Syllabus

MGMT 4420 – Organizational Behavior in Business
Spring 2016

3 Credit Hours

Monday, 5:30- 8:30 PM

INSTRUCTOR: Dr. Martha Robinson

OFFICE HOURS: Monday 1:00 – 2:30, Thursday 10:00 - 12:00

OFFICE PHONE NUMBER: (901) 678-5211, 731-425-7961

EMAIL ADDRESS: mdrbnson@memphis.edu


Course Management tool(s): ECOURSEWARE

Course Overview and Learning Objectives:

This course provides a critical framework for study and analysis of the behavior of Individuals, groups and organizations, and about the interactions between them. This is a vital area of study because a manager’s principle responsibility is to make decisions regarding organizational objectives, and to lead and influence the behavior of others to implement decisions and accomplish the goals of the organization. Learning outcomes: At the conclusion of this course, the student should have demonstrated competencies in teamwork, communication, adapting to or managing change, creative thinking, ethical decision making and an appreciation of diversity.

Teamwork: work cooperatively with your team, benefit from peer learning opportunities. Communications, strive for continuous improvement of communication skills, change be flexible, be willing to change your way of thinking about behavior in organizations Creative thinking identify creative ways to manage behavior in organizations
Methods of Learning:

A variety of techniques will be used to enhance your learning for this course. These include lecture, teamwork, case studies, discussion, debates, exams, video cases, in class group activities, out of class group and individual assignments, and Internet research. You are expected to come to every session having completed your reading and/or other assignments.

Course Evaluation:

You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. Though much of the learning is actually achieved in class, you are expected to complete certain assignments before class and to turn in outside assignments on time. Maximum point values are as follows:

- Exams 2 @ 100 points each: 200 points
- Final exam/project: 100 points
- Individual assignments 4 @ 100 points each: 400 points
- Group Projects 2 @ 50 points each: 100 points

Total Points: 800 points

Your final grade for the course is based on the number of points you’ve earned for the semester:

- A = 800 - 900 points
- B = 799 - 700 points
- C = 699 - 600 points
- D = 599 - 500 points
- F = below 500 points

Class Attendance:

Attendance is required for this class. A number of assignments will be completed in class and will be due at the end of the class. Students who are late to class or absent are responsible for securing class notes, handouts, assignments or any schedule changes announced in class from another student.

To make up an exam, you must:

1. Have a legitimate reason for missing the exam such as, illness or university activity.
2. Provide acceptable written verification of the reason for the illness.
3. Contact the professor prior to, or within 24 hours of the missed exam.
Assignments, Discussions, Cases and Exams:

Students are expected to complete assignments in a timely fashion. Assignments are expected to be turned in via the dropbox prior to the beginning of class, unless otherwise directed. Late assignments (with excused absence) will be assessed a 15% penalty. Late assignments may be accepted for excused absences only, and must be submitted at the beginning of the next class period following the absence. Exams and case analyses will be given during the semester and are an important part of your grade.

Academic Integrity and Student Contact:

Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs (http://saweb.memphis.edu/judicialAffairs). Please take a look, in particular, at the sections about —Academic Dishonesty, Student Code of Conduct and Responsibilities, and Disruptive Behaviors.

I expect students to be aware of these guidelines and to conduct themselves accordingly.

Changes to Syllabus and Course Schedule:

The professor will announce any changes to the syllabus and course schedule in class and via email, and postings to eCourseware course homepage.

Professor’s Expectations:

In general, students should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all online or face-to-face discussions. Student responsibilities include regular attendance, keeping up with deadlines through the course schedule in syllabus, carefully reading syllabus, assignment and course content, and promptly communicating with instructor for clarification on any course or personal matter.

All student assignments should be carefully proofread by student for ensuring proper grammar, sentence structure, and accurate punctuation. Students are strongly encouraged to utilize free tutoring and writing help available through the University well in advance of assignment due dates. Students are expected to adhere to the University’s Code of Student Rights and Responsibilities found in http://www.memphis.edu/studentconduct/studenthandbook.htm and the Fogelman College of Business & Economics Standards for Academic Integrity http://www.memphis.edu/fcbe/integrity/index.php. Cheating/Unethical acts/plagiarism/dishonest behavior of any form will NOT be tolerated by the Instructor.
Student’s Expectations:
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 three (3) business days, and feedback on all work submitted within two weeks.

Guidelines For Communication:
Instructor Contact: Please use - mdrbnson@memphis.edu email as the primary means for contacting the Instructor. If you wish to speak to the Instructor, please first email to set up a meeting either by phone, Skype, or face-to-face. Face-to-face meetings are during office hours in Varnell-Jones Hall 307, University of Memphis, Lambuth Campus in the fall and spring semesters.

The Instructor will make every attempt to respond to email inquiries within 24-36 hours during the work week. Students will be notified when the Instructor is not available to meet the stated response time through class meeting, email, and in eCourseware news postings.

Email Guidelines:
• Always include a subject line with specific concise topic and “3110—& section number”
• Remember without facial expressions some comments may be taken the wrong way thus, be careful of your words and tone
• Use standard fonts
• Do not send large attachments without permission
• Special formatting such as centering, audio messages, tables, html, etc. should be avoided
• Use proper and correct grammar, spelling, and sentence format
• Provide your full name in the close of the message!
• Students must use their UM email account

Discussion Groups Guidelines:
• Review the discussion threads thoroughly before entering the discussion
• Try to maintain threads by using the “Reply” button rather than starting a new topic
• Be respectful of others by not making insulting or inflammatory statements
• Be cooperative with group leaders in completing assigned tasks
• Be positive, thoughtful, original, and constructive in-group discussions
• Respond to discussion assignments in a timely manner

Technology and Software Requirements:
• The minimum hardware requirements for eCourseware compatibility can be found at http://www.memphis.edu/univcoll/online/technical.php
• Students MUST have access to high speed Internet that is readily available.
• The software requirements are Microsoft Office Word, Adobe Acrobat Reader,
and Microsoft PowerPoint. No other word processing software will be accepted. If you don’t have MS Word, then you can use free software from Microsoft’s OneDrive or save your documents as a rich text file (rtf).

• Students are strongly encouraged to back up their electronic files with the use an 8MB or larger USB Flash Drive and a cloud storage website, such as UMDrive, Dropbox, or Google Drive.

**Technical Support:**

For technical difficulties with eCourseware, first use the UMhelpdesk by filling out a form at: http://umhelpdesk.memphis.edu or calling 901.678.8888.