

Notes: Check Team Assignments and individual assignments for the class. Check on total points
Check My lab assignments

Summer 2022 The University of Texas at El Paso 3303 –On-line

Instructor	Kathleen Towle
Office Hours	Weeks 1, 3 and 4: Wed 11 – 12 pm* Week 2 : Wed 1pm. Link provided in Blackboard
Contact:	Send messages via <u>Blackboard only (No emails please!)</u>
Cell Phone	For emergencies Whatsapp, text or call (703) 407-4150
Required Materials	<ul style="list-style-type: none">• Robbins, S. P., & Judge, T. A. (2017). Organizational Behavior, 18th ed. Boston, MA: Pearson.• MyLab Access Code• Harvard Case Studies

Course Goals and Objectives

This course addresses various aspects of management and organizational behavior. Its focus 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.

Today employees and managers confront a complex and unique set of human, technological, and legal/ethical challenges. In order to meet these interesting challenges, world-class quality products and services are essential. These largely depend on the human capital of the organization. Attracting, retaining, motivating and rewarding talent have emerged as fundamental requirements of organizations such that they become effective, performing and profitable. Understanding attitudes and behaviors of employees and teams that comprises the workforce promises to help attain individual and organizational objectives. In this class, through a variety of pedagogy including lecture, discussion, case analysis, group work and in-class exercises, application and implication of organization behavior to management activities will be intended. Issues related to ethics, motivation, perception, career, leadership, socialization, culture and change will be explored. Psychological, sociological, legal and managerial viewpoints of organizational behavior will also be highlighted.

Students will be able to meet course objectives as they complete the following activities and assessments:

Objective	Bloom's Taxonomy	Activities	Assessments
1. Identify how individual differences of employees influence individual behaviors and job-related outcomes in organizations.	Remember, understand, apply and evaluate	In-class discussions, activities and lectures, videos, business related articles, online activities, case discussions and final team project	Exams, Case Studies Rubrics, MyLab and in Class Activities, Homework, Class Discussion and Participation
2. Explain group dynamics and development. Compare the effectiveness of different group managing techniques and developing effective teams.	Remember, understand, apply and evaluate	In-class discussions, activities and lectures, videos, business related articles, online activities, case discussions	Exams, Case Studies Rubrics, MyLab and in Class Activities, Homework, Class Discussion and Participation
3. Compare different theories of leadership, understand effective organizational communication, and evaluate different conflict handling and negotiation techniques.	Remember, understand, apply and evaluate	In-class discussions, activities and lectures, videos, business related articles, online activities, personal inventory analysis, case discussions and final team project	Exams, Case Studies Rubrics, MyLab and in Class Activities, Homework, Final Project Rubric Class Discussion and Participation
4. Demonstrate social responsibility, and explain how business ethics, diversity and cross-cultural differences influence individual and group behaviors in organizations.	Remember, understand, apply and evaluate	In-class discussions, activities and lectures, videos, business related articles, online activities, case discussions and final team project	Exams, Case Studies Rubrics, MyLab and in Class Activities, Homework, Final Project Rubric Class Discussion and Participation

Course Requirements

Textbook

Organizational Behavior
by: Robbins, S. P., & Judge, T. A.
Publisher: Pearson
ISBN:9780134729329
Edition: 18th

The textbook is required for the course. In order to succeed in this course, you must purchase all required materials no later than the first week of classes. It can be digital or printed version through the publisher.

Pearson My Lab

MyLab will be used for some assignments and Quizzes. MyLab is an online tool that provides access to an electronic or digital version of the textbook, note-taking capabilities, quizzes, mini-simulations, and self-assessments. Please follow the instructions on Blackboard to register for MyLab. As you go through the registration process, you may see various options to purchase the textbook through Pearson directly. Be sure to check the prices there before you buy the textbook from any other place. Lastly, you will be able to sign up for a two-week trial period. If you choose to do this, you **MUST** upgrade to a paid subscription before the trial period expires.

Harvard Business School Cases. Instructions for registering and downloading the cases will be published on Blackboard Learn

Attendance, Participation and course work:

Given that this is an online course, attendance is determined by class participation online. For this reason, in order to get credit, you need to complete the following activities:

- Reading/Viewing all course materials
- Identifying all assignment requirements
- Participating In engaged discussion with your peers on the Discussion Boards (grading rubric provided in the “grading information” area of each forum) and/or Zoom video calls
- Participating actively in all group/team assignments and exercises
- Completing all Module Activities (assignments, quizzes, etc.)
- Completing all Major Assignments

Participation in class discussions, homework, online group activities and exercises constitute an essential component of learning. Therefore, students will be required to participate in several individual and group activities or assignments that are relevant to the topics of discussion. These activities and assignments may include briefly summarizing the material, discussing personal opinion, writing short papers/paragraphs and explaining relevance to the topic. You will be grouped into several separate groups, one medium sized group for on-line discussion forums and smaller groups for in class group assignments, group homework and the final

project. These exercises will be graded. If the student's assignment is not turned in, that will result in an automatic zero for that assignment. Therefore, not participating, will have consequences on grades.

Teamwork will be an integral portion of the class. You will be divided into random groups and you will have to draft a team contract. In each team assignment, the name of the team members that participated has to be on the assignment. If your name is not there, I will assume that you did not participate in that assignment and you will receive a zero. At the end of the term you will have to rate your team members participation and they will rate yours. **(3% of your final grade)**

Team and Individual Homework/Classwork (21%):

Will be Posted on Blackboard and/or Pearson My Lab, and it will have to be submitted via Blackboard (NOT E-MAIL) or via Pearson MyLab (depending on the assignment). Some homework assignments will be individual, while others will be assigned in groups. **Late homework will not be received**

Cases (11%)

Case assignments (3) will be assigned throughout the semester. These will include real life applications/problems and/or cases from Harvard Publishing. Cases will have to be analyzed, written up and submitted via Blackboard Learn (NOT E-MAIL). These cases will be done in teams of up to 4 students. Instructions will be provided on Blackboard.

On-line discussion forums (4%):

To obtain credit on the on-line discussion forums, you need to post one original comment and reply to at least two of your classmate's posts. **All students have to be prepared to post based on the Module Prompts and to discuss current events that are pertinent to the class.** Written Discussion Posts are due Saturdays.

Personal Inventory Assessment (PIA) and Reflection paper (13%):

Any study of organizational behavior (OB) starts with knowledge of yourself. Therefore, every student will have to take the PIA throughout the semester to determine self-awareness. **The content of the PIA for each Module will not be graded, what will be graded is the completion of the assessment**. The PIA Reflection Paper at the end of the semester will be graded.

Quizzes and Dynamic Study Modules (22%)

Students are responsible for reading the book chapters assigned. In class we will review some of the concepts from the book, but not all. Study Modules will help you master the class material. These will be posted on Pearson My Lab.

All Quizzes will be online. Each quiz will have multiple-choice questions covering content of subjects and entire book chapters. There will be no make-up quizzes. If you miss the quiz, you will not be allowed to re-take it. Exceptional circumstances can be considered on individual case basis.

Final Project (22%)

- In this project you will apply what you have learned throughout the semester related to Organizational Behavior. Please review the options posted on-line for the final project.
- The project will be done in teams of up to 4 students.
- It will require a written paper as well as a video presentation to the “Executive Committee” (a.k.a. the class) to explain your findings and solutions. You will have to upload your videos onto blackboard. You will also have access to some of your classmates’ videos for your viewing and grading. The class assessment will be part of your grade (both given and received)
- Additionally, you will have to rate your team-mates contribution and participation.

Grades

Your performance in the course will be assessed in multiple ways. You are required to participate in different activities, which will enhance both the comprehension and application of all course concepts.

	Number of Assignments	Points	Total	Percentage
Quizzes	7	30	210	16%
Dynamic	18	5	90	7%
Discussions	3	15	45	3%
Cases	2	50	100	7%
Team Assignments	6	15	90	7%
Individual Assignments *	22	10	220	16%
Intro Video + Class Survey	1	15	15	1%
PIAs	18	10	180	13%
Reflection	1	40	40	3%
Final Project			300	22%
Self and Peer Evaluation			50	4%
Team Contract	1	10	10	1%
Total			1350	100.0%
* There is an extra assignment that will count as extra credit or in lieu of a missed HW				

Due Dates

All Course work will be **due at 11:59pm on the day listed per activity**. The instructor will not accept any late assignments. *The grade for late or missed assignments will be 0 (zero)*. Pleading your case and/or begging for mercy will not be tolerated. All assignments must be turned in or completed on time.

Assignments have grading rubrics that have been posted on Blackboard. These can help as a guide for you as you work on assignments, as well as for feedback on graded assignments. If you have questions regarding the rubrics, please let me know.

Final grades will be assigned as follows:

From	To	Grade	Percentage
1350	1215	A	90%
1214	1080	B	80%
1079	945	C	70%
944	810	D	60%
809	0	F	Below 60%

Course Expectations

- **Read and view the assigned material.** Make sure to review **all required** material in each of the class modules posted on-line. Note that only a portion of the chapter material will be covered in the on-line videos. It is your responsibility to read the entire chapter, review additional material posted and be ready to discuss content and prepared to take the chapter quizzes.
- Students are expected to interact in a professional, non-adversarial manner and produce work of utmost academic rigor. There are no shortcuts, easy solutions, and magic involved in any of this work. Do not assume that there will be second chances, retries, do-overs, extra credit work, etc.
- Be sure to put all your effort in doing things right the first time around. I am quite aware of the fact that this is a learning process and I will do my best to help you along the way. Nonetheless, the major effort should be your effort and not mine or that of your classmates.
- Independent thinking and strong work ethic are two valued assets of successful businesspeople. Developing and/or enhancing these skills will have a major payoff throughout your careers.
- Students are expected to learn how to navigate in Blackboard
- It is expected that students will need to work on the class between 10-15 hrs per week
- Students are expected to keep informed of course announcements
- Students are expected to use the Blackboard Course Messages to contact instructor for personal matters as opposed to emailing the instructor at their UNM email address (exception is when Blackboard is down)
- Students are expected to keep the instructor informed of class related problems or problems that may prevent the student from full participation (send a message via Blackboard when you encounter problems so that the instructor knows you still have intentions of completing the course).

- Students are expected to address technical problems immediately and to have a backup computer and internet access
- Students are expected to *observe course netiquette at all times*
- Students are expected to interact in a professional, non-adversarial manner and produce work of utmost academic rigor
- Independent thinking and strong work ethic are two valued assets of successful businesspeople. Developing and/or enhancing these skills will have a major payoff throughout your careers.

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system (LMS). Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Mozilla Firefox and Google Chrome are the most supported browsers for Blackboard other browsers may cause complications with the LMS an. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have or have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe, Flashplayer, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the [Help Desk](#) as they are trained specifically in assisting with technological needs of students.

Netiquette

- Always consider audience. Remember that members of the class and the instructor will be reading any postings.
- Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a F2F situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).
- Respect Others' Copyrights
- Don't type in ALL CAPS

Drop Policy

To drop this class, please contact the [Registrar's Office](#) to initiate the drop process. Make sure to initiate the process prior to the last Drop Date. If you do not, you are at risk of receiving an "F" for the course.

Accommodations Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#).

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the **Office of Student Conduct and Conflict Resolution (OSCCR)** for possible disciplinary action. To learn more [HOOP: Student Conduct and Discipline](#).

Student Resources

UTEP provides a variety of student services and support:

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [Military Student Success Center](#): UTEP welcomes military-affiliated students to its degree programs, and the Military Student Success Center and its dedicated staff (many of whom are veterans and students themselves) are here to help personnel in any branch of service to reach their educational goals.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

