Welcome to MGMT 3303 - Summer 2020

**CRN:** 31023

**Course Posting Days:** MWF mornings

**Place:** Course Content in Blackboard

**Instructor:** Jinxin Yang

**Email:** jyang10@miners.utep.edu

**Phone:** 915-667-6562

**Office and Hours:** Webconference, Fridays 9:00 AM - 11:00 AM (MST)

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1. Course Description

The goal of MGMT 3303 is to provide students with a basic understanding of the structure and function of organizations and the role of the managers that lead them from behavioral perspective.

As an introductory course in management, a wide range of topics will be covered including diversity, personality, decision making, motivation, teams, communications, leadership, and negotiation. A practical approach will be taken to the study of management via focusing on real life applications.

By the course's end, hopefully, you will have increased your understanding of management and sharpened your analytical skills as they relate to organizational problems, which can be applied into your future career.

2. Learning Outcomes

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

- An understanding of the human related issues concerning today’s workforce and workplace.
- Address the question: Why and how employees behave the way they do. Develop knowledge of the field of organizational behavior such that understanding and possibly prediction of individuals and teams become possible.
- Develop integrative thinking through case analysis, group exercises and personal application.
- Enhance skills for analyzing and managing managerial and decision-making dilemmas in the workplace.
3. Required Texts & Materials


4. Course Requirements

**Online Class Participation**

The class will be delivered via asynchronous learning method, which means students can learn the class at different times and locations. Lecture videos and supportive materials will be posted in the course content module through Blackboard on MWF mornings and students can choose their own time to learn. Participation in discussion, activities and group exercises constitute an essential component of learning. In order to get credit for participation, students are expected to complete all modules and the discussion boards, quizzes and activities within. Activities explored in the module:

- For discussion board participation, you are encouraged to write at least 150 words or more in your post in response to the provided guiding questions, and also should reply (at least 50 words for each response) to the entries of at least two of your classmates for each assigned discussion (unless noted otherwise). Refer to the discussion board and course content for further details on each assignment.
• The deadline for postings and replies to classmates are due by 11:59 pm MST every next Mon or Wed or Fri depending on the date question posted, indicating that you have one week to handle with.

Credit for class participation (activities, discussions, and assignments) counts 25 points to the final grade.

Exams

There will be two closed-book exams comprising multiple choice questions. Exams will be provided via Respondus Lockdown Browser (If you encounter any problems about it, please contact the tech support from Blackboard Central and make sure it works well before the exams). These will be based on material covered in class and assigned readings. Each exam will add 50 points towards the student grade. 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.

Quizzes

There will be ten quizzes through Respondus Lockdown Browser as well. Each quiz will have 10 multiple-choice questions covering content of subjects and chapters covered in that week. The quiz will be given with the learning materials together and you have one week to complete it (Noted the due date in terms of each quiz). All quizzes will count towards the grade. There will be no make-up quizzes. If you miss any quiz, simply check in the course content regularly so that you don’t miss the remaining quizzes. If you miss the quiz, you will not be allowed to re-take it. Exceptional circumstances can be considered on individual case basis. Quizzes will count towards the grade – contributing a total of 10 x 10 = 100 points.

Team projects

This will be a project case study done in a team. Based on class size and interest of students, groups of 4 to 5 students will be formed by the second week of the class. Groups may choose a project or case relevant to topics covered in the textbook. The topic should relate to some salient aspect of subjects included in the course.

• Students are required to present or report on their case analysis from virtual attendance (webconference in Bd) on 7/28 and 7/30 at 9:00 am.
• The presentation will be for 15 minutes followed by 5 minutes of question/answer.
• The group is expected to submit a digital copy of the presentation slides through email one day before the scheduled day of their presentation.

Presentation or report will be due in the week when the topic is being covered. This project work counts for 25 points towards the final grade.

5. Course Evaluation

Grading Components

<table>
<thead>
<tr>
<th>Measure</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>25</td>
</tr>
</tbody>
</table>
• Exam 1 50
• Exam 2 50
• Quizzes 100
• Team projects 25

Total 250

Grading Scale and Policy

Letter Grade (In percentage)

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F Below 60%

6. Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Book Chapter</th>
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<tbody>
<tr>
<td>7/7</td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>7/8</td>
<td>What Is Organizational Behavior?</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>7/10</td>
<td>Diversity in Organizations</td>
<td>Chapter 2</td>
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<tr>
<td>7/13</td>
<td>Attitudes and Job Satisfaction</td>
<td>Chapter 3</td>
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<tr>
<td>7/15</td>
<td>Emotions and Moods</td>
<td>Chapter 4</td>
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<tr>
<td>7/17</td>
<td>Personality and Values</td>
<td>Chapter 5</td>
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<tr>
<td>7/20</td>
<td>Individual Decision Making</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>7/21</td>
<td>Exam 1</td>
<td>Chapter 1-5</td>
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<tr>
<td>7/22</td>
<td>Motivation</td>
<td>Chapter 7-8</td>
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<tr>
<td>7/24</td>
<td>Foundations of Group Behavior</td>
<td>Chapter 9</td>
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<tr>
<td>7/27</td>
<td>Work Teams</td>
<td>Chapter 10</td>
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<tr>
<td>7/28</td>
<td>Team Presentations (Team 1 to 4)</td>
<td>Chapter 11</td>
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<tr>
<td>7/29</td>
<td>Communications</td>
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<tr>
<td>7/30</td>
<td>Team Presentations (Team 5 to 7)</td>
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<tr>
<td>7/31</td>
<td>Foundations of Organizational Structure</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>8/3</td>
<td>Exam 2</td>
<td>Chapter 6-10</td>
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</tbody>
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7. University and Instructor Policies

ADA Statement

If you have or believe you have a disability that may impact your ability to succeed in a class, whether it be online or face-to-face, you may wish to contact the Center for Accommodations and Support Services
(CASS) to show documentation of a disability or to register for testing and services. Students who have been designated as disabled must reactivate their standing with the CASS yearly.

If you feel that you may have a disability requiring accommodations and/or modifications, contact CASS:

E: cass@utep.edu
P: (915) 747-5148

You also can visit the CASS website at https://www.utep.edu/student-affairs/cass/ or the CASS office in Room 108 East Union Building.

Academic Integrity Statement

The International Center for Academic Integrity, comprised of a consortium of universities worldwide, defines academic integrity as “a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” As they relate to students, these values can be defined as follows:

- **Honesty**: “adhering to standards of truthfulness and integrity”
- **Trust**: participating in “an environment of confidence”
- **Fairness**: abiding by the “standards, practices, and procedures” outlined by your instructors and institution
- **Respect**: “encouraging a wide range of opinions and ideas”
- **Responsibility**: assuming personal accountability and accepting sanctions in cases of misconduct.

Students are responsible for adhering to the above standards in all academic activity and refraining from all forms of academic dishonesty. According to the UTEP Handbook of Operating Procedures, academic dishonesty includes committing (or attempting to commit) the following:

- **Plagiarism** – taking credit for work that is not your own (e.g., copying and pasting from the internet, failing to cite sources of information, failing to attribute direct quotes to their original author, or submitting your work from another course without prior permission).

- **Cheating** – This includes copying another student’s work during an exam; using notes, books, or electronic devices during an exam without prior permission; taking an exam for another student; and communicating with or helping another student during an exam.

- **Collusion** – any collaboration with another student without the permission of the instructor.

Other Points

- There will be a prior announcement when the instructor cannot attend the class sessions due to certain unforeseen circumstances such as illness etc., class will either be cancelled or covered by an asynchronous learning version.
• 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, will 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.

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