Course Syllabus  
MGMT 4420-M50  
Organizational Behavior in Business  
Fall 2015  
3 hours credit

Instructor: Dr. Carol Danehower, Associate Professor of Management
Contact me at vdanehwr@memphis.edu

The best way to contact me is by UM email! I do NOT use the eCourseware/eLearn email system. PLEASE use my vdanehwr@memphis.edu address! I am teaching only online this semester; however, I am always willing to meet up with my online students in person, if that is feasible for you, at my office on campus!

Phone: 901 678 2751
Office: Fogelman College of Business & Economics Admin Bldg, room 317

Office Hours: 2:00-5:00 PM Tuesdays
I am learning to use the eCourseware function “Wiggio”, which will give us an opportunity for video/audio online meetings at this time or by appointment. I am very willing to schedule these appointments outside of regular business hours if that helps availability.

Course Overview

From the Undergraduate Bulletin: Evidence-based learning of individual and group behavior and processes in order to improve organizational effectiveness and efficiency; emphasis is placed on the systematic study of personality, work attitudes and motivation, groups and team processes, leadership and organization structure and design. PREREQUISITE: MGMT 3110, 3510

Pre-Requisites: MGMT 3110 Organization & Management, MGMT 3510 Business Communication.

This course is required for all Management majors for the BBA program in the Fogelman College of Business & Economics.
Required Text

*M: Organizational Behavior*, 3rd edition, 2016, Mcshane/Von Glinow; McGraw-Hill. The version for this class has *Connect Plus* which includes the eBook that accompanies the hard copy and several features that we will be using for class assignments. ISBN for this text with Connect Plus is **9780077720605**.  


*Location of Course Materials.* All course materials will be in eCourseware, with many links to outside internet resources.

*Course Topics and Objectives*

The purpose of this course is to help you better understand how individuals and groups work in organizations and ultimately to improve your understanding and skills in working with people and projects in all types of organizations. The study of the field of organizational behavior (through lectures, readings, reflections, discussions inside and outside of class, etc.) should help you more accurately and effectively describe, understand, analyze, and predict employee, co-worker, manager, and your own behavior.

Course material is divided into four modules: (1) Introduction to the course and the field of organizational behavior; (2) Individual behavior and processes; (3) Team processes; (4) Organizational Processes. Specific reading assignments and learning objectives are indicated for each week. In the Content section of eCourseware, a “Week Overview” is followed by PPT slides, links to additional readings or websites, etc. for the week’s work.

This course will emphasize *experiential and reflective learning*. The concepts, theories and models that we will study are most important and will be most useful to you if you attempt to apply them in your understanding of *yourself*, organizations and situations you have experienced in the past and at present. A thorough and clear understanding of the application of the concepts during the course will enable you to learn and retain MUCH MORE and use this knowledge to facilitate your future success. Realizing that some students may not have adequate work experience for numerous and extensive applications, I have chosen an increasingly popular means of infusing “real world” applications and examples in the class through the use of movies/feature films, as discussed above.

In the theme of reflective learning, you will be completing self-assessments throughout the semester and one of your major writing assignments is a “Self Assessment and Application” paper due in November.
Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA program:

http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf

Course Methodology: Successfully Navigating this Course and the Semester!

In this online course much of the learning will be self-managed and self-paced. This has the benefit of accommodating each student’s unique schedule and learning style. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).

It is important to note that you will have reading assignments every week and almost every single week there is a written assignment or a discussion board due for points that count toward your grade! It is extremely important that you commit to keeping up WEEKLY in this class. I will post at least one NEWS item to start the week off every Monday by 2:00 PM.

In that first NEWS posting, (“Week Overview”), I will be posting details for each week indicating what you should be reading and doing that week, as well as the learning objectives for that week. Again…..being successful in this course requires self-discipline, planning, and paying attention to details. The text readings for this class can be a bit tedious and overly detailed……but it is “IMPORTANT STUFF”. The PPT slides are designed to help you understand the main points of the readings, the most important points that you should be focusing on as you study. Again, whenever possible I use links to video clips on various websites and on YouTube to illustrate the concepts, to make your reading more interesting and engaging and to clarify your understanding. These links are sometimes imbedded inside the PPT slides, and you will need to “click” on these links (that are “hot” only when the PPT presentation is in “slide show” mode) to get the most from this class!

At the risk of being repetitive, I must say: For this course it is critical that you keep up on a weekly basis; the content of this course is cumulative and each week builds upon the previous week.

There are several opportunities for discussion on both the “All Class” Discussion Boards as well as in the “Small Group” Discussion Boards. These discussion boards are a CRITICAL part of this class, and you will have GREAT difficulty being successful in this class if you do not take these discussion boards seriously. Discussion Board description and details will be posted in a separate document on eCourseware in the Resources module.
**Professor’s Expectations of Students**

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all online discussions. This course is designed such that checking in on the course NEWS and CONTENT and completing assignments WEEKLY will maximize your possibility for success!

**Student’s Expectations of the Professor**

In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days (if you do NOT get a response back from me during that time, PLEASE re-send the email because that lack of response means that somehow I didn't receive the email or it was inadvertently overlooked...you can also post a note on the “Hey Dr. D” discussion board), and feedback on all work submitted within 14 calendar days if not sooner. And as I said above....you can expect a new NEWS post every Monday by 2:00 PM to start off each week. Most weeks I will be making additional posts throughout the week.

**Grading and Evaluation Criteria**

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

**Final Course Grades**

Final course grades are earned according to the percent of total points attained, with the following guidelines:

<table>
<thead>
<tr>
<th>Point % Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Under 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of formal activities including discussions, exams, and homework assignments. A detailed description of each of the assessed activities can be found after the scoring summary table below.
Assignments/ Ways to Earn Points

Your performance in this class will be evaluated on the basis of your individual participation in discussion forums, your individual performance on multiple choice chapter quizzes and 2 application/essay exams, an individual self assessment and application paper, group participation and group activity write-ups. Point breakdown is as follows:

Quizzes (6 total, approx every 2 weeks) 360
Application Case/Essay Mid-Term 100
Application Case/Essay Final Exam 100
“Me in the Bag” 15
Intro Discussion Post 10
Discussion Board Participation (8 @ 15 pts) 120
Group Activities (4 @15) 60
Group Analysis 15
Group Participation 20
Self -Reflection/Application Paper 100
TOTAL PTS Possible 900

Quizzes will be multiple choice and will be completed online in a timed environment due at a specific posted time. The exams will be posted for a period of approximately 4 days and you will be given 35 minutes to complete the quiz. Each quiz will cover 1 or 2 chapters, 20 multiple-choice questions worth 3 pts each.

Schedule of Activities

Weekly activities/assignments and all due dates will be posted in a separate document on eCourseware in the Getting Started/Resources module.

Final Exam

Your final exam is essay/short answer and will be due in the Dropbox by 11:59 PM on Tuesday, December 8.

Course Policies

E-MAIL

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance

Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

Adding / Dropping

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website. The last day to drop a class this semester is October 16.

Academic Integrity

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website. If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity.

Participation

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week. I will have new postings for the week every Monday by 2:00 PM. You will also participate in group activities that I will explain in a separate document.

Classroom or Online Behavior

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website.

Late Assignments
Assignments may be submitted anytime up to and including the date due. Please review all information in this syllabus and related “Course Activity Summary /Schedule” for all due dates for formally assigned work. If your work is not submitted on time, the instructor reserves the option to deduct up to 20% of the grade value for tardiness depending upon the circumstances and appropriate communication between the student and the instructor.

Extra Credit

At the outset there is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus. However, if opportunities for participation in outside activities that are related to the course content, the instructor will post the options on the course NEWS page and offer equivalent opportunities for students who cannot participate in the activities because of scheduling or location.

Reporting Illness or Absence

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather

In this online class, the impact of inclement weather is minimal. However, in the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Click Here for information on TigerText. PLEASE NOTE: Class cancellations on campus do not, generally, affect course requirements/assignment due dates in this online class.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course NEWS page.

Student Services
Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance