

# Course Policies (rev.06/2021)

Course Number and Section(s): OB206

Course Title: Introduction to Organizational Behavior

Name of Instructor(s): Frank Flynn and Michal Kosinski



*As a convenience to students, this form summarizes the policies for the above course.*

***Refer to the course syllabus as the official statement of course policies, and to Course Listings on MyGSB for the first day of class attendance policy.***

## Part I: Technologies

You will be expected to use the following technologies during this course:

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|---|--|
| <input checked="" type="checkbox"/> Zoom ( <a href="#">Zoom Tips for GSB Students</a> ) | <input checked="" type="checkbox"/> Canvas   |
| You should be prepared to use the following   | <input checked="" type="checkbox"/> Google Apps (Google docs, slides, etc.)            |
| Zoom features: audio, video, chat, screen   | <input type="checkbox"/> PollEverywhere ( <a href="#">How to use Poll Everywhere</a> ) |
| sharing, non-verbal communication features  | <input type="checkbox"/> Other:  |
| (e.g. raising hand, yes/no buttons), and be able  |  |
| to join and exit breakout rooms as a participant.                                       |  |

## Part II: Attendance & Unexcused Absences<sup>1</sup>

- ☐ Students are not expected to attend class sessions synchronously.
- ☒ Students are expected to attend all class sessions synchronously, and unexcused absences will impact their final grade as determined by the instructor.

Impact of unexcused absence on the final grade:

- ☐ An unexcused absence will drop a student's final grade by at least one full letter grade per unexcused absence and may drop the final grade to a "U".
- ☐ An unexcused absence will have the following impact:
- ☒ A student may miss 1 class(es) and any additional unexcused absences will adversely impact the student's final grade.
- ☐ Attendance might affect the student's final grade indirectly, e.g. through diminished class participation or other in-class graded activity.
- ☐ Not applicable (attendance does not directly affect the final grade).

A student can mitigate (or partially mitigate) the impact of an unexcused absence as follows:

- ☒ Students cannot mitigate the impact of an unexcused absence.
- ☐ Students can mitigate (or partially mitigate) the impact of an unexcused absence.

Details about make-up/assignments:

Tardiness, leaving early, or entering and leaving the classroom during class are not permitted. Partial absence during any part of a class will adversely affect the student's final grade as determined by the instructor.

- ☒ Partial absence during any part of a class will have an adverse impact on the student's final

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<sup>1</sup> This form addresses unexcused absences only. Students should consult the MBA Program Policy for categories of excused absences. Instructors are allowed to require reasonable "make-up" work for all excused absences.

grade. After missing any part of classes there will be an adverse impact on the student's final grade.

The adverse impact is as follows:

- ☐ Not applicable (attendance does not directly affect the final grade).

### Part III: Class Preparation

May students use and participate in activities that create shared summaries of concepts, readings, class notes, etc.?

- ☒ Yes

Please list any further details or limitations regarding the approval:

- ☐ No, all summaries are to be created individually.

May students use materials, including class notes, solution sets, assignments, and exams, that are shared from students previously enrolled in the course?

- ☐ Yes

Please list any further details or limitations regarding the approval:

- ☒ No

### Part IV: Other Logistics

We will not be recording the class sessions.

Please do not record the sessions yourself or take screenshots. By default, for those classes that are being recorded, video recordings will be available until the end of the quarter or otherwise specified by the teaching team. The teaching team has discretion to delete recordings earlier in the quarter.

Please specify any additional course specific logistics here: **See Syllabus**