

Sul Ross State University
Department of Business Administration
Organizational Behavior
MGT 4361:W01
Web Delivered
Fall, 2014

Course Instructor Linda McAnally
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Office Hours MW 8:30 – 10:00 am; 1:00 – 2:00 pm
TR 8:30 – 9:30 am; 2:00 – 3:30 pm
*other times are available by appointment

Course Description:

This course is the study of individuals and their actions within the context of the organization in a workplace setting. It considers the actions and attitudes of individuals and groups toward one another and toward the organization as a whole, and the effect on the organization's functioning and performance.

Required Course Materials:

Textbook: Essentials of Organizational Behavior, 12th edition, Robbins and Judge. Pearson.
ISBN:9780132968508.

Program Learning Objectives (PLO)

- PLO 1 Analyze and solve business problems across major business functions, using fundamental business principles and strategies
- PLO 2 Communicate business information through written, oral and other delivery processes
- PLO 3 Identify and discuss the impact of ethical and social responsibility issues in business
- PLO 4 Identify and describe the major components of the external business environment

Learning Objectives:

- Explain organizational theory as it relates to management practices, employee relations, and structure of the organization
- Analyze leadership styles and determine their effectiveness in employee situations
- Identify methods in resolving organizational problems
- Describe the impact of corporate culture of employee behavior
- Assess how values, attitudes, perceptions and behavior impact personal effectiveness and professionalism

Distance learning (Online) Absences Statement/Distance Education Non-Participation Statement

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

not logging on to the course
not submitting assignments
not participating in scheduled activities
not communicating with the instructor by phone or email, and/or
not following the instructor's participation guidelines stated in the syllabus

Course Grading:

Students will be graded based on the tasks completed, exams and a final exam. Assignments will have due dates and you need to submit the work on that date. If the assignment is turned in late, 10 points per day will be deducted from the grade on the assignment. If an assignment is turned in more than three days late, you will receive a grade of zero.

Assignments	40%
Exams,	60%
Total percentage	100%

Your grade is based on the following scale:

A	90% -100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Academic Honesty

Cheating or plagiarism includes the copying of all or part of another person's work and will not be tolerated. If you allow your work to be copied or make it available to another student for this purpose you are also cheating. All parties involved will receive an F on the assignment.

Instructor Expectations:

You are expected to approach this class in a professional manner. This means completing assignments and exams in a timely manner. Your primary goal as a student is to obtain an education and acquire certain skills to enable you to be productive and competitive in your chosen field. Do not waste your time, your classmates time, or my time by not giving 100 % of your efforts.

Students With Disabilities

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The Disability Services Coordinator has the responsibility to assist students with disabilities in gaining opportunities for full participation in programs, services and activities. Disability Services is currently located in the University Center, Room 211. The mailing address is Box C-171, Sul Ross State University, Alpine, Texas 78932. The telephone number is (432) 837-8178

GBA 4361- Fall, 2014- Schedule of Assignments

Date	Description and Assignments (Subject to change by Instructor)
Week 1 Aug 25 – Aug 31	Introduction. First Day of Classes, get book and read chapter 1 “Introduction to Organizational Behavior”, pp 1 - 12. Assignment is listed under the Assignment Tab in Blackboard under Chapter 1. Complete the Chapter test. Due Sept. 2nd
Week 2 Sept 1 – Sept 7	Read Chapter 2 “Attitudes and Job Satisfaction”, pp. 13 – 25. Assignment is listed under the Assignment Tab in Blackboard under Chapter 2. Complete the Chapter test. Due Sept 8th
Week 3 Sept 8 – Sept 14	Read Chapter 3 “Emotions and Moods”, pp. 26 - 40. Assignment is listed under the Assignment Tab in Blackboard under Chapter 3. Complete the Chapter test. Due Sept 15th
Week 4 Sept 15 – Sept 21	Read Chapter 4 “Personality and Values”, pp. 41 – 56. Assignment is listed under the Assignment Tab in Blackboard under Chapter 4. Complete the Chapter test. Due Sept 22 nd . Exam 1 (Chapters 1, 2, 3 & 4) Exam will be available Sept 22 nd – Sept 28th
Week 5 Sept 22 – Sept 28	Read Chapter 5 “Perception and Individual Decision Making”, pp. 57 - 71. Assignment is listed under the Assignment Tab in Blackboard under Chapter 5. Complete the Chapter test. Due Sept 29th
Week 6 Sept 29 – Oct 5	Read Chapter 6 “Motivation Concepts”, pp. 72 – 89. Assignment is listed under the Assignment Tab in Blackboard under Chapter 6. Complete the Chapter test. Due Oct 6
Week 7 Oct 6 – Oct 12	Read Chapter 7 “Motivation: From Concepts to Applications”, pp. 90 - 105. Assignment is listed under the Assignment Tab in Blackboard under Chapter 7. Complete the Chapter test. Due Oct 13 th Exam 2 (Chapters 5, 6 & 7). Exam will be available Oct 13 – Oct 19th
Week 8 Oct 13 – Oct 19	Read Chapter 8 “Foundations of Group Behavior”, pp. 106 - 121. Assignment is listed under the Assignment Tab in Blackboard under Chapter 8. Complete the Chapter test Due Oct 20th
Week 9 Oct 20 – Oct 26	Read Chapter 9 “Understanding Work Teams”, pp. 122 - 124. Assignment is listed under the Assignment Tab in Blackboard under Chapter 9. Complete the Chapter test. Due Oct 27th
Week 10 Oct 27 – Nov 2	Read Chapter 10 “Communication”, pp. 135 - 149. Assignment is listed under the Assignment Tab in Blackboard under Chapter 10. Complete the Chapter test. Due Nov 3 rd Exam 3 (Chapters 8, 9 & 10). Exam will be available Nov 3 rd – Nov 9 th .
Week 11 Nov 3 – Nov 9	Read Chapter 11 “Leadership”, pp. 150 - 169. Assignment is listed under the Assignment Tab in Blackboard under Chapter 11. Complete the Chapter test. Due Nov 10th
Week 12 Nov 10 – Nov 16	Read Chapter 12 “Power and Politics”, pp. 170 - 185. Assignment is listed under the Assignment Tab in Blackboard under Chapter 12. Complete the Chapter test. Due Nov 17th
Week 13 Nov 17 – Nov 23	Read Chapter 13 “Conflict and Negotiations”, pp. 186 - 201. Assignment is listed under the Assignment Tab in Blackboard under Chapter 13. Complete the Chapter test. Due Nov 24 th
Week 14 Nov 24 – Nov 30	Thanksgiving Holidays. Holidays begin after your last class on Nov 25th
Week 15 Dec 1 – Dec 7	Dec 4th and Dec 5th are dead days, no classes. All of your assignments and exams should be completed by Dec 3rd.
Week 16 Dec 8 – Dec 11	Final Exam. Exam 4 (Chapters 11, 12 & 13). Will be available Dec 1 – Dec 9th