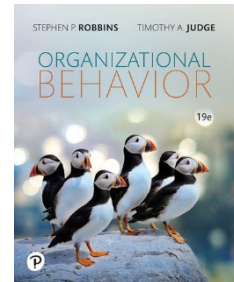




Instructor: Eun Young Nae, Assistant Professor of Management
Office: 110 I Kelce
Hours: 9:00 - 2:00 M, 8:30 – 11:00 T/TH
Phone: 620-235-4583
E-mail: enae@pittstate.edu

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, and in-class activities. An additional announcement and detailed information will be provided during the latest class before each quiz and exam.



Course Syllabus:

Management and Organizational Behavior
MGT 330-03
Kelce College of Business, Room 203
Tu & Th 12:30 a.m. to 1:45 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 on Canvas and a copy sent to your e-mail. Please check your e-mail and Canvas regularly.

Attendance Policy

All students are expected to attend class on a regular basis. Students who only attend each class can participate in in-class activities and earn each week's points for in-class activities.

Classroom Conduct

Students are expected to conduct themselves as follows:

- Attention during class – your full attention is expected. Avoid unnecessary discussions 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	720 – 800
B	640 – 719
C	560 – 639
D	480 – 559
F	Below 479

Course Evaluation

REQUIREMENTS	POINTS
Exams (Including Optional Final)	400
Online Quizzes	200
In-Class Activities	200
Total	800

Exams

There are four exams during the semester, each worth 100 points. All four exams will be taken online through Canvas with Lockdown Brower. 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-up for missed exams, except for a documented medical emergency. A makeup exam will be given with the same exam questions; however, the total would be 80 points. Students who have a reason for missing should contact the instructor in advance via email.

Optional Final Exam

The final exam will be optional. The exam covers all materials throughout the semester and consists of 50 multiple-choice questions (100 points). If you choose to take the final exam, your lowest exam score will be dropped and replaced with the final exam score. If the final exam is your lowest exam score, it will not be counted. The optional final exam will be administered during the final exam period. See the course schedule on page 5.

Online Quizzes

There are 10 quizzes offered throughout the semester, each worth 20 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 choices or true/false questions, each worth 1 point. 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. If you miss a scheduled quiz, there will NOT be an opportunity for make-up.

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 the instructor immediately via email.

In-Class Activities

There are 20 in-class activities, each worth 10 points. In each class, students are required to conduct various in-class activities such as group discussions, self-assessments, and case studies. If students contribute to in-class activities (by submitting a required response document during the class), each student will earn 10 possible points. The instructor will provide materials for students' submissions. Specific dates for each in-class activities session are specified on the course schedule.

Students who do not attend the class cannot participate in these activities. You will be excused from three absences (three missed in-class activity submissions) during the entire semester. There will NOT be an opportunity for make-up. 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 & ASSESSMENTS	
1	1/17	Introduction	---	---	---
	1/19	What Is Organizational Behavior?	Chapter. 1	---	---
2	1/24	Diversity, Equity, and Inclusion in Organizations	Chapter. 2	In-Class Activities 1	Quiz 1(Ch2) Due Jan 29
	1/26			In-Class Activities 2	
3	1/31	Job Attitudes	Chapter. 3	In-Class Activities 3	Quiz 2(Ch3) Due Feb 5
	2/2			In-Class Activities 4	
4	2/7	Emotions and Moods	Chapter. 4	In-Class Activities 5	Quiz 3(Ch4) Due Feb 12
	2/9			In-Class Activities 6	
5	2/14	Review for Exam 1	---	---	---
	2/16	EXAM 1 (Chapters 1, 2, 3, & 4), due on Thursday, Feb. 16 at 11 PM			
6	2/21	Personality and Individual Differences	Chapter. 5	In-Class Activities 7	Quiz 4(Ch5&6) Due Feb 26
	2/23	Perception and Individual Decision Making	Chapter. 6	In-Class Activities 8	
7	2/28	Motivation Concepts	Chapter. 7	In-Class Activities 9	Quiz 5(Ch7&8) Due Mar 5
	3/2	Motivation: From Concepts to Applications	Chapter. 8	In-Class Activities 10	
8	3/7	Review for Exam 2	---	---	---
	3/9	EXAM 2 (Chapters 5, 6, 7, & 8), due on Thursday, Mar. 9 at 11 PM			
Spring Break Week (3/13 – 3/19)					
9	3/21	Foundations of Group Behavior	Chapter. 9	In-Class Activities 11	Quiz 6(Ch9&10) Due Mar 26
	3/23	Understanding Work Teams	Chapter. 10	In-Class Activities 12	
10	3/28	Communication	Chapter. 11	In-Class Activities 13	Quiz7(Ch11&12) Due Apr 2
	3/30	Leadership	Chapter. 12	In-Class Activities 14	
11	4/4	Review for Exam 3	---	---	---
	4/6	EXAM 3 (Chapters 9, 10, 11, & 12), due on Thursday, Apr. 6 at 11 PM			
12	4/11	Power and Politics	Chapter. 13	In-Class Activities 15	Quiz8(Ch13&15) Due Apr 16
	4/13	Foundations of Organization Structure	Chapter. 15	In-Class Activities 16	
13	4/18	Organizational Culture and Change	Chapter. 16	In-Class Activities 17	Quiz 9(Ch16) Due Apr 23
	4/20			In-Class Activities 18	
14	4/25	Human Resources Systems and Practices	Chapter. 17	In-Class Activities 19	Quiz 10(Ch17) Due Apr 30
	4/27			In-Class Activities 20	
15	5/2	Review for Exam 4	---	---	---
	5/4	Wrap-up for all chapters	---	---	---
16	5/9	Exam 4 (Chapters. 13, 15, 16, & 17), due on Tuesday, May 9 at 11 PM			
	5/11	Optional Final Exam, due on Thursday, May 11 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.