulations to those graduating!!

~Professor Welch

*BB: Blackboard is referred to as BB throughout the Course Schedule
**BB is unavailable every Saturday night from 11:00pm until 2:00am CDT Sunday morning for system maintenance. Do NOT try to take quizzes during this time!
**No make-ups will be granted for missed or late quizzes, assignments, or exams.

FALL 2017 IMPORTANT DATES PER THE UNT REGISTRAR -
http://registrar.unt.edu/

- August 28, Monday: Classes Begin
- September 4, Monday: Labor Day – University Closed, No Classes
- September 12, Tuesday: Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- November 6, Monday: LAST day to drop a class with either a W or WF
- November 23-26, Thursday – Sunday: Thanksgiving Break – University Closed, No Classes
- December 7, Thursday: Last Regular Class Meeting for Face-to-Face Classes
- December 8, Friday: Reading Day, No Classes
- December 9-14, Saturday through Thursday: Finals week.
  o Final Exam Schedule available at: http://registrar.unt.edu/exams/final-exam-schedule/fall

***The Instructor reserves the right to make changes to this syllabus, if needed.***
- **December 15**: Term Ends
- **December 15-16**: Fall Commencement
  - Commencement Information available at: [https://commencement.unt.edu/](https://commencement.unt.edu/)
  - For those graduating, be sure to check the application deadline at the beginning of the semester. The application deadline for Fall Commencement comes early (usually early to mid-September). [http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates](http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates)