



**Department of Management
Organizational Behavior
Course Syllabus**

Course Information

<i>Course Number/Section/Title:</i>	<i>MGT 312 02</i>
<i>Term:</i>	<i>Fall 2023</i>
<i>Semester Hours:</i>	<i>3 semester hours</i>
<i>Course Title:</i>	<i>Organizational Behavior</i>
<i>Times and Days:</i>	<i>9:30am – 10:45am Tuesdays and Thursdays</i>
<i>Location:</i>	<i>Bryan Building Room 212</i>
<i>Office Hours:</i>	<i>Virtual Appointments available upon request</i>

Professor Contact Information

<i>Professor</i>	<i>Ron Shaffer</i>
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COURSE DESCRIPTION: Businesses as a generic class of organization. Relation of individual worker and manager to organization and its impact upon them. Formal and informal groups. Management from behavioral point of view. Stability and change within business organizations. The learning outcomes for this course are the following:

1. Explain the value dimensions of assessing national cultures using Hofstede's model.
2. Give examples of how the U.S. workplace is becoming more heterogeneous in terms of gender, race, ethnicity, and age.
3. Identify the stages of group development and explain the managerial responses appropriate to each stage.
4. Demonstrate an understanding of interpersonal awareness by explaining different styles of conflict resolution and negotiation techniques.
5. Provide an example of an ethical issue pertinent to leadership today.
6. Predict how perception and attribution affect the decision-making process.
7. Explain and give examples of how personality, values and motivation affect employees' performance.
8. Identify and explain the dimensions of human resource management, organizational structure and culture and the steps of organizational change.

PREREQUISITES for MGT 312:

Students enrolled in MGT 312 must have achieved at least sophomore standing (31 or more earned credit hours, not including this term) at the beginning of the semester in which you take MGT 312 and a minimum GPA of 2.0. Any student who does not meet these requirements will be

administratively dropped from the course. There is no guarantee that this administrative drop will be processed before drop/add period is over, so if you lack the prerequisites, drop yourself.

For this course you are required to purchase McGraw-Hill Education Connect® access. You are not required to have a printed hard-copy text. All of your work in the course will be done through Connect. Please be aware if you purchase a used textbook, you will still need to purchase Connect access.

A link to McGraw-Hill Connect will appear of the left-side of the course’s Canvas page in the Announcements section. Enroll through that link. There is no need to purchase anything from the UNCG bookstore.

Information on REQUIRED course material:

Title	Edition	Author	Publisher	ISBN
Connect Access for “Organizational Behavior: Text and Cases”	3	Kinicki & Fugate	McGraw-Hill Education	9781264155064

Go to the MGT 312 **Canvas Announcements** to see how to Register for Connect. Assignments and chapter quizzes will be available in Canvas.

General Description of Course Activities

LearnSmart Assignments: Students will complete Discussion Forums, Web-based research, and have additional assignments related to various chapters.

Article Summaries: Students will identify an academic journal, article or YouTube Video related to the topics discussed in the chapter specifically assigned. Summarize the article or video and explain how it relates to the chapter. Include the URL to the article in your work. Students will be expected to present their findings at the beginning of class.

Quizzes: Chapter quizzes will be assigned to assist in exam preparation. I encourage you to read the chapters and review the PowerPoint slides provided for each chapter before you attempt the chapter quizzes. Note: you will have multiple attempts to complete each quiz and only your highest scores for each quiz will be used to calculate your course grade.

EXAMS: Exams will be announced in Canvas. There will be two exams and a final exam during the semester. All exams will be administered during class. You will not be allowed to use any resources as exams are completed.

PERFORMANCE EVALUATION:

Exams	30%
Final Exam	15%
LearnSmart Assignments, Article Summaries and Chapter Quizzes	55%

GRADING SCALE

	B+ 87-89.99	C+ 77-79.99	D+ 67-69.99	F below 60
A 94-100	B 84-86.99	C 74-76.99	D 64-66.99	
A- 90-93.99	B- 80-83.99	C- 70-73.99	D- 60-63.99	

ATTENDANCE AND PARTICIPATION: It is extremely important that you submit your work in a timely manner each week. Your overall success in this course will in large part be determined by your consistency of effort. Late work will not be accepted without an extenuating circumstance.

Course Policies

Use of Canvas as the Learning Management System

Canvas is the primary platform for instructor announcements, access to the syllabus and graded assignments. Students are expected to access Canvas daily for pertinent information regarding the course.

- I strive to apply rules to all students equally to avoid perceptions of favoritism. With very rare exception due to extreme circumstances, I may, at my discretion, make exceptions to course policies for individual students. I reserve the right to make changes to the Syllabus or Course Schedule at any time with prior notice to students.
- You are responsible for keeping up with course announcements communicated by the instructor via the Canvas and email.
- You are responsible for learning how to navigate Canvas.
- You are responsible for ensuring that you have access to a reliable computer and adequate Internet connection and for addressing technical (computer and internet) problems immediately.
- Deadlines for all assignments and exams will be strictly enforced for all students. Do not assume that you are entitled to a special exception because you are “busier” than others in the class.
- I will not accept documents sent to me in hardcopy (unless previously approved). All documents must be submitted via Canvas.
- If you experience significant learning obstacles in this course, or have questions or concerns about your performance, grades, or other class-related issues, it is your responsibility to initiate a discussion with me in a timely manner. I welcome criticism and feedback offered in a respectful and constructive manner.
- Treat others with respect. This includes providing others with constructive feedback, using appropriate language, and avoiding disrespectful debates.

Make-up exams

It is important to note that make-up exams will only be given for very extreme, unforeseen circumstances. Anticipate a severe penalty for a late submission. If you miss an exam, appropriate supporting documentation must be provided to the instructor as soon as possible. Only upon instructor approval will a make-up exam be given. The date will be determined. The make-up exam may be administered using Respondus Lockdown Browser or an oral exam may be required.

Extra Credit

Extra credit is not available in this course. If there is a change in this policy, there will be an announcement posted in Canvas.

Late Work

Late assignments will rarely be accepted. In the case of very extreme, unforeseen circumstances, accommodations may be considered. This will be considered the exception—not the standard. Please contact me with any questions.

Special Assignments

All assignments will be posted in Canvas or announced, along with due dates and any special instructions necessary to complete the assignment.

ACCOMMODATIONS

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, 334-5440, oars.uncg.edu.

Students may request accommodations for religious holidays under applicable laws. See <https://catalog.uncg.edu/academic-regulations-policies/university-policies/> for more information.

Students should remind the instructor in advance when accommodation affects course activities, e.g., before taking exams, to ensure that the instructor has updated systems accordingly.

HEALTH AND WELLNESS

Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation.

Student Health Services and The Counseling Center can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting <https://shs.uncg.edu/srp> or reaching out to recovery@uncg.edu

ATTENDANCE AND LATE WORK/MAKEUP POLICIES

Students with university-related or requested absences, e.g., field trips in other courses or multiple exams during finals week, must make prior arrangements in advance for any conflicts with their schedule and due dates for the course.

Students should review the following [Bryan School Faculty and Student Guidelines](#) to understand the roles and responsibilities of both students and faculty.

ACADEMIC INTEGRITY CODE & FACULTY/STUDENT GUIDELINES

Each student is required to comply with the Academic Integrity Policy on all work submitted for the course. Refer to the following URL: <https://osrr.uncg.edu/academic-integrity/>. Students are expected to uphold and abide by the UNCG Academic Integrity Code in all matters pertaining to this course. Violations of the Code will be pursued in accordance with the code. All written work submitted should include the UNCG Code statement written out (“I have abided by the UNCG Academic Integrity Code in completing all aspects of this work.”) followed by your signature, indicating that you have abided by the Academic Integrity Code. This pledge will also indicate that you have not used information, materials, or papers prepared by or given by any other individual. For detailed information concerning the academic integrity code, visit:

<http://academicintegrity.uncg.edu/complete/>

For information concerning the Bryan School Faculty – Student Guidelines, explore the following website:

http://www.uncg.edu/bae/faculty_student_guidelines_sp07.pdf

Academic Dishonesty Policy

Academic dishonesty includes, but is not limited to, the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another’s words or ideas, as one’s own), which includes, but is not limited to, submitting exams, theses, reports, drawings, laboratory notes, or other materials as one’s own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor’s grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. UNCG reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of a student’s level of performance. Any student who commits an act of academic dishonesty is subject to **disciplinary action**. In instances where a student has clearly been identified as having committed an act of academic dishonesty, *an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of “F” for the course.*

Due Dates Chapters / Topics to be covered and anticipated assignments.

Aug 17 th	Chapter 1: Introduction to OB/ Why Does It Matter to Your Career? Chapter 1 SmartBook Reading Completed - due by 11:00pm Chapter 1 Quiz Completed – due by 11:00pm
Aug 24 th	Chapter 2: Values & Attitudes Chapter 2 SmartBook Reading Completed - due by 11:00pm Chapter 2 Quiz Completed – due by 11:00pm
Aug 31 st	Chapter 3: Individual Differences Chapter 3 SmartBook Reading Completed - due by 11:00pm

	Chapter 3 Quiz Completed – due by 11:00pm
Sept 7 th	Chapter 4: Social Perceptions Chapter 4 SmartBook Reading Completed - due by 11:00pm Chapter 4 Quiz Completed – due by 11:00pm
Sept 14 th	Exam 1
Sept 21 st	Chapter 5: Motivation Chapter 5 SmartBook Reading Completed - due by 11:00pm Chapter 5 Quiz Completed – due by 11:00pm
Sept 28 th	Chapter 6: Performance Management Chapter 6 SmartBook Reading Completed - due by 11:00pm Chapter 6 Quiz Completed – due by 11:00pm
Oct 5 th	Chapter 7 Positive Organizational Behavior Chapter 7 SmartBook Reading Completed - due by 11:00pm Chapter 7 Quiz Completed – due by 11:00pm
Oct 12 th	Chapter 8: Groups and Teams Chapter 8 SmartBook Reading Completed - due by 11:00pm Chapter 8 Quiz Completed – due by 11:00pm
Oct 19 th	Exam 2
Oct 26 th	Chapter 11: Decision Making Chapter 11 SmartBook Reading Completed - due by 11:00pm Chapter 11 Quiz Completed – due by 11:00pm
Nov 2 nd	Chapter 12: Influence & Power Chapter 12 SmartBook Reading Completed - due by 11:00pm Chapter 12 Quiz Completed – due by 11:00pm
Nov 9 th	Chapter 13: Leadership Effectiveness Chapter 13 SmartBook Reading Completed - due by 11:00pm Chapter 13 Quiz Completed – due by 11:00pm
Nov 16 th	Chapter 14: Organizational Culture Chapter 14 SmartBook Reading Completed - due by 11:00pm Chapter 14 Quiz Completed – due by 11:00pm
TBA	Final Exam – online

These assignments and chapters covered are subject to change at the discretion of the Professor. All timelines, due dates and any changes will be posted on Canvas.