

MGMT 3303 CRN 12987
Introduction to Management and Organizational Behavior
College of Business Administration
Fall 2016
The University of Texas at El Paso

Class Time	Monday and Wednesday 10:30 a.m. to 11:50 a.m.
Class Room	BUSN 323
Instructor	Mengge Li
Office	Room 220, College of Business Administration
Office Hours	Monday to Thursday 3:00 p.m. to 5:00 p.m.
E-mail	mli3@utep.edu Note: Please do not use the Blackboard e-mail system.
Phone	(915) 747-7742 (Office)
Textbook	Robbins, S. P., & Judge, T. A. (2017). <i>Organizational Behavior</i> , 17 th ed. Boston, MA: Pearson. ISBN-13: 9780134103983

COURSE DESCRIPTION AND LEARNING GOALS

In general terms, the objective of this course is to provide you with a conceptual understanding of the structure and function of organizations and the role of the managers that lead them. As an introductory course in management, we will explore a wide range of topics including diversity, personality, decision making, motivation, teams, communications, leadership, and negotiation.

The goal of this course is to both simplify and complicate your picture of organizations -- to simplify by systematizing and inter-relating some basic ideas, and to complicate by pointing out the infinite shades of gray and the multitude of interacting variables that can occur in human organizations. We will take a practical approach to the study of management by focusing on real life applications.

Hopefully, 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

COURSE REQUIREMENTS

1. **Attendance and participation.** Class attendance is mandatory. 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. Further, in order to get 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 possibly 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.

2. **Exams.** There will be three in-class closed-book exams comprising multiple choice and short-answer type of questions. These will be based on material covered in class and assigned readings. Each exam accounts for 20% of the student grade. 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.

3. **Quizzes.** There will be 10 or more on-line quizzes. Each quiz will have multiple-choice questions covering content of subjects and chapters covered in that week. The quiz will be given either on Monday or on Wednesday. The best eight quizzes will count towards the grade. There will be no make-up quizzes. Exceptional circumstances can be considered on individual case basis.

4. **Team papers.** Students will be randomly assigned into projects teams by the instructor. Each project team is required to submit a paper on a given topic. Instructor will assign the specific topic for each project team. Teams can also use their own topics, but they must seek approval from the instructor before they proceed. The team papers should not be longer than ten pages but certainly can be shorter, single-sided, paginated beginning with first page after title page (latter does not count toward 10-page limit), double-spaced, font Times New Roman 12, and margins of one inch all around. Team papers will be worth 10% of the overall grade. Team papers submitted late will have their grades lowered one letter grade for each week late. You must contribute to your team's papers; otherwise, you will receive no credit. (*Teams indicate member non-participation by leaving the "free-riding" team member's name off the paper's title page.*)

5. **Team presentations.** Teams will make their team presentations using PowerPoint slides. The purpose of this presentation is to share learning with the class and obtain additional comments. Each team will have 15 minutes to present their papers and five minutes to answer questions by the class. The presentation will be worth 10% of your overall grade. You must be present and participate in each team presentation to obtain credit; there are no make-ups.

COURSE EVALUATION

Grading Components

Measure	Points	Weight
Exam 1	40	20%
Exam 2	40	20%
Exam 3	40	20%
Quizzes (Best 8 out of 10)	$5 \times 8 = 40$	20%
Team paper	20	10%
Team presentation	20	10%
Total	200	100%

Grading Scale and Policy

Letter Grade	Total Points	Percentage
A	180 - 200	90% - 100%
B	160 - 179	80% - 89%
C	140 - 159	70% - 79%
D	120 - 139	60% - 69%
F	0 - 119	Below 60%

A: Represents achievement that is outstanding relative to the level necessary to meet course requirements.

B: Represents achievement that is significantly above the level necessary to meet course requirements.

C: Represents achievement that meets the course requirements in every respect.

D: Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.

F: Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see also I).

I: (Incomplete) Assigned at the discretion of the instructor only under extraordinary circumstances, (e.g. hospitalization). It requires a written agreement between instructor and student.

COURSE POLICIES

Class Policies

- You are expected to arrive to the class on time and stay until the end.
- Choose a seat early in the semester and try to occupy that same seat on a consistent basis.
- You must carry your UTEP-issued ID during class and exams. If you fail to show your ID when asked, I reserve the right to prevent you from participating in classroom activities or taking an exam.
- Do not be disruptive to the instructor or other students. If you are disrupting the normal flow of the class, distracting me or your fellow classmates, I will ask you to leave the classroom. You will need to meet with me in my office before you are allowed to be in class again.
- Be brief and to the point when speaking in class.
- Listen to what other people have to say.
- Respect other people and their ideas.
- Build on other people's ideas.
- During exams you are required to sit quietly before you receive the exam, while you are answering it, and after you have finished it.
- Phones are only allowed to receive emergency campus alerts.
- Laptops and tablets are only allowed for note-taking and tasks related to this course.
- No audio or video recording may occur during class time unless the instructor has given expressed and written consent.
- Be aware of the potential negative impact of technology misuse on class participation.

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)

Other Points

- There will be a prior announcement when the instructor has to travel for research conference. The class will either be cancelled or covered by a substitute faculty.
- 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.

CLASS SCHEDULE

Date	Topic	Textbook Chapter
8/22	Course Introduction	
8/24	What Is Organizational Behavior?	Chapter 1
8/29	Diversity in Organizations	Chapter 2
8/31	Attitudes and Job Satisfaction	Chapter 3
9/5	NO CLASS (Labor Day)	
9/7	Attitudes and Job Satisfaction	Chapter 3
9/12	Emotions and Moods	Chapter 4
9/14	Personality and Values	Chapter 5
9/19	Personality and Values	Chapter 5
9/21	EXAM 1 (Chapter 1-5)	
9/26	Individual Decision Making	Chapter 6
9/28	Individual Decision Making (<i>Team Activity</i>)	Chapter 6
10/3	Motivation Concepts	Chapter 7
10/5	Motivation: From Concepts to Applications	Chapter 8
10/10	Foundations of Group Behavior	Chapter 9
10/12	Foundations of Group Behavior	Chapter 9
10/17	Work Teams	Chapter 10
10/19	Work Teams (<i>Team Activity</i>)	Chapter 10
10/24	EXAM 2 (Chapter 6-10)	
10/26	Communications	Chapter 11
10/31	Leadership	Chapter 12
11/2	Leadership	Chapter 12
11/7	Power and Politics	Chapter 13
11/9	Conflict and Negotiation	Chapter 14
11/14	Conflict and Negotiation (<i>Team Activity</i>)	Chapter 14
11/16	Foundations of Organizational Structure	Chapter 15
11/21	Team presentations	
11/23	Team presentations	
11/28	Team presentations	
11/30	EXAM 3 (Chapter 11-15)	