Organizational Behavior
MGMT 3720.006
Fall, 2016 - Blackboard Learn

INSTRUCTOR: Dr. Donna E. Ledgerwood, Ph.D., SPHR-SCP

OFFICE: BLB 379E

PHONE: 940-565-3157 (UNT office)

E-MAIL: Through BlackBoard Email

T.A. & BB Specialist: Alyssa Moore

STUDENT ELECTRONIC CONFERENCE HOURS: Emails will be answered within 24 hours (except weekends and holidays)

Please check your UNT email and the course Announcements in Blackboard frequently throughout each week of the semester. These are the primary means of receiving important information regarding your class. I will provide replies to your emails within 24 hours. While I cannot guarantee an immediate reply, I will do my best to respond in a timely manner. Your questions and concerns are important to me.

REQUIRED TEXT:


CATALOG DESCRIPTION:

MGMT 3720 is a junior-level survey course designed to provide you with an overview of the management field. MGMT 3720 is a core topic required of all students majoring in one of the many degree plans of the College of Business at UNT. The course title, Organizational Behavior, is defined as the study of individual behavior and group dynamics in 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 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.
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 appreciate the role of diversity in the workplace and its importance to the labor supply required.
17. To learn how to manage occupational stress in organizations.
18. To apply course concepts to practical organizational problems.

Specific Learning Objectives for each lesson are found by clicking on Course Content tool; in turn, click on the Lesson/chapter you wish to view, look for Chapter Learning Objectives.
**COURSE ORGANIZATION:**

This is a 100% online delivered section of MGMT 3720. The Department of Management also offers traditional sections of this course. Please read the remainder of this syllabus knowing that online delivered courses differ from traditional face-to-face delivered courses in several ways, such as—i.e. timed exams vs. traditional exams; additional reading and watching videos vs. reading plus classroom time; independent learning vs. dependent learning responsibility. If you are concerned about these differences or others, please talk to your Academic Advisor or your professor during the University’s “Drop and Add” registration period so you can consider registration alternatives.

Internet access is required for this class. General information about Blackboard Learn is available through the “Student Resources” link on the Blackboard Learning system home page. Be sure to check your Browser settings in accordance with the Blackboard requirements or you may encounter technical problems with this course. Furthermore, it is best to use Mozilla Firefox, Chrome, or Safari. **DO NOT USE INTERNET EXPLORER OR GOOGLE CHROME. IN ADDITION, BE SURE YOU ENABLE POP-UPS AND CLEAR YOUR CACHE WHEN TAKING EXAMS.** If you do not have Internet access at home, labs are available on campus.

**BE SURE THAT YOU ARE USING A RELIABLE COMPUTER AND INTERNET CONNECTION! FURTHERMORE, DO NOT TAKE QUIZZES USING A WIRELESS CONNECTION. IT IS ALSO BEST NOT TO WAIT UNTIL THE LAST MINUTE TO COMPLETE AN EXAM OR AN ASSIGNMENT.**

**TWO IMPORTANT CAVEATS FOR YOU TO KNOW:**

First, please keep a copy of your grade sheet for each exam or paper as well as for bonus points. Remember: CLEAR is the source which gives and keeps track of your exams and grades on BlackBoard (BB). If a student says s/he took a test but there is no record of this grade on BlackBoard, then the student has no documentation to support his or her claim UNLESS the student has saved the results page electronically or in hard copy showing the grade.

Second, try to take your exams during the hours your BB consultants are available to help you in case you get “kicked out” of an exam or something weird like that occurs.

Please note that your instructor is not equipped to deal with any technical problems students may have with the Blackboard Learn system. If you experience technical problems, please contact the Help Desk at 940-565-2324 or helpdesk@unt.edu. To visit in person, the Help Desk is located in Sage Hall, Room 130. Individual problems that are not system-wide will not be considered in granting make-up work.

**Help Desk hours are open:**

Monday-Thursday 8am-midnight
Friday 8am-8pm  
Saturday 9am-5pm  
Sunday noon-midnight  

The office (Sage Hall 130) is closed to walk-in traffic each weekday evening at 8pm, and on Saturday and Sunday. Phone or email support (940-565-2324 or helpdesk@unt.edu) is available during all regular business hours.

COURSE REQUIREMENTS:

4 Examinations

There will be four timed, open book/open note (see the Course Schedule at the end of the syllabus) exams scheduled during the semester. Each is worth 100 points. These exams should be completed individually and independently without help. These exams will also include supplemental readings or video. Please look in the folder entitled Supplemental Readings and Videos. To repeat, this information will also be on your exams and will include probably 10 out of the 50 questions on each exam. The outside readings and videos will NOT be on the quizzes.

There also will be fifth exam offered during the last week of the semester which is also worth 100 points. This an optional cumulative exam that will serve as a makeup exam if you missed one mandatory exam. All chapters, videos and readings are “fair game” on this exam. For students who have not missed any exams, this exam can replace your lowest exam score and thus improve your grade in this course! 😊

Chapter Quizzes

Each chapter requires completion of a 5-point chapter quiz. There are 18 total chapter quizzes. All quizzes are open book and open note and should be completed independently without outside help. Each quiz contains 5 multiple-choice questions. If you do not complete the quiz by the deadline, you will receive a zero. There is no provision for taking a missed quiz, and no quiz will be given at a time other than what is specified in the course schedule. Once a quiz closes, it will not be reopened. Quizzes can be taken an unlimited number of times, but only the first quiz attempt will be graded. This is to allow you to use the quizzes as a study tool for the exams.

GRADING:

Your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Exams each worth 100 points</td>
<td>400</td>
</tr>
<tr>
<td>18 Chapter Content Quizzes (18 @ 5 points each)</td>
<td>90</td>
</tr>
<tr>
<td>Welcome folder activities (Completion)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500 points</strong></td>
</tr>
</tbody>
</table>
To make an A you will need to make 450 – 500 points
To make a B you will need to make 400 – 449 points
To make a C you will need to make 350 – 399 points
To make a D you will need to make 300 – 349 points
To make an F you will need 299 points or less

POLICY FOR STUDENTS WITH DISABILITIES:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA 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, ODA 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 with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

Special Note about Blackboard Learn. Blackboard Learn is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Blackboard Learn complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and those using assistive technologies, such as screen readers, to fully use the software.

NOTICE TO F1 VISA HOLDERS:

For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].
UNIVERSITY OF NORTH TEXAS COMPLIANCE:

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose, and it is the student’s responsibility to provide this form to the instructor as directed. F-1 Visa holders may be required to attend weekly scheduled office visits throughout the term.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

SCHOLASTIC CODE OF CONDUCT:

Here is the link to the UNT Policy on Academic Integrity that governs student standards on academic integrity and issues related to academic dishonesty.

Violation for any noncompliance with university policy will be strictly enforced.

SPOT:

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. 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. It is very important that you take a few minutes to participate in the SPOT as constructive feedback is very important, and it provides information I need to continually improve the quality of the course.

A departmental teaching evaluation may also be administered. All students should fill out this survey as well.

IMPORTANT SEMESTER DEADLINES

Friday, October 7th Last day to drop with an automatic W.
**TENTATIVE CLASS SCHEDULE MGMT 3720.006**  
**Fall 2016**

The following is a tentative class schedule. The instructor reserves the right to alter this schedule as circumstances may dictate. Changes will be communicated through Announcements on Blackboard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments Available</th>
<th>Assignments Due</th>
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</table>
| 8/29   | Quizzes 1–4 Available  
All Supplemental Videos and Readings related to Chs. 1–4 are available as of 9-12 | Welcome Folder Activities Due 09-09-2016                                          |
| 9/22   | All Supplemental Videos and Readings related to Chs. 1–4 are available as of 9-12      | Quizzes 1–4 Due  
REMINDER: All Supplemental Videos and Readings related to Chs. 1–4 will be on Exam 1 |
| 9/26   | Exam 1 Opens over Chs 1 – 4 (12:00 am)                                                 | Exam 1 Closes (11:59 pm)                                                         |
| 9/27   | Quizzes 5–8 Available                                                                   |                                                                                  |
| 10/20  | All Supplemental Videos and Readings rel. to Chs. 5–8 are available as of 10-10-16     | Quizzes 5–8 Due                                                                  |
| 10/24  | Exam 2 (12:00 am)                                                                       | Exam 2 (11:59 pm)                                                                |
| 10/25  | Quizzes 9–13 Available                                                                   |                                                                                  |
| 11/15  | All Supplemental Videos and Readings rel. to Chs. 9–13 are available as of 11-07-16    | Quizzes 9–13 Due                                                                 |
| 11/18  | Exam 3 over Chs. 9 – 13 (12:00 am)                                                      | Exam 3 (11:59 pm)                                                                |
| 11/19  | Quizzes 14–18 Available                                                                  | All Supplemental Videos and Readings rel. to Chs. 13–16 are available as of 10-10-16 |
| 12/7   | Exam 4 (Final) over Chs. 14 - 18                                                        | Quizzes 14–18 Due                                                                |
| 12/10-12/16 | Exam 5 (Optional Cumulative Exam) to be taken anytime in this window                        | Grades due in to UNT's Registrar by Monday, December 19 at 1pm                        |

THANK YOU FOR THE PRIVILEGE OF WORKING FOR AND WITH YOU DURING THIS SPRING SEMESTER! IF EVER I CAN HELP YOU, PLEASE EMAIL ME AT DONNA.LEDGERWOOD@GMAIL.COM OR DONNA.LEDGERWOOD@UNT.EDU. YOU CAN ALSO CALL OR TEXT ME HOME/OFFICE 214-704-4484 OR 940-565-3157.