

MGMT 3303 CRN 20945

Introduction to Management and Organizational Behavior

General Information

Class Time: Monday & Wednesday 7:30 a.m. to 8:50 a.m.

Class Room: BUSN 329

Instructor: Matthew A. Barlow

Office: Room 232, College of Business Administration

Office Hours: Monday & Wednesday 9:00 a.m. to 10:20 a.m.

Monday & Wednesday 12:00 p.m. to 1:45 p.m.

Or by appointment

Email: mabarlow@utep.edu

(Note: Please do not use the Blackboard email system).

Phone: 915-747-7728

Textbook: Robbins, S. P., & Judge, T. A. (2016). *Organizational Behavior, 17th ed.*

Boston, MA: Pearson. ISBN-10: 013410398X, ISBN-13: 9780134103983

Course Description and Learning Goals

This is an introductory course in management and organizational behavior, the study of human behavior in organizations. The course material can be used to understand the actions, events, and phenomena in organizations occurring at the individual, group, and organizational levels. This course addresses various aspects of management and organizational behavior. The focus of the course is to help students understand and value individuals, groups, leaders and the organization from behavioral perspective especially for achieving effective management. The class lectures and discussions will explore factors that influence individual, group and organizational performance and effectiveness.

By the course's end you will have increased your understanding of management and sharpened your analytical skills as they relate to organizational problems. This should be a class you enjoy and one where you will learn things that you can apply in your future career. After taking this course you should be able to:

- 1) Obtain an overall framework of all human related issues in today's organizations
- 2) Develop integrative thinking on complex organizational phenomena
- 3) Apply various organizational theories and concepts in analyzing managerial issues

GRADING BREAKDOWN

	<u>Points</u>	<u>Percentage</u>
1. Online Reading Quizzes (10)	150	15%
2. Homework Assignments (3)	150	15%
2. Current Events Project	100	10%
4. Exams (3) <i>Note: Lowest exam score will be dropped</i>	400	40%
5. Class Participation	<u>200</u> 1000	<u>20%</u> 100%

Grading Scale and Policy

Letter Grade	Total Points	Percentage
A	900-1000	90% - 100%
B	800-899	80% - 89%
C	700-799	70% - 79%
D	600-699	60% - 69%
F	0 - 599	Below 60%

Assignments & Exams

1. **Online Reading Quizzes.** There will be 10 online (Blackboard) quizzes. The quizzes are designed to both give you an incentive to prepare for class and allow you to become familiar with the types of questions that will appear on exams. A portion of exam questions will come directly from the quizzes. Each quiz will have 15 multiple-choice questions covering content of subjects and chapters covered in that week, and you will have 20 minutes to complete the quiz. Each quiz is worth 15 points towards your final grade. The quizzes will be posted on Blackboard with specific due dates. If you miss any due dates for quizzes, you will not be allowed to re-take it. Exceptional circumstances can be considered on an individual case basis.

2. **Homework Assignments.** There will be three, short written homework assignments during the semester, each worth 50 possible points. These assignments are designed to help you better understand select course material. Due dates for the assignments are listed below, and will be

posted on Blackboard and announced in class. Specific instructions for each assignment will be posted in Blackboard and discussed in class, and you will have at least 3 weeks to complete each homework assignment. Each assignment should be submitted via Blackboard by the date and time listed. No late assignments will be accepted.

Assignment	Due Date
<i>Personality Test Reflection Assignment</i>	<i>February 6, 2017 at 11:59 p.m.</i>
<i>Short Case Analysis #1</i>	<i>March 6, 2017 at 11:59 p.m.</i>
<i>Short Case Analysis #2</i>	<i>April 10, 2017 at 11:59 p.m.</i>

3. Current Events Project. One of the key goals for this course is for you to develop the ability to apply different organizational behavior theories and concepts to real-world phenomena and situations faced by managers in organizations. Understanding how these concepts are being applied in organizations will help you when you face these situations in your own career. This project is designed to give you the ability to use course material to quickly analyze how individual action impacts and is impacted by organizations. This project will entail reading 5 different recent news articles related to 5 different concepts discussed in the class. After reading each article, you will write up a short summary and analysis of the issue(s). Each summary/analysis should be 1 to 2 double-spaced pages, 12-point, Times New Roman font, with 1" margins. Further instructions for the project will be posted in Blackboard and discussed in class.

The Current Events project is due on 5/3/2017 by 11:59 pm on Blackboard. No late assignments will be accepted.

4. In-Class Exams. There will be three in-class closed-book exams comprising multiple-choice questions. The best two out of three exams will count towards your final grades. All exams will be based on material covered in class and assigned readings. Exams are not cumulative, meaning that each exam only covers new materials that follow the prior exam. Make-up examination will be scheduled only with prior approval of the instructor and proper documentation. Make up exam, if any, will be administered on an agreed date and time. Make-up exams will be given to students under unavoidable or legitimate circumstances. Such circumstances include, but are not necessarily limited to, documented illness, documented participation in athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and common religious observances. Proper documentation should be provided prior to the exam with the exception of medical emergencies. Medical emergencies must be properly documented afterwards.

5. Attendance and participation. Class attendance is mandatory. The success of this class is heavily dependent on EVERY student being FULLY prepared and present EACH day. Your

success as a student (both in learning and in grade) and mine as an instructor are dependent on this preparation. Students must attend all sessions of the class and actively participate in class activities. Participation in class discussion, activities and group exercises constitute an essential component of learning. Attendance will aid participation, learning and exchange of ideas and therefore points will be awarded for it. ***In order to get full credit for participation, students need to come to the class prepared, contribute to the class discussion by sharing/highlighting ideas/issues pertinent to the course matter, and bring to class material (newspaper or magazine articles) that add to the topic of class discussion.*** Furthermore, students will be required to participate in several individual and group activities that are relevant to the topics of discussion. Group activities would entail working in small groups for class exercises and debates.

Important Notes:

- Not all the topics in the textbooks will be covered in depth due to limited class hours. However, students are responsible for materials that are not covered in class. All materials in the textbook, whether or not covered in class, could be on the exams.
- Be responsible and proactive on managing your academic career. Seek help as early as possible when you experience any academic or personal difficulties.
- Students are expected to comply with acceptable behaviors in accordance with the standards of the College of Business Administration and UTEP. Any deviation from the norm will be dealt with the provisions and policies of the School and the University.

Accommodations for Disabilities

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

Academic Honesty

"The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of academic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards. Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes, but is not

limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at: <http://www.utep.edu/dos> may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others." (UTEP's Handbook of Operating Procedures)

IMPORTANT NOTICE: THE CONTENT IN THIS SYLLABUS MAY BE SUBJECT TO CHANGE.

CLASS SCHEDULE

Date	Topic	Readings
1/18	Introduction	
1/23	What is Org. Behavior	Chapter 1
1/25	Diversity in Organizations	Chapter 2
1/30	Attitudes & Job Satisfaction	Chapter 3
2/1	Emotions and Moods	Chapter 4
2/6	Emotions and Moods	Chapter 4
2/8	Review	
2/13	Exam 1	
2/15	Personality and Values	Chapter 5
2/20	Personality and Values	Chapter 5
2/22	Perceptions and Decision Making	Chapter 6
2/27	Perceptions and Decision Making	Chapter 6
3/1	Motivation	Chapters 7 & 8
3/6	Groups & Teams	Chapters 9 & 10
3/8	Review	
3/13 & 3/15	Spring Break	
3/20	<i>Online Activity -- No Class</i>	
3/22	Exam 2	
3/27	Communication	Chapter 11
3/29	Leadership	Chapter 12
4/3	Leadership	Chapter 12
4/5	Leadership/Power & Politics	Chapters 12 & 13
4/10	Power and Politics	Chapter 13
4/12	Power and Politics	Chapter 13
4/17	Conflict and Negotiation	Chapter 14
4/19	Conflict and Negotiation	Chapter 14
4/24	Organizational Structure	Chapter 15
4/26	Organizational Culture	Chapter 16
5/1	Organizational Culture	Chapter 16
5/3	Review	
5/12	Final Exam	7:00 am – 9:45 am