



MAN6055.350S23

Organizational Behavior and Leadership

23241, 350, 3 Credit Hours

COURSE SYLLABUS

Semester: Spring 2023

Class Meeting Days: None

Class Meeting Time: None (a-synchronous class)

Instructor: K. Doreen MacAulay, PhD

Office Location: BSN 3543

Office Hours: Friday 10:00am to 1:00pm

Email: macaulay1@usf.edu

I. Welcome!

Welcome to Organizational Behavior and Leadership. This course will introduce you to concepts found in the organizational behavior literature that will help you as you progress in your career. This course will help you to take the academic concepts and apply them to day-to-day situations. The course will be taught from the perspective that you are or will someday be a leader in an organization.

II. 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 (USF Graduate Catalog)

III. Course Prerequisites

There are no prerequisites for this course.

IV. Course Purpose

This course will serve as a survey of topics required to help you be a successful employee, manager, and colleague in the workplace. The purpose is to introduce you to and have you examine a series of organizational behavior concepts beneficial to functioning in any type of organization.

This course will cover the following topics: attitudes, culture, cognitions/decision-making, conflict management, ethics, leadership, motivation, power and influence, stress, teamwork, and traits.

V. Course Format

This course will be 100% online and asynchronous. It is designed for you to work at your own pace, yet allows you the opportunity to engage with me and your colleagues.

Successful students should follow these practical tips:

1. Check Canvas and emails daily for announcements
2. Work off of the Module page to see the expectations for each week.
3. When possible, plug in to a wired internet connection, rather than rely on Wi-Fi
4. If new to Canvas, read [this guide](#)

VI. Student Learning Outcomes

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

1. Comprehend and explain major theories, concepts, and principles of organizational behavior (OB) and leadership.
2. Apply major theories, concepts, and principles of OB and leadership in new situations.
3. Analyze issues of OB and leadership using appropriate methods.
4. Create and evaluate solutions based on scientific knowledge and evidence.

VII. Course Objectives

1. Remember and understand major theories, concepts, and principles related to the covered topics.
2. Understand the importance of and connections among the covered topics.
3. Analyze issues related to the covered topics within theoretical frameworks.
4. Create and evaluate solutions (e.g., in case analyses and exercises) based on theories, principles, and research evidence.

VIII. Required Texts and/or Readings and Course Materials

- Organizational Behavior, University of Minnesota Libraries Publishing , ISBN 13: 9781946135155, Open-sourced:
<https://open.umn.edu/opentextbooks/textbooks/organizational-behavior>
- Lippitt, M.B (2014). Brilliant or Blunder: 6 ways leaders navigate uncertainty, opportunity and complexity.
- One Leadership Book from the Leadership Book List (See canvas) provided under the Leadership Book Presentation Information.
- Articles Available through Canvas.

IX. Academic Continuity

Should we experience any events such as a hurricane that would interrupt the course, please watch for an email from me. I will email you and make an announcement about any deadline changes or course modification due to unforeseen events.

X. Communication

If you would like to communicate with me, please email me at macaulay1@usf.edu. This is the means by which you are most likely to get my attention. Please also watch for emails (sent through canvas) to you. I will send out weekly emails about what the week expectations are. The will be titled "Module X - Weekly Reminders".

XI. Grading Scale

Grading Scale (%)

| | | | |
|----------|----|---------|----|
| 94 – 100 | A | 74 – 76 | C |
| 90 – 93 | A- | 70 – 73 | C- |
| 87 – 89 | B+ | 67 – 69 | D+ |
| 84 – 86 | B | 64 – 66 | D |
| 80 – 83 | B- | 60 – 63 | D- |
| 77 – 79 | C+ | 0 – 59 | F |

XII. Grade Categories and Weights

| Requirement | # @ Value per Each | Total Point Value |
|---------------------------------|---------------------------|--------------------------|
| Syllabus Quiz | 1 @ 1 points each | 1 points |
| Lecture Quizzes | 12 @ 2 points each | 24 points |
| Reading Quizzes | 10 @ 3 points each | 30 points |
| Discussion/Assignment Posts | 5 @ 3 points each | 15 points |
| Leadership Concept Presentation | 1 @ 10 points each | 10 points |
| Leadership Book Presentation | 1 @ 20 points each | 20 points |
| | Total Point Value | 100 points |

XIII. Assignment Details

Each assignment is described in detail on the canvas modules page. Please see the module the project is due for the information, except for the Leadership Book Presentation. Since it is the largest project, it is introduced in Module 1.

XIV. Instructor Feedback Policy & Grade Dissemination

Include a plan for classroom response time and feedback on assignments. Explain how students will learn of their grades from assignments and assessments, and when they can expect feedback on their assignments.

XV. Course Schedule.

| Module | Topics | Deliverable | Due Date |
|---------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------|
| 0/1 | Getting Started / Introduction to Organizational Behavior | Syllabus Quiz | Friday Jan 13 @ noon |
| | | Lecture Quiz Reading Quiz | Sunday Jan 15 @ 11:59pm |
| 2 | Attitudes, Job Satisfaction, Emotions and Moods | Lecture Quiz Reading Quiz Discussion Board | Sunday Jan 22 @ 11:59pm |
| 3 | What goes into Decision Making? | Lecture Quiz Reading Quiz | Sunday Jan 29 @ 11:59pm |
| 4 | Motivation | Lecture Quiz Reading Quiz Discussion Board | Sunday Jan 29 @ 11:59pm |
| 5 | Leadership: Introduction, History and Situational Mindsets (Inventing, Catalyzing, and Developing) | 3 Lecture Quizzes Reading Quiz Discussion Board | Sunday Feb 5 @ 11:59pm |
| 6 | Leadership: Performing, Protecting and Challenging Mindsets | Lecture Quiz | Sunday Feb 5 @ 11:59pm |
| 7 | Leadership: Select Current Topics in Leadership | Lecture Quiz Reading Quiz Leadership Concept Presentation | Sunday Feb 12 @ 11:59pm |
| 8 | Power and Communication | Lecture Quiz Reading Quiz | Sunday Feb 19 @ 11:59pm |
| 9 | Organization Structure, Control and Culture | Lecture Quiz Reading Quiz | Sunday Feb 19 @ 11:59pm |
| 10 | HR, Organizational Change and Stress Management | Lecture Quiz Reading Quiz Discussion Board | Sunday Feb 26 @ 11:59pm |
| 11 | Culture and Diversity | Reading Quiz Discussion Board | Sunday Feb 26 @ 11:59pm |
| 12 | Final Presentation | Final Presentation | Sunday Mar 5 @ 11:59pm |

* Note: The Schedule is subject to revision

XVI. USF Core Syllabus Policies

USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, and sexual harassment that **apply to all courses at USF**. Be sure to review these online: usf.edu/provost/faculty-success/resources-policies-forms/core-syllabus-policy-statements.aspx

XVII. Course Policies: Grades

Late Work Policy:

I believe that you should be able to work with the deadlines but understand that unexpected things may come up in your life. If you are unable to make a deadline, please inform me by email macaulay1@usf.edu. There will be no late penalty for work if I am informed. Work must however, all be completed by March 5th. Any work not completed at that time will be given a zero (unless other arrangements have been made).

Medical Issues:

Students should not attend events or classes if they are ill, particularly if they have fever and/or gastrointestinal symptoms and/or respiratory symptoms such as a sneezing, runny nose, sore throat or coughing. Students experiencing any of these symptoms should contact immediately the Student Health Services (813-974-2331) on the Sarasota-Mantatee and Tampa campus or the Wellness Center (727-873-4422).

Extra Credit Policy:

There are not extra credit opportunities offered in this course.

Grades of "Incomplete":

The current university policy concerning incomplete grades will be followed in this course.

For graduate courses: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to 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 student/instructor as long as it does not exceed two semesters for undergraduate courses and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

Attendance Policy:

Attendance will not be taken in this course, EXCEPT for the first week. You are required to complete the syllabus quiz to record your attendance and affirm that you do intend to take this course.

Campus Free Expression:

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research.

Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it.

Make-up Exams Policy:

There are not make-up tests or quizzes.

Rewrite Policy:

Rewrites are not offered in this course.

XVIII. Course Policies: Technology and Media

Canvas: This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

XIX. Course Policies: Student Expectations

Health and Wellness:

Your health is a priority at the University of South Florida. We encourage members of our community to look out for each another and to reach out for help if someone is in need. If you or someone you know is in distress, please make a referral at www.usf.edu/sos so that the Student Outreach & Support can contact and provide helpful resources to the student in distress. A 24-hour licensed mental healthcare professional, offered through the counseling center, is available by phone at 813-974-2831, option 3. Please remember that asking for help is a sign of strength. In case of emergency, please dial 9-1-1.

Title IX Policy:

Title IX provides federal protections for discrimination based on sex, which includes discrimination based on pregnancy, sexual harassment, and interpersonal violence. In an effort to provide support and equal access, **USF has designated all faculty (TA, Adjunct, etc.) as Responsible Employees, who are required to report any disclosures of sexual harassment, sexual violence, relationship violence or stalking.** The Title IX Office makes every effort, when safe to do so, to reach out and provide resources and accommodations, and to discuss possible options for resolution. Anyone wishing to make a Title IX report or seeking accommodations may do so online, in person, via phone, or email to the Title IX Office. For information about Title IX or for a full list of resources please visit: <https://www.usf.edu/title-ix/gethelp/resources.aspx>. If you are unsure what to do, please contact Victim Advocacy – a confidential resource that can review all your options – at 813-974-5756 or va@admin.usf.edu.

Course Hero / Chegg 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 Chegg.com

and CourseHero.com – almost any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

End of Semester Student Evaluations:

All classes at USF make use of 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.

Turnitin.com:

In this course, turnitin.com will 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>. Essays are due at turnitin.com the same day as in class.

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 not agree with.
2. Be sensitive. Be respectful and sensitive 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 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 the use of 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 focus you allow the readers to easily get your idea or answers they are looking for.
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.

XX. Learning Support and Campus Offices

Academic Accommodations

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa and Sarasota-Manatee campuses.](#)

[SAS website for the St. Pete campus.](#)

Academic Support Services

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website](#).

Canvas Technical Support

If you have technical difficulties in Canvas, you can find access to 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.

[IT website for the Tampa campus.](#)

[IT website for the St. Pete campus.](#)

[IT website for the Sarasota-Manatee campus.](#)

Center for Victim Advocacy

The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

Counseling Center

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus.](#)

[Counseling Center website for the St. Pete campus.](#)

[Counseling Center website for the Sarasota-Manatee campus.](#)

Writing Studio

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email: writingstudio@usf.edu.

[Writing studio website for the Tampa campus.](#)

[Writing studio website for the St. Pete campus.](#)

[Writing studio website for the Sarasota-Manatee campus.](#)

XXI. Important Dates to Remember

For important USF dates, see the [Academic Calendar](#) at <http://www.usf.edu/registrar/calendars/>