



Introduction to Management/Organizational Behavior
MGMT 3303 Summer 2017



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Class Hours: MTWRF 9:20-11:30 a.m.

COBA Room 331

Office Hours: MTWR 8:00-9:00 a.m.

Required Textbook:

Organizational Behavior, 17th ed., by Robbins, S. P., & Judge, T. A., 2016, Boston, MA: Pearson.
ISBN: 9780134103983

Welcome to the undergraduate Introduction to Management and Organizational Behavior Course. Official information for MGMT 3303, including grades, will be posted on Blackboard. You are responsible for reading and responding to Blackboard “Announcements”, “Assignments”, and any other information concerning this course - check your Blackboard account daily.

Course description (*From Goldmine*)

Introduction to Management and Organizational Behavior is an introduction to the management functions of planning, organizing, leading, and controlling. Emphasis will be given to organizational behavior concepts, international business, ethical issues, and quality management perspectives.

Objectives:

At the completion of this course students will be able to:

1. Understand actions, events, and phenomena in organizations occurring at individual, group, and organizational levels, to achieve effective management.
2. Understand factors that influence individual, group and organizational performance/effectiveness.
3. Obtain an overall framework of human related issues in today’s organizations.
4. Develop integrative thinking on complex organizational phenomena.
5. Apply various organizational theories and concepts in analyzing managerial issues.

Prerequisite: None

Lectures

Important material from the textbook, reference books, and case studies will be covered in class. You should plan to read a lot and take careful notes. Discussion is strongly encouraged about the topics being covered.

Regular Exams

There will be 4 regular, non-comprehensive exams that cover class materials and chapters in the textbook taught up to the date of the last class before the exam. A regular exam must be completed within 60 minutes. On examination class days, you **MUST** come to class prepared with SCANTRON forms, an electronic calculator, and writing materials for taking an exam. These materials will not be provided to you, and you cannot leave and reenter the classroom, once an exam has begun. There are generally no make-up exams. In a specific, pre-coordinated case, an all-essay make-up exam may be arranged at the discretion of the Professor.



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Grading Policy:

Exams	400 pts. (40%)	A = 900 pts. – 1000 pts.
Project	100 pts. (10%)	B = 800 pts. – 899 pts.
Quizzes	150 pts. (15%)	C = 700 pts. – 799 pts.
Homework / In-Class	150 pts. (15%)	D = 600 pts. – 699 pts.
Participation	200 pts. (20%)	F = 0 pts. – 599 pts.
Total Points	1000 pts.	

Project

There will be a written class project requirement. Project assignments will be determined before the end of the first week of classes. Each student is expected to contribute equally throughout the class towards the project.

COURSE POLICIES

1. Electronic Devices

All electronic devices (cell phones, laptops, tablets, camera containing devices, etc.) should be completely turned off in class and should not be in the hands of students at any time during class. The Professor reserves the right to temporarily confiscate electronic devices owned by students when electronic devices create distractions or disruptions. There will be absolutely no texting, phone calls, or social media interaction during class. All students are expected and required to comply. Keep in mind that adherence to this policy is part of your participation grade, and could be worth up to 17% of your overall grade.

2. Academic Integrity

Cheating is unethical and unacceptable. Using information or original wording in a paper or assignment without giving credit to the source of that information or wording is **plagiarism**, and is absolutely unacceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <http://sa.utep.edu/osccr/academic-integrity> for further information.

3. Attendance and Punctuality

Attendance is valued in this class, just as it is in the workplace. Being absent or late to class sends a negative message to the Professor, just like it does to an employer, manager, or customer. You cannot make a contribution to class discussion when you are not present. Please keep in mind that missing 1 class is equivalent to missing 5 days of work.

Class attendance is required and expected. Exam and quiz material will be partially based on lectures, therefore you are responsible for all material covered in class. Please arrive on time and take your seat quickly and quietly. Arriving late hinders all students and is considered disruptive to everyone in class.

Please keep in mind this University policy on attendance: “When in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a W before the course drop deadline or with a grade of F after the course drop deadline.”

The instructor reserves the right to raise or lower student’s grade based on the quality and quantity of the student’s participation.



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4. Homework

Please note that you should complete homework on Blackboard. Homework cannot be turned in after its due date. If you expect to miss class, be sure you will be able to do the homework before its due date.

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 4 different recent news articles related to 4 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 Wednesday 7/5/2017 by 11:30 a.m. on Blackboard. No late assignments will be accepted.

5. Exams/Quizzes

Exams and quizzes will be taken from any material discussed in class. You are responsible for bringing SCANTRON forms and a calculator to the exam/quiz as you may need to solve quantitative questions. A missed exam/quiz will result in a score of 0 (zero) for that exam/quiz. Graded exams/quizzes will be returned during the following class. Do not discard them - they are a critical record if there is a discrepancy later. There are no make-up quizzes. In a specific, pre-coordinated case, an all-essay make-up exam may be arranged at the discretion of the Professor.

6. Need for Assistance

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 Center for Accommodations and Support Service (CASS) website at <http://sa.utep.edu/cass>

7. Other Student Services

Sexual Harassment Guide for students: <http://admin.utep.edu/Default.aspx?tabid=43881>

University Counseling Center: <http://sa.utep.edu/counsel/>, 747-5302, 202 Union West; walk-ins encouraged.

Student Health and Wellness Center: <http://chs.utep.edu/health>, 747-5624. Many services free to students paid for through student health fee.

Student Engagement and Leadership Center: <http://sa.utep.edu/selc>, 106 Union West, 747-5670. Includes study space with workstations; family friendly room with lactation space.

University Career Center: <http://sa.utep.edu/careers>, 103 Union West, 747-5640.

Mine Tracker: <https://minetracker.utep.edu/>. Events, news and organizations.



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8. Campus Carry:

Persons who hold a Concealed Handgun License can lawfully carry their gun into a UTEP classroom as long as it remains concealed. Open carry remains prohibited on campus. Should you feel someone is intentionally displaying a gun (or any other weapon for that matter), do not hesitate to call Campus Police

(ext. 5611) or 911. For more information on campus concealed carry, see <http://sa.utep.edu/campuscarry/>. For more information on overall campus safety, see <http://admin.utep.edu/emergency>.

Please note that the GBC is a designated Campus Carry Exclusion Zone – a property leased by the University which has existing tenant leases *prohibiting weapons*. For more information on Campus Carry Exclusion Zones see: <http://sa.utep.edu/campuscarry/exclusion-zones>

9. Student Responsibility

Individual students must operate with integrity in their dealings with faculty and other students; engage learning materials with appropriate attention and dedication; maintain engagement when challenged by difficult learning activities; contribute to the learning of others; and perform to standards set by the faculty.

Note: This is a tentative syllabus and the Professor reserves the right to make appropriate changes.

See Detailed Class Outline on Next Page!



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Detailed Course Outline:

WEEK	DAY	DATE	SUBJECT	TOPIC
1	Monday	June 12	Intro, Syllabus Chapter 1	What is Organizational Behavior?
	Tuesday	June 13	Chapter 2	Diversity in Organizations
	Wednesday	June 14	Chapter 3 Reading Quiz 1	Assign Class Project! Attitudes and Job Satisfaction Chapters 1, 2 on Blackboard
	Thursday	June 15	Chapter 4	Emotions and Moods Review
	Friday	June 16	Reading Quiz 2	Chapters 3, 4 on Blackboard
2	Monday	June 19	Exam #1 Chapter 5	One hour exam, Chapters 1–4 Personality and Values, part 1
	Tuesday	June 20	Chapter 5	Personality and Values, part 2
	Wednesday	June 21	Chapter 6 Reading Quiz 3	Perceptions and Decision Making, part 1 Chapters 5, 6 on Blackboard
	Thursday	June 22	Chapter 6	Perceptions and Decision Making, part 2
	Friday	June 23	Chapters 7-8 Reading Quiz 4	Motivation – Concepts, Application Chapters 7, 8 on Blackboard
3	Monday	June 26	Chapters 9-10	Group behavior - Work Teams
	Tuesday	June 27	Chapter 11 Reading Quiz 5	Communications Chapters 9, 10 on Blackboard
	Wednesday	June 28	Exam #2 Chapter 12	One hour exam, Chapters 5-10 Leadership
	Thursday	June 29	Chapter 13 Reading Quiz 6	Power and Politics Chapters 11, 12 on Blackboard
	Friday	June 30	Chapter 14	Conflict and Negotiation.
4	Monday	July 3	Chapter 15 Reading Quiz 7	Organizational Structure Chapters 13, 14 on Blackboard
	Tuesday	July 4	No Class	University closed for National Holiday
	Wednesday	July 5	Chapter 16	Projects are due! Organizational Culture
	Thursday	July 6	Chapter 16 Reading Quiz 8	Organizational Culture Chapters 15, 16 on Blackboard
	Friday	July 7	Exam #3	One hour Exam, Ch. 11-16. Class Complete