



MAN 6055 Organizational Behavior and Leadership

Fall 2023

Muma College of Business, Information Systems and Decision Sciences Department

COURSE SYLLABUS

<i>Instructor:</i>	Dr. Michael Donahue	<i>Email:</i>	donahuem@usf.edu
<i>Term:</i>	Fall 2023	<i>Dates:</i>	August 21 – November 9, 2023
<i>Delivery Method:</i>	Online through CANVAS	<i>Location:</i>	100% Online
<i>Minimum Technical Skills & Requirements:</i>	<i>To take courses online at USF, you will need to be able to demonstrate proficiency in basic computer skills, maintain reliable internet access, and meet the computer system requirements listed here:</i> http://www.usf.edu/innovative-education/resources/student-services/technical-requirements.aspx		
<i>Virtual Office Hours:</i>	MS Teams Preferred – Email to arrange a day and time		

1. Welcome:

Welcome to MAN 6055 for Fall 2023! I am excited to meet everyone and spend the next couple of months together to learn, evaluate, and apply leadership principles, organizational behavior, and company culture in your academic journey. This course focuses on two core business components: leadership and company culture, two critical aspects that drive an organization's behavior. You can expect to become better equipped to leverage the strengths of others and understand why people act, and apply different leadership principles in business, government, and public service. In addition, you will be able to critique your leadership style, values, and emotions. Finally, the course will help you employ empathetic skills to motivate others better and contribute to positive company culture across any work and global business environment.

2. University Course Description

An examination of the theory and practice of management, including the study of goals and means, the functions of management, and the administrative process in general (3 credit hours).

3. Course Prerequisites

None

4. Student Learning Outcomes

By the end of this course, you will be able to:

1. Comprehend and explain major theories, concepts, and principles of traditional and modern leadership styles.
2. Apply concepts, and self-evaluate your leadership attributes and style.
3. Analyze issues of company culture and contributions to organizational behavior.
4. Evaluate how leadership and culture directly impact an organization.

5. Instructor Contact Information and Communication

Email me through CANVAS or my USF email (donahuem@usf.edu); I typically check each daily and respond within 24 hours.

Course Netiquette. Keep these in mind during our course interaction.

- a. Identify yourself clearly
- b. Include a salutation, subject line, and signature for all email communication
- c. Acknowledge and return messages
- d. Be concise

6. First-Week Attendance Policy

First-week attendance is generally through the 'Introductions' discussion board. Students who do not complete this first-week activity by the due date risk being dropped.

7. How to Succeed in this Course

- Demonstrate respect for your classmates. You should consider this course because experimenting with new ways of acting and thinking is encouraged and respected.
- Not to engage in unethical behaviors, such as cheating or plagiarism on tests or written assignments. Asking for a grade will be considered unethical behavior.
- Keep in mind the following three caveats to succeed in this course: (1) read and watch the assigned reading materials; (2) participate and submit timely course requirements; (3) review materials to understand the course concepts; 4) have fun!

8. Course Structure

This course has seven modules (5) two weeks and (2) one week totaling twelve weeks with a combination of various assignments. You will have a series of Discussion Boards, Short Essay Responses, Chapter Assessments (course books), and an Infographic project; the coursebooks are widely available through the USF bookstore or online.

9. Required Course Materials

1) Course Books: widely available for purchase/rent online or through the bookstore

1) *"I Have the Watch: becoming a leader worth following"* paperback, May 20, 2019, by Jon S. Rennie. (ISBN 978-1099487095)

2) *"Own Your Culture"* paperback, Sep 2020, by Bretton Putter (ISBN 978-1-5272-1673-0)

XI. Grading Scale

Grading Scale		
A+	97-100	Exceptional work
A	93-97	Superior work
A-	90-93	
B+	87-89	Above average work
B	83-87	
B-	80-83	
C+	77-79	Average work
C	70-77	
D	60-69	Below average work
F	<60	Fail

XII. Grade Categories and Weights

Assignment	Percent of Final Grade
------------	------------------------

Assignments	20%
Discussion Boards	20%
Chapter (Book) Assessments	30%
Short Essays	30%
Total	100%

XIII. Assignments

Each Module Overview on CANVAS outlines the weekly due outs. On average, you have one assignment submission each week. Please review the CANVAS pages and the “Getting Started” Section for a breakout of all the Modules.

Module 1: What Makes a Great Leader...Great?
Module 2: Leadership Perspectives: Government, Business, and Public Service
Module 3: Effectively Leading Employees
Module 4: Company Culture and Rennie Book Part I Assessment
Module 5: Shaping Company Culture and Putter Book Part I Assessment
Module 6: Part II Book Assessments and Generational Essay Research
Module 7: Wrapping up the Course

XIV. Instructor Feedback Policy & Grade Dissemination

I usually provide feedback and grades within 48 hours after the due date. Online Assessments are graded automatically by CANVAS, and the score appears after submission. You can access your scores using “Grades” in Canvas.

XV. Course Schedule

Please review the CANVAS page that outlines our entire course.

XVI. USF Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

XVII. Course Policies: Grades

Late Work Policy:

Up to 24 hours late – You can earn up to 75% of the total for the missed work.

25-48 hours late - You can earn up to 50% of the total for the missed work.

>48 hours late – You can earn up to 25% of the total for the missed work.

Grades of “Incomplete”:

For USF Tampa graduate courses and USFSP undergraduate and graduate courses: An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students cannot complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn, factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by the student/instructor as long as it does not exceed two semesters for undergraduate courses. One semester for graduate courses from the original date grades was due for that course. An “I” grade not cleared within the two semesters for undergraduate and one semester for graduate courses (including the summer semester) will revert to the grade noted on the contract.

XVIII. Course Policies: Student Expectations

Course Hero Policy:

The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to CourseHero.com – any use of this website (including uploading materials) constitutes a violation of the academic integrity policy.

Turnitin.com:

In this course, turnitin.com may be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student’s assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author’s work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.

End of Semester Student Evaluations:

Example: All classes at USF use an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines:

1. Act professionally in the way you communicate. Treat your instructors and peers with respect the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may disagree with.
2. Be sensitive. Be respectful and discreet when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs, or other general differences.
3. Proofread and check the spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid using all capital letters; it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on the focus, you allow the readers to get your idea or answers they are looking for easily.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

XIX. Course Technology & Student Support

Canvas Technical Support:

Include information where students can find technical support.

Example: If you have technical difficulties in canvas, you can access the canvas guides and video resources in the "Canvas Help" page on the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.

XX. Important Dates to Remember

<http://www.usf.edu/registrar/calendars/>