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## **COURSE SYLLABUS**

MAN 6055: Organizational Behavior and Leadership  
***School of Information Systems and Management***  
***Muma College of Business, University of South Florida***

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Semester: Summer 2023; C – Section (May 15 – July 21, 2023)

Class Meeting Location: Online

Instructor: Prof. Terry A. Boyd

Office Location: BSN 3516

Office Hours: By appointment, schedule by email

Email: [boyd56@usf.edu](mailto:boyd56@usf.edu)

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### **I. Welcome Message**

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 organizations.

### **II. 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 Overview**

### **IV. Learning Goals**

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

### **V. Course Objectives**

At the end of this course students should be able to:

1. Demonstrate knowledge of organizational behavior/leadership processes that are unique to this field of study.
2. Analyze when change is needed and target strategies for implementing techniques for change success.
3. Demonstrate knowledge of the individual and group methods of coping with and adapting to change.
4. Recognize and understand strategic steps in building success in an organizational structure through methods of leadership.

#### VI. Course Topics

Include (but not limited to):

Attitudes, culture, cognitions/decision-making, ethics, leadership, motivation, empowerment and influence, stress, teamwork, traits, change strategies and more.

#### VII. Textbook

Scandura, Terri A. (2022) Essentials of Organizational Behavior: An Evidence-Based Approach (3rd edition). Los Angeles: Sage. ISBN: 9781544396781

#### VIII. Reading Assignments

Part	Chapter
One	1
Two	2, 4, and 5
Three	6 & 8
Four	10, 12, and 13
Five	14 & 15

#### IX. Basis for Final Grade

Assessment Item	Points
Participation/Blogs	20
Quiz (2): on Canvas	100 (50 each)
Mid-term Exam: on Canvas	75
Final Exam	100
<b>Total</b>	<b>295</b>

Grading Scale		
A	265 - 295	Superior Performance
B	236 - 264	Above Average Performance
C	206 - 235	Average Performance
D	177 - 205	Below Average Performance
F	< 177	Failure

#### X. Teaching, Learning Expectation

It is my intention to help you in the learning process by providing guidance as you engage this field of study. Intellectual growth is expected as you discover and test the relevance of new information. Your growth will be enhanced if you allow yourself to appreciate diversity of thought. It will be my responsibility to encourage innovation and logical reasoning as you calibrate concepts and theories with your method of making meaning. At anytime if you feel lost or uncertain, lean on me to help you regain your balance with the material. I would like to

remind you of your social responsibility to be respectful of your cohorts and professor.

Please use my USF email ([boyd56@usf.edu](mailto:boyd56@usf.edu)) to communicate and setup appointments. When reaching out to me, allow 24 hours for a response. When communicating, always provide me with an understanding of the class you are in; this will help me to quickly respond based on the subject matter (plus, I will not have to search for you within multiple classes). I am looking forward to leading you through this educational experience.

## **XI. Course Assessment Types**

**Participation (20%):** Your active participation is vital to the learning process. Participation will include participation in chat/blog assignments.

**Quiz (30%):** There will be 2 quizzes (15 points each) based on the classroom discussions and reading content to ensure you are aware of the main takeaways from the lectures/sessions. These quizzes will be administered on Canvas.

**Mid-term Exam (20%)** There will be an exam to demonstrate and measure student learning at the mid-point of the course. Mid-term will be administered on Canvas.

**Final Exam (30%):** There will be a final assessment in the form of an exam.

## **XII. Course Policies on Grades**

### **Grades of Incomplete:**

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

## **XIII. Course Policies on Student Expectations**

### **Disability Access:**

Students in need of academic accommodations for a disability may consult with Students with Disabilities Services (<http://sds.usf.edu/>) to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting any accommodation.

### **Religious Observances:**

Students who anticipate the necessity of being absent from the online environment for more than 1 week due to a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of the course.

### **Academic Conduct:**

Academic Integrity of Students policies for USF are listed below (please be aware that policies

for undergraduate and graduate students differ).

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

### **Disruption of the Academic Process**

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

### **Gender-Based Crimes:**

Educators must report incidents of gender-based crimes including sexual assault, sexual harassment, stalking, dating violence and domestic violence. If a student discloses in class, in papers, or to an instructor, the instructor is required by law to report the disclosure. The [Center for Victim Advocacy and Violence Prevention](#) (813-974-5757) is a confidential resource where you can talk about such situations and receive assistance in confidence. Additional confidential resources on campus are: the [Counseling Center](#) (813-974-2831) and [Student Health Services](#) (813-974-2331).

### **Student Academic Grievance Procedures**

<http://www.ugs.usf.edu/policy/StudentAcademicGrievanceProcedures.pdf>

### **Emergency Procedures:**

In the event of an emergency, it may be necessary for the USF campus to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to the learning management system (Canvas), email and/or alternative schedule. It is the responsibility of the student to monitor their courses for specific communication, and the main USF, College and department websites, emails and MoBII messages for important general information.

### **Netiquette Guidelines:**

#### **General Communication Guidelines**

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do on 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 e mail 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.

### **Email Guidelines:**

1. Please allow 24 hours for a response M-F or 48 hour response on weekends and holidays. If I am not able to get an answer to you within that timeframe, I will at least acknowledge your email. That said – if you do not hear from me within 24 hours/48 hours please feel free to contact me a second time.
2. All emails to have the course ID, Semester Offered as well as something to summarize the content. Example: MAN6055 F2018 – Grade review or MAN6055 F2018 – Exam concern
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore any issues should not be posted there.

### **XIV. Help Resources**

**Canvas Technical Support:** Include information where students can find technical support.

Example: If you have technical difficulties in canvas, you can find access to the canvas guides and video resources in the “Canvas Help” page in 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](mailto:help@usf.edu).

### **XV. Covid-19 Procedures**

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing during in-person classes. Failure to do so may result in dismissal from class, referral to the Office of Student Conduct and Ethical Development, and possible removal from campus.

Additional details are available on the University’s Core Syllabus Policy Statements page: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

### **XVI. Class Recording**

Classes will be recorded and streamed online. Student’s voice and video will be included in the class recording. It is the student’s responsibility to make sure the privacy of their surroundings and background is maintained.

### **XVII. Online Proctoring**

Quizzes and examinations will be conducted using online proctoring tools. Keeping the audio and video (microphone and camera) on during such exams and quizzes is a must. If the student is not willing to use these, the student is asked not to register for this course. Any student may elect to drop or withdraw from this course before the end of the drop/add period. Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings, and students with concerns may discuss the location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ at <http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx>