



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

**Course Syllabus:**  
Management and Organizational  
Behavior  
MGT\*330\*03  
224 Kelce  
MWF, 8:00 – 8:50 am, Fall 2022

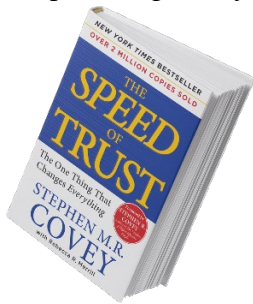
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**Instructor:** Lisa Paterni, Lecturer  
**Office:** Office at Pitsco – 915 E. Jefferson  
**Hours:** Available before and after class and by appt  
**Phone:** Cell 620-249-3196 and office at Pitsco 620-231-0000  
**E-mail:** [mpaterni@pittstate.edu](mailto:mpaterni@pittstate.edu) Can also email me at [lpaterni@pitsco.com](mailto:lpaterni@pitsco.com)

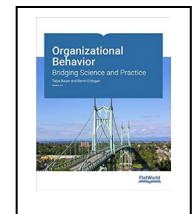
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### Textbook

Required: *Speed of Trust*, Stephen M.R. Covey with Rebecca R. Merrill



Required: *Organizational Behavior, Bridging Science and Practice*, Version 4.0  
Talya Bauer and Berrin Erdogan, FlatWorld



### Catalog Course Description

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

### Prerequisites

Junior standing

### Course Objectives / Learning Outcomes

- Identify and discuss the major functions of managing in organizations. Specific topic areas include planning, organizing, leading, and controlling; management history; ethics, diversity, and international issues; and individual and group behavior.
- Demonstrate learning at least at the levels of knowledge and comprehension. As an introductory course in management, the specific goal is familiarity with the management knowledge base of terms, concepts, and theories.



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- Display a familiarity with the wealth of information available in various business publications, and an understanding of how management functions are currently practiced in organizations.
- Display appropriate communication skills and demonstrate the ability to work and collaborate with a team.

**Course Outline**

Course Outline is contained at the end of this syllabus.

**Teaching Methods**

- Lecture/PowerPoints
- In-class exercises
- Class discussion
- Small group activities
- Group Project
- Reading assignments

**CANVAS**

All PowerPoints and documents needed for this course will be posted on CANVAS. All grades will be posted in CANVAS and will be kept current.

**Attendance Policy**

Attendance is required and role will be taken each class period. **Five (5) unexcused absences will result in a loss of a letter grade.** Class exercises/homework/quizzes missed as a result of an unexcused absence can not be made up. If you will be absent from class, notify the instructor *in advance*.

**Classroom Conduct**

Classroom courtesy is not only expected but enforced.

- Be **on-time** for class
- Do not talk or leave the room during class
- Do not pass notes, make noises, or allow your cell phone to ring
- No cell phones/computer out during class if not being used for the class
- Follow any COVID-19 protocols set forth by PSU (i.e. mask mandate, etc.)

## **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.
- 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 (ex, 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 Center for Student Accommodations. The coordinator, can be reached at 620-235-6584 and is located at 113 Axe Library.

## **Course Evaluation Methods**

The Course will follow the attached Course Outline. Adjustments maybe made at any time during the semester.

Grading:

Exam #1	100 points
Exam #2	100 points
Exam #3	110 points
Quizzes for S of T	93 points
Group Project	50 points

Total -----  
453 points plus in-class activities, homework, and quizzes

Homework and in-class activities (5 to 25 points each) and quizzes (10 points each) may be assigned as needed. The expectation is that all chapters will be read prior to the date that chapter is scheduled to be covered in class.

Scale:

90% to 100% = A	60% to 69% = D
80% to 89% = B	Below 60% = F
70% to 79% = C	

Exams – Exams #1 & #2 are worth 100 points and Exam #3 is worth 110 points. Exams can include any of the following: True-False, Multiple Choice, Fill-in the Blank, Short Answer and Essay. More information will be provided at the test review. If you have a valid conflict/reason for not being in class the day of an exam, you must notify the instructor *in advance*, in writing that you will not be in class. You are then eligible to take the exam prior to the next class period. Any exam taken outside these parameters will have an automatic deduction of 10 points. Students requiring accommodations for testing are required to take the exam on the same date and at the same time as the rest of the class. An automatic 10 point deduction will be applied for exams taken late.

Group Project – Students will work in groups of 3-5 to complete a presentation from the *Speed of Trust*. The presentation checklist of requirements and grading rubric for the project will be posted on CANVAS.

### Syllabus Supplement

Additional information as it pertains to university policies and contact information can be found in the Spring 2021 Syllabus Supplement, which is located on the Registrar’s website:

<https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-fall-2022.pdf>

### Note

If classes are canceled due to inclement weather or another event, the instructor reserves the right to meet virtually, make assignments, give exams, etc. Instructor will communicate with students via CANVAS to inform students of instructor’s expectations for the class.

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

	<b>Tentative Course Outline</b>	
	<b>Fall 2022</b>	
<b>Date</b>	<b>Textbook</b>	<b>Speed of Trust</b>
<b>Monday, August 22, 2022</b>	<b>Introduction</b>	
<b>Wednesday, August 24, 2022</b>	<b>Chapter 1 - Organizational Behavior at Work</b>	
<b>Friday, August 26, 2022</b>	<b>Chapter 1 - con't</b>	
<b>Monday, August 29, 2022</b>	<b>Chapter 2 - Diversity and Inclusion at Work</b>	
<b>Wednesday, August 31, 2022</b>	<b>Chapter 2 - con't</b>	
<b>Friday, September 2, 2022</b>		<b>Speed of Trust (pages 1-41)</b>
<b>Monday, September 5, 2022</b>	<b>Labor Day - no class</b>	
<b>Wednesday, September 7, 2022</b>	<b>Chapter 3 - Individual Differences and Perception at Work</b>	
<b>Friday, September 9, 2022</b>	<b>Chapter 3 - con't</b>	
<b>Monday, September 12, 2022</b>	<b>Chapter 4 - Attitudes and Behaviors at Work</b>	
<b>Wednesday, September 14, 2022</b>	<b>Chapter 4 - con't</b>	
<b>Friday, September 16, 2022</b>	<b>Chapter 5 - Theories of Motivation at Work</b>	
<b>Monday, September 19, 2022</b>	<b>Review Game #1</b>	
<b>Wednesday, September 21, 2022</b>	<b><i>Exam #1 - Chapters 1, 2, 3, 4, &amp; 5</i></b>	

<b>Friday, September 23, 2022</b>	<b>Chapter 6 - Designing a Motivating Work Environment</b>	
<b>Monday, September 26, 2022</b>		<b>Speed of Trust (pages 43-128)</b>
<b>Wednesday, September 28, 2022</b>	<b>Chapter 6 - con't</b>	
<b>Friday, September 30, 2022</b>	<b>Chapter 7 - Stress and Emotions at Work</b>	
<b>Monday, October 3, 2022</b>	<b>Chapter 7 - con't</b>	
<b>Wednesday, October 5, 2022</b>		<b>Talk Straight/Demonstrate Respect</b>
<b>Friday, October 7, 2022</b>	<b>Chapter 8 - Communications at Work</b>	
<b>Monday, October 10, 2022</b>	<b>Chapter 8 - con't</b>	
<b>Wednesday, October 12, 2022</b>		<b>Create Transparency/Right Wrongs</b>
<b>Friday, October 14, 2022</b>	<b>Fall Break - no class</b>	
<b>Monday, October 17, 2022</b>	<b>Chapter 9 - Groups and Teams at Work</b>	
<b>Wednesday, October 19, 2022</b>		<b>Show Loyalty/Deliver Results</b>
<b>Friday, October 21, 2022</b>	<b>Chapter 9 - con't</b>	
<b>Monday, October 24, 2022</b>	<b>Chapter 10 - Conflict and Negotiation at Work</b>	
<b>Wednesday, October 26, 2022</b>		<b>Get Better/Confront Reality</b>
<b>Friday, October 28, 2022</b>	<b>Review Game for Exam #2</b>	

<b>Monday, October 31, 2022</b>	<b>Exam #2 - Chapters 6, 7, 8, 9, &amp; 10</b>	
<b>Wednesday, November 2, 2022</b>	<b>Chapter 11 - Decision Making and Creativity at Work</b>	
<b>Friday, November 4, 2022</b>		<b>Clarify Expectations/Practice Accountability</b>
<b>Monday, November 7, 2022</b>	<b>Chapter 11 - con't</b>	
<b>Wednesday, November 9, 2022</b>		<b>Listen First/Keep Commitments</b>
<b>Friday, November 11, 2022</b>	<b>Chapter 12 - Leading at Work</b>	
<b>Monday, November 14, 2022</b>		<b>Extend Trust/Speed of Trust (pages 129-240)</b>
<b>Wednesday, November 16, 2022</b>	<b>Chapter 12 - con't</b>	
<b>Friday, November 18, 2022</b>	<b>Chapter 13 - Power, Influence, and Politics at Work</b>	
<b>Monday, November 21, 2022</b>		<b>Speed of Trust (pages 241-297)</b>
<b>Wednesday, November 23, 2022</b>	<b>THANKSGIVING BREAK</b>	
<b>Friday, November 25, 2022</b>	<b>THANKSGIVING BREAK</b>	
<b>Monday, November 28, 2022</b>	<b>Chapter 13 - con't</b>	
<b>Wednesday, November 30, 2022</b>	<b>Chapter 14 - Organizational Structure and Change at Work</b>	
<b>Friday, December 2, 2022</b>		<b>Speed of Trust (pages 299-343)</b>
<b>Monday, December 5, 2022</b>	<b>Chapter 14 - con't</b>	

<b>Wednesday, December 7, 2022</b>	<b>Chapter 15 - Organizational Culture at Work</b>	
<b>Friday, December 9, 2022</b>	<b>Review Game #3</b>	
<b>Monday, December 12, 2022</b>	<i><b>Final Exam/Exam #3 - Chapters 11, 12, 13, 14, &amp; 15 &amp; Speed of Trust</b></i>	