

**MGMT 3303**  
**Introduction to Management and Organizational Behavior**  
**College of Business Administration**  
**Fall 2017**  
**The University of Texas at El Paso**

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<b>Class Time</b>	Monday and Wednesday 9:00 a.m. – 10:20 a.m.
<b>Class Room</b>	BUSN 313
<b>Instructor</b>	Prajya R. Vidyarthi
<b>Office</b>	Room 252, College of Business Administration
<b>Office Hours</b>	Monday 8:30-9:00 a.m. and 10:20 a.m. to 12:20 p.m. Wednesday 8:30-9:00 a.m. and 10:20 a.m. to 12:20 p.m.
<b>E-mail</b>	<a href="mailto:prvidyarthi@utep.edu">prvidyarthi@utep.edu</a> Note: Please do not use the Blackboard e-mail system.
<b>Phone</b>	(915) 747-5380 (Office)
<b>Required Text</b>	Robbins, S. P., & Judge, T. A. (2017). Organizational Behavior, 17th ed. Boston, MA: Pearson.

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### **Course Goals and objectives**

This course addresses various aspects of management and organizational behavior. The focus of the course 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 of products and services are essential which 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.

The principal objectives of the course are to assist students in developing:

- 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.

### Course Requirements

1. **Attendance, participation, in-class activities, and assignments:** Students must arrive to the classroom before the class begins. If you are late you may not be allowed to enter the classroom. Also note that because participation in class discussion, activities and group exercises constitute an essential component of learning, presence in the class is strongly encouraged. 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 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. Group activities would entail working in small groups for class exercises and debates. Each group will be asked to discuss issues and concerns regarding aspects of organizational behaviors and present their conclusions to the class. The topics can be from textbook or outside. Credit for attendance, participation, in-class activities, and assignments count 25 points to the final grade.
2. **Quizzes.** There will be ten or more in-class 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 at the beginning of the class. All quizzes or the best 10 quizzes will count towards the grade. There will be no make-up quizzes. If you miss any quiz, simply attend class regularly so that you don't miss the remaining quizzes. If you come late (or leave early) and 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  $10 \times 10 = 100$  points.
3. **Project Case analysis** (Presentation or report) – This will be a project case study done either in a team or individually. Based on class size and interest of students, groups of 3-5 students will be formed by the second week of the class. Groups or individual students may choose a project or case relevant to topics covered in the textbook. Students are encouraged to present or report on a case from a real organization. The topic should relate to some salient aspect of

subjects included in the course. The presentation will be for 10 minutes followed by 5 minutes of question/answer. The group is expected to submit a printed copy of the presentation slides on the day of their presentation. For students who choose to do this individually will do similar work but instead of presentation they will write a 5 (or more) page report (double spaced, excluding reference or title page). Presentation or report will be due on Monday of the week when the topic is being covered. This project work counts for 25 points towards the final grade.

4. **Exam 1 and Exam 2** – There will be two in-class closed-book exams comprising short-answer type of questions. These will be based on material covered in class and assigned readings. Each exam will add 50 points towards of 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.

### Grading

Measure	Points
Exam 1	50
Exam 2	50
Quizzes	100
Attendance/participation; In-class activities; Assignments	25
Project case analysis (Presentation or Report)	25
<b>Total Points</b>	<b>250</b>

### Grading scale (in percentage)

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

### Important Notes:

- There will be a prior announcement when the instructor has to travel for presentation in research conference. The class will not be canceled but will be covered by a substitute faculty. The details will be provided in the preceding classes.
- Students are responsible for all the chapters in the textbooks and any additional assigned readings. Because only limited number of topics can be covered during the class hours, all materials in the text, whether or not covered in class, will be on the examinations.
- Online tools for class management can be used to aid instruction. Students should be willing and prepared to get involved to benefit from any such method used.

- Students must take the full responsibility of arriving to class in time. Late coming to the class will not be excused or tolerated. If you arrive late to the class and if you find the doors of the classroom closed, you are advised to not enter the classroom.
- Students are expected to comply with acceptable behaviors in accordance with the standards of the College of Business Administration and UTEP. Any deviation from the norm will be dealt with the provisions and policies of the School and the University.
- The UTEP mission Statement can be accessed at the following web address:  
<http://www.utep.edu/aboututep/visionmissionandgoals.aspx>
- Students with Special Needs: If you have a disability and need accommodation, you should contact The Disabled Student Services Office (DSSO) at 747-5148. You can also e-mail the office at [dss@utep.edu](mailto:dss@utep.edu) or visit 106 UTEP Union East. For additional information, visit DSSO website at [www.utep.edu/dsso](http://www.utep.edu/dsso).

## Class Schedule and outline

Weeks and Dates		Chapter and subject	Exam/Presentation/Remark
Week 1	8/28 8/30	Chapter 1: What is Organizational Behavior?	8/28 - Introduction and Syllabus
Week 2	9/4 9/6	Chapter 2: Diversity in Organizations	9/4 – Labor day (No class)
Week 3	9/11 9/13	Chapter 3: Attitudes and Job Satisfaction	
Week 4	9/18 9/20	Chapter 4: Emotions and Moods	
Week 5	9/25 9/27	Chapter 5: Personality and Values	
Week 6	10/2 10/4	Chapter 6: Perception and Individual Decision Making	
Week 7	10/9 10/11	Chapter 7: Motivation Concepts	
Week 8	10/16 10/18*		10/16 – Review class 10/18* - Exam 1
Week 9	10/23 10/25	Chapter 8: Motivation: From Concepts to Applications	
Week 10	10/30 11/1	Chapter 9: Foundations of Group Behavior  Chapter 10: Understanding Work Teams	
Week 11	11/6 11/8	Chapter 11: Communication	
Week 12	11/13 11/15	Chapter 12: Leadership	

Week 13	11/20 11/22	Chapter 13: Power and Politics	
Week 14	11/27 11/29	Chapter 14: Conflict and Negotiation	
Week 15	12/4 12/6		12/4 – Review class 12/6 – Exam 2

\* 10/18 – The instructor may travel to a conference to present a research paper. Thus the class may be covered and/or exam proctored by another instructor. Announcement will be made and more information shared in the preceding week.