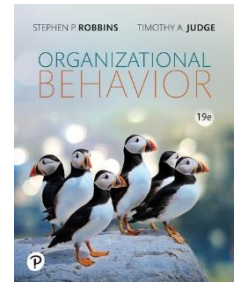




Instructor: Eun Young Nae, Assistant Professor of Management
Office: 110 I Kelce
Hours: 12:30 - 2:00 MW, 11:00 - 2:00 T, 10:00 – 2:00 TH
Phone: 620-235-4583
E-mail: enae@pittstate.edu

Textbook

Organizational Behavior, 19th edition, Stephen P. Robbins, Timothy A. Judge, Pearson Education.



Catalog Course Description

Theories of organizational design, structure, and dynamics of behavior that foster effective communication and interaction between individuals, groups, and organizations

Prerequisites

Junior standing (55 hours passed)

Course Objectives / Learning Outcomes

The goal of this course is both to simplify and complicate your picture of organizations – to simplify by systematizing and interrelating some basic ideas, and to complicate by pointing out the infinite shades of gray and the multitude of interacting variables that can occur in an organization. After taking this course, you should have gained foundational knowledge related to effectively managing individuals, teams, and organizations.

Course Outline

The course outline is presented at the end of the syllabus.

Teaching Methods

This course will consist of class lectures, exams, online quizzes, discussions, and optional essay assignments. An additional announcement and detailed information will be provided during the latest class before each exam, quiz, discussion, and assignment.



Course Syllabus:

Management and Organizational Behavior
MGT 330-01
Kelce College of Business, Room 224
Mon & Wed 11:00 a.m. to 12:15 p.m.

Canvas

All students in the class are enrolled as Canvas users for this course listing. All class materials including PowerPoints and other documents will be posted on Canvas. All scores and grades will be posted on Canvas for this course. Announcements will be periodically posted in Canvas and a copy sent to your e-mail. Please check your e-mail regularly.

Attendance Policy

All students are expected to attend class on a regular basis. Attendance is not mandatory.

Classroom Conduct

Students are expected to conduct themselves as follows:

- Attention during class – your full attention is expected. Avoid unnecessary discussion with others. Cell phones must be set to silent. You should come to class prepared, having read any assigned materials.
- Timely arrivals and departures – finding seats once the class has started can be very disruptive. Naturally, things happen and if you must arrive late or leave early, please find a seat and an exit that is not disruptive to the class.
- Professionalism - treat everyone in a respectful manner!

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.



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- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (e.g., faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Grade Distribution

A	90 – 100 %
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	Below 60%

Course Evaluation

REQUIREMENTS	POINTS	Percent of Total Grade
Exams	400	50%
Online Quizzes	100	25%
Canvas Discussions	100	25%
Optional Essay Assignment	(5)	(5%)
Total	600(605)	100 (105) %

Exams

There are four exams during the semester, each worth 100 points. All four exams will be taken online through Canvas. Exams cover textbook chapters and all lecture materials. Exams are NOT comprehensive – each exam includes only material covered since the last test. Exams consist of 50 multiple choice questions (2 points per question). You may use your textbooks, PowerPoints, and notes to answer the questions, but all exams must be your own work.

Exams must be completed within 75 minutes once started. The exact dates and book chapters for each exam are posted in the course schedule below.



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There will be no make-ups for missed exams, except for a documented medical emergency. A makeup exam will be given with scheduling via email. Makeup exams are made up of short-answer essay questions (NO EXCEPTIONS).

Online Quizzes

There are 10 quizzes offered throughout the semester, each worth 10 points. All ten quizzes will be taken online through Canvas. Each quiz will cover one or two book chapters and will consist of 20 multiple choice or true/false questions, each worth 0.5 points. All quizzes will be available over a 7-day period online (Monday 6:00 a.m. – Sunday 11:00 p.m. CST). Once you start, you should complete your quiz within 40 minutes. During the quiz, you cannot move back to see your previous quiz questions. You may use your textbooks and lecture notes to answer the questions, but all quizzes must be taken individually. There will NOT be an opportunity for make-up. The exact dates and book chapters for each quiz are posted in the course schedule below.

If any issue arises during your quiz, make sure to take a screenshot (either with your phone or CTRL+PRT SCR) and save it for your records – contact me immediately via my email.

Canvas Discussions

There are ten Canvas discussions, each worth 10 points. I will post a discussion question on Canvas. Specific dates are specified on the course schedule. Discussion questions are an example from the textbook or a topic that we learned during the class. Each student should submit one response and one substantive reply. An additional announcement will be provided in class.

Optional Essay Assignment

One essay assignment will be offered at the end of the semester (5 points, a 2-page essay assignment on a topic to be determined at a later date). Your essay must be turned in on time through Canvas for consideration of full credit (5 points). Late submissions will not be accepted. The exact date for the essay submission is posted in the course schedule below. An additional announcement will be provided in class.

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.



COURSE SCHEDULE

Week	Date	TOPIC	READING ASSIGNMENT	ACTIVITIES
1	8/22	Introduction	---	---
	8/24	What Is Organizational Behavior?	Chapter. 1	---
2	8/29	Diversity, Equity, and Inclusion in Organizations	Chapter. 2	Practice Quiz (Chapter 2) Canvas Discussion 1
	8/31			
3	9/5	No Class (Labor Day)	---	---
	9/7	Job Attitudes	Chapter. 3	Quiz 1 (Chapter 3) Canvas Discussion 2
4	9/12	Emotions and Moods	Chapter. 4	Quiz 2 (Chapter 4) Canvas Discussion 3
	9/14			
5	9/19	EXAM 1 (Chapters 1, 2, 3, & 4), due on Monday, Sep. 19 at 11 PM		
	9/21	Personality and Individual Differences	Chapter. 5	Quiz 3 (Chapter 5)
6	9/26	Perception and Individual Decision Making	Chapter. 6	Quiz 4 (Chapter 6) Canvas Discussion 4
	9/28			
7	10/3	Motivation Concepts	Chapter. 7	Quiz 5 (Chapters 7 & 8) Canvas Discussion 5
	10/5	Motivation: From Concepts to Applications	Chapter. 8	
8	10/10	EXAM 2 (Chapters 5, 6, 7, & 8), due on Monday, Oct. 10 at 11 PM		
	10/12	Foundations of Group Behavior	Chapter. 9	Quiz 6 (Chapter 9)
9	10/17	Understanding Work Teams	Chapter. 10	Quiz 7 (Chapters 10 & 11) Canvas Discussion 6
	10/19	Communication	Chapter. 11	
10	10/24	Leadership	Chapter. 12	Quiz 8 (Chapter 12) Canvas Discussion 7
	10/26			
11	10/31	EXAM 3 (Chapters 9, 10, 11, & 12), due on Monday, Oct. 31 at 11 PM		
	11/2	Power and Politics	Chapter. 13	Quiz 9 (Chapter 13)
12	11/7	Foundations of Organization Structure	Chapter. 15	Canvas Discussion 8
	11/9			
13	11/14	Organizational Culture and Change	Chapter. 16	Quiz 10 (Chapters 15 & 16) Canvas Discussion 9
	11/16			
Thanksgiving Holiday (Nov 21 – Nov 27)				
14	11/28	Human Resources Systems and Practices	Chapter. 17	Canvas Discussion 10
	11/30			
15	12/5, 12/7	Wrap up for all chapters	---	---
16	12/12	Exam 4 (Chapters. 13, 15, 16, & 17), due on Mon, Dec. 12 at 11 PM		
	12/14	Optional Essay Assignment, due on Wed, Dec. 14 at 11 PM		

The above schedule is tentative. The instructor reserves the right to change the dates of topics, quiz assignments, and the order of coverage.