



**MGMT 3303
CRN 21956
Introduction to Management
and Organizational Behavior
Spring 2022**

Instructor: Prajya Vidyarthi, PhD

Email: Please use Blackboard for course related emails and messages.

- Use email for one-on-one communication. I strongly discourage you from sending email (or reply) to all enrolled students.
- Please note that you should wait for 24-48 hours for a reply to an email.
- For non-course related emails use prvidyarthi@utep.edu and please note that his email address does not contain “miners” in it.

Faculty Profile: <https://hb2504.utep.edu/Home/Profile?username=prvidyarthi>

Office Hours:

Monday 10:00-10:30 am and 11:50 am -1:00 pm
Wednesday 10:00-10:30 am and 11:50 am -1:00 pm

Class Time & Room: MW, 1030-1150, BUSN 332, COBA.

Student Learning Outcomes

This course has 5 learning goals. After taking this course, students should be able to:

- **Learning Goal 1** - Understand how individual differences of employees influence individual behaviors and job-related outcomes in organizations.
- **Learning Goal 2** - Understand group dynamics and development, compare the effectiveness of different group managing techniques, and understand how to organize effective teams.
- **Learning Goal 3** - Understand how organizational-level structure, culture, and policies shape individual and group behaviors in organizations.
- **Learning Goal 4** - Recognize different theories of leadership, understand effective organizational communication, and evaluate different conflict handling and negotiation techniques.

- **Learning Goal 5** - Become socially responsible, and understand how business ethics, diversity, cross-cultural differences influence individual and group behaviors in organizations.

These objectives are based on COBA assurance of learning (AOL) practice for MGMT 3303 course. The learning outcomes follow Bloom's taxonomy and intends to align learning with observable and measurable parameters as described in the course description/overview and grading component sections.

Course Description

An introduction to the management functions of planning, organizing, leading, and controlling. Emphasis will be given to organizational behavior concepts, individual, group, and organizational levels, international business, ethical issues, and quality management perspectives.

Course Overview

This class provides an introduction to the topics of management and organizational behavior. My aim is to help you understand the fundamentals of what affects individual and group behavior in organizations through a blend of readings, lectures, exercises, videos, surveys, discussion, and case studies. We will cover diverse topics in the course including leadership, motivation, group dynamics, personality, and other aspects involved in the effective management of human behavior. The focus of the course is to understand and value individuals, groups, leaders and the organization from behavioral perspective especially for achieving effective management.

Learning Disclaimer

Students may vary in their competency levels and you should expect to be successful *only if* you honor all course policies, complete all assigned work in good faith and on time, prepare adequately for quizzes and exams, and meet all other course expectations of you as a student.

Required Materials

Organizational Behavior, 18th edition, Stephen P Robbins & Timothy A. Judge, Published by Pearson (July 21st 2019).

Website: <https://www.pearson.com/store/p/organizational-behavior/P100002737906>

Note:

- Textbook and MyLab are required.
- Supplemental readings and exercises will be posted in Blackboard during the course.

Grades

Grade Components

	Total Points
Participation and Engagement (Discussion, exercises, assignments, and activities)	25
Pearson MyLab work	25
Project work	25
Chapter quizzes (14 x 10 points)	140
Mid-term Exam	25
Final Exam (comprehensive)	100
Total Points	340

Grading Scale (in percentage)

A	90-100 %
B	80-89.99 %
C	70-79.99 %
D	60-69.99 %
F	Below 60 %

Blackboard

Blackboard is an online learning management system (accessed through <https://my.utep.edu/>) which will be used as a supporting medium for this course. My recommendation is to check Blackboard at least every few days for any updates.

Week, Chapter, and Due Date

The course is designed to cover 14 chapters during the semester such that generally one chapter will be the focus for one week (with some exceptions). Please refer to the detailed course schedule table at the end of this document. In general, students should read the chapter and come prepared to the class – also because I may give a quiz on the chapter on any day (Monday or Wednesday) during the week. The due date for in-class activity/exercise be the day the work was given; all online activities or assignments should be submitted before the end of week (Sunday, 11:59 pm)

Participation and Engagement (Discussion, Assignments, Activities)

In this course your participation and engagement in class is highly encouraged. In other words, you must participate to be successful in the course. To participate you are expected to read/review all chapters and assigned course materials to ensure understanding of the topics. The components of discussion, assignment, and activities, and other methods will contribute to your participation and engagement. Please make sure to:

- Participate in engaging discussions in the classroom.
- Complete all activities in each class or the corresponding week.
- Complete all assignments.

Remember, preparation is important to contribute effectively to class participation and discussions. Thus, you should read the assigned material *before* participating or engaging in class.

Late submission may only be allowed under special circumstances that I approve, and you will get only partial credit. Instructor decision on late submission will be final.

Project Work

All students (either individually or in a small group) are required to do a project on a chosen project topic. The project should pertain to a particular topic covered within a chapter of your choice. Some examples of such topics are:

- Organization behavior is common sense but common sense is not common
- How my overqualification or underqualification is perceived by my manager
- Lack of racial diversity at my workplace
- High turnover in my department
- My work team is the best!
- My manager is a great leader
- Gossip is eroding motivation in xyz
- My work-life balance at xyz
- How Maslow’s hierarchy of needs explain different levels of motivation among my team members
- Politics is key to success in my workplace
- My workplace culture breeds injustice and nepotism
- My organization is ethical even at the cost of lowered profit
- The effect of my job performance on my work relationship with my superiors
- Team is not the answer to my organizational (or departmental) challenges
- Work-from-home is the root cause of conflict in my workplace
- Leader-member Exchange (LMX) theory of leadership is the most useful theory of leadership
- In my workplace distributive negotiation is superior to integrative negotiation

You can use your discretion to choose a topic that may be most relevant and interesting to you. You may also consider the feasibility of the project work given your access to relevant materials and the project site.

The project work can be done either individually or in a small group as described below:

Individual work:	Small group work:
<ul style="list-style-type: none"> • Submit an individual project report based on studying a topic/issue (preferably pertaining to a local organization) and providing recommendations. 	<ul style="list-style-type: none"> • In class presentation by group of 2-3 students based on studying an issue (preferably pertaining to a local organization) and providing recommendation.

<ul style="list-style-type: none"> • Students are expected to write a 5 page (excluding reference or title page) report (double spaced, Times New Roman font, 12 size font, 1 inch margin). • Submit your printed report in class on Wednesday of the week the topic/chapter is being covered (see course outline at the end of the syllabus). 	<ul style="list-style-type: none"> • Students are expected to make a 15+5 minutes of presentation such that 15 minutes of main presentation is followed by 5 minutes of question/answer. • The presentation is to be made on Wednesday of week when the topic is being covered.
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Note: A limited number of group presentations will be allowed – typically 1 or 2 groups per chapter. Student groups who approach me first will get a priority. If the chapter/topic is full you may try another chapter/topic. If group presentation slots are not available then you will have to do an individual project (report submission). If you intend to make a group project, please finalize it and seek my approval by the end of second week.

Pearson MyLab assignment/activity

You are required to do some video case or activity or assignment or other tasks as assigned in Pearson MyLab. This Pearson MyLab activity is a requirement for this class and thus you should have an access to this resource. Please create an account and use your account to login to complete the assigned work. The work is mostly related to Chapter materials so it is important that you read the chapter before you attempt MyLab work.

The instruction to create an account will be posted by second week of class.

Due date: The due date will be end of Sunday (11:59 p.m.) for the corresponding topic/chapter week. Late submission may not be graded or you may receive only partial credit for late submission.

Quizzes

You will be given chapter quizzes each week to test your learning and application of chapter concepts. These may also be based on the material presented in the chapter, assigned readings and other course activities. Therefore, you will need to keep up with reading the assigned chapters each week. Quizzes can be given on either day of the class. There will be no make-up options for missed quizzes. The quiz will be during class hours using blackboard online tool.

Midterm Exam and Final Exam

There will be a midterm exam covering the chapters covered up to that point. This will be a required exam in an online format. This exam should additionally serve the purpose of understanding the nature, level of difficulty, and format for the Final Exam (described below).

There will be a cumulative final exam at the end of the semester. The final exam will be given according to the university's final exam schedule. The exam may include multiple choice, short-answer, and essay questions taken from the textbook, supplemental readings, and other course activities. The mid-term exam may help understand the nature of the final exam. Per university policy, there will be no make-up final exams for any reason. Students who do not take the exam will receive zero points. The final exam will be given either online or in class. The exact method will be decided later during the semester and students will be notified in the weeks prior to the final exam date.

Due date: The midterm exam will be in the middle of semester as indicated in the course outline at the end of this syllabus. The final exam will be in the finals week. The exact date/time will be announced in the weeks prior to the exam.

Note (on Quizzes and Exams):

All quizzes and exams will be administered either in class in paper/pencil format or online through Blackboard using the Respondus Lockdown Browser (and possibly Respondus Monitor).

Course Policies

COVID-19 PRECAUTION STATEMENT

If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. It is important to follow all instructions that you receive as part of the diagnosis, including isolation and staying at home until a negative test is produced.

If you experience COVID-19 symptoms, please follow the isolation protocol by staying at home and getting tested as soon as possible. If the test is negative but you are still seeking accommodations, please contact the Dean of Students Office for guidance in a timely manner. Your instructor will work with the Dean of Students Office to determine the extent of any such accommodations.

We strongly encourage you to think and act proactively in all matters related to COVID-19 and your academic endeavors. The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge

on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Note: The Covid situation is continually evolving so the latest guidelines from UTEP, COBA, experts and authorities will supersede the previous statements.

Classroom and Technology Requirements

This is a face-to-face class. However, blackboard will be used as a supporting medium to aid teaching and learning.

If you encounter technical difficulties with your computer, software, or Blackboard at any point during the semester, please contact the Help Desk at 915-747-4357 or helpdesk@utep.edu.

If you do not own a computer or have personal access to the internet, there are computers accessible to you in UTEP's computer labs that are connected to the internet. For further information on computer labs, please see the following website:
<https://www.utep.edu/technologysupport/>.

Protocols of Communication

All students are welcomed and encouraged to communicate with the instructor on issues relating to the course, assignments, grading, or other issues. The best way to contact me is live face-to-face before/after the class, and during my office hours. The second-best way to contact me is through Blackboard emailing system.

All communication between student and instructor and between student and student should be respectful and professional. Your Miners Email is the only official student email at UTEP and I will only communicate with you via your Miners Email or Blackboard. You are responsible for checking your Miners Email account and Blackboard regularly.

Course Accessibility

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please contact me (with or without a Center for Accommodations and Support Services (CASS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest that you contact CASS at cass@utep.edu or by phone at (915)747-5148 for additional information and to discuss academic accommodation. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

Academic Honesty

Academic Integrity and Scholastic Dishonesty

Scholastic dishonesty in any form will not be tolerated and will be dealt with strictly in accordance with UTEP's *Handbook of Operating Procedures* and the Regents' *Rules and Regulations*. Please review the policies to learn your rights, obligations, and responsibilities at <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>.

There is a strict "zero tolerance" policy toward cheating, plagiarism, and other forms of scholastic dishonesty as they relate to all aspects of this course, its assignments, quizzes, exams, and all other activities. Any student caught violating any policy in the *Handbook of Operating Procedures* will receive an "F" for the course and will be referred to the Office of Student Conduct and Conflict Resolution for further action.

Plagiarism

I may use tools such as Blackboard's SafeAssign to check and prevent plagiarism in all written assignments in this course. SafeAssign is a tool used to prevent plagiarism and to help students identify where to properly attribute sources. It compares submitted assignments against internet, document archives, and other databases to identify areas of overlap between the submitted assignment and existing works. Accordingly, you must submit your assignments electronically through Blackboard by the date and time the assignment is due. After the assignment is processed, the instructor will receive a report that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit https://help.blackboard.com/Learn/Student/Assignments/Assignments_SafeAssign. Although your paper may be returned with a grade, no grade is final until a satisfactory report from SafeAssign has been received.

Student Resources

Technology Support

This is an online course that depends on reliable technology and access to Blackboard. If you have any technology or Blackboard related questions or issues this semester, please contact the Technology Support Help Desk 24/7 by phone, email, or chat. All of their contact information is available on their home page at <https://www.utep.edu/technologysupport/index.html>.

University Library

This course requires you to know where to find and how to use the best available evidence regarding management practices and processes. Libraries are your best source for this information. You are expected to know how to use the library's resources. If you are not familiar with using the library, please ask for assistance from the library's personnel, take workshops provided by the library, or visit the library's website (<https://www.utep.edu/library/>).

The subject librarian for the College of Business Administration is Lilia Fernandez. Feel free to contact her with any of your research or library needs (<https://www.utep.edu/library/people/subject-specialist.html>).

University Writing Center

Effective business writing is one of the biggest weaknesses that managers have (and consequently one of the best opportunities to distinguish yourself by doing it well). Since effective writing will be part of your evaluation on written assignments, I strongly recommend you schedule an appointment with the University Writing Center for help with your writing. The University Writing Center (UWC) offers writing support to UTEP students at every level, in every discipline. Trained peer consultants provide help at every stage of the writing process, including understanding assignments, researching, drafting, revising, incorporating sources, and learning to proofread and edit. The UWC's purpose is not merely to fix papers or to make better writers, but to teach writers strategies to navigate complex situations for writing, both in and outside the university. Consultations are available for individuals and groups. To make the best use of the UWC, visit far enough before the assignment due date to allow yourself time to revise after your consultation. You may find it helpful to browse the writing resources on their website (<https://www.utep.edu/uwc/>) or arrange regular weekly appointments. You can contact them by phone (915-747-5112) or schedule an appointment on their website. The UWC is located in the Library, room 227.

Disclaimer

This syllabus, with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course outcomes. Students will be notified of changes and are responsible for attending to such changes or modifications posted on the Blackboard site for this course.

Course Schedule/Outline

The following schedule is subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning. All changes will be announced on Blackboard.

Dates	Chapter and Topic	Quiz/Exam/Activity/Comment
1/19	Introduction Syllabus Chapter 1: What is Organizational Behavior?	
1/24 1/26	Chapter 1: What is Organizational Behavior?	Quiz – Ch.1 Activity/Exercise/Assignment/Discussion – Ch. 1
1/31 2/2	Chapter 2: Diversity in Organizations	Quiz – Ch.2 Activity/Exercise/Assignment/Discussion – Ch. 2
2/7 2/9	Chapter 3: Attitudes and Job Satisfaction	Quiz – Ch.3 Activity/Exercise/Assignment/Discussion – Ch. 3
2/14 2/16	Chapter 4: Emotions and Moods	Quiz – Ch.4 Activity/Exercise/Assignment/Discussion – Ch. 4
2/21 2/23	Chapter 5: Personality and Values	Quiz – Ch.5 Activity/Exercise/Assignment/Discussion – Ch. 5
2/28 3/2	Chapter 6: Perception and Individual Decision Making	Quiz – Ch.6 Activity/Exercise/Assignment/Discussion – Ch. 6
3/7 3/9	Chapter 7: Motivation Concepts Chapter 8: Motivation: From Concepts to Applications	3/7 – A faculty colleague who is an expert on the topic may teach the class 3/9 – Midterm Exam
3/14 3/16		Spring Break (No Class)

3/21 3/23	Chapter 7: Motivation Concepts (continue) Chapter 8: Motivation: From Concepts to Applications (continue)	Quiz – Ch.7 Quiz – Ch. 8 Activity/Exercise/Assignment/Discussion – Ch. 7 and Ch. 8
3/28 3/30	Chapter 9: Foundations of Group Behavior	Quiz – Ch.9 Activity/Exercise/Assignment/Discussion – Ch. 9
4/4 4/6	Chapter 10: Understanding Work Teams	Quiz – Ch.10 Activity/Exercise/Assignment/Discussion – Ch. 10
4/11 4/13	Chapter 11: Communication	Quiz – Ch.11 Activity/Exercise/Assignment/Discussion – Ch. 11
4/18 4/20	Chapter 12: Leadership	Quiz – Ch.12 Activity/Exercise/Assignment/Discussion – Ch. 12
4/25 4/27	Chapter 13: Power and Politics	Quiz – Ch.13 Activity/Exercise/Assignment/Discussion – Ch. 13
5/2 5/4	Chapter 14: Conflict and Negotiation	Quiz – Ch.14 Activity/Exercise/Assignment/Discussion – Ch. 14
May 9-13 week	Final Exam (exact date will be announced)	