MGMT 3303 – CRN 13618

Term: Fall 2018

Days: M/W

Time: 9:00 – 10:20 am

Classroom: BUSN 332

Instructor: Randika E. Gamage

Office Hours: M/W 10:30 – 12:00 pm and by appointment

Contact: rseramudugodagamage@miners.utep.edu

Course Description

This is an introductory level course in management that explores the fascinating realm of organizational behavior. An organization, no matter which context it exists in, rely heavily on the successful decision making of those who are in managerial positions. The interactions between both internal and external entities are of utmost importance for an organization and, as business students, understanding these dynamics will aid you in successful careers in the future. By the conclusion of this term you will be able to

1. Explain basic concepts of organizational behavior
2. Be able to understand and apply these concepts in practical situations that may arise
3. Be critical in understanding many facets of organizational decision making to make optimal decisions in the future
4. Build an academic foundation to build upon, going forward in this program

Required Textbook


Course Requirements

Attendance and Participation

I want this class to be an enjoyable experience, as well as a successful one. For that to be a reality, a heavy emphasis on attendance and participation will be made. A high level of attendance and participation is key in the successful completion of a term for any given subject. Throughout the term you will have an allocation of two excused absences. Any absences that go beyond this will result in a reduction of your grade.

In-class participation is very important for this course. I will provide opportunities in every class session for students to take part in active discussions regarding a wide variety of topics of organizational behavior. The level of participation will be considered each week and
those who do not contribute to the discussions will be penalized on their grades. Keep in mind I need to see a genuine commitment to this. This is because, especially as business students, critical thinking and providing your own personal take on various business-related matters is vital for your success going forward. Passive behavior is your enemy for this specific grading criteria.

Exams

There will be three exams for the term. Two exams followed by a final exam at the end of the semester. The final exam will not be cumulative, and all exams will be comprised of a multiple-choice format of questioning. We will discuss expectations for these exams in weeks leading up to them. It is important to note however that the exams will be primarily based on the textbook chapters and, as such, reading and understanding them will help you succeed with a good grade. In addition to the textbook chapters, I will also include questions based on in-class discussions on various topics as well. This is also another reason why attendance and participation will be key for your success in this course. So, pay attention and actively take part in class discussions.

Quizzes

Quizzes will primarily be focused on assessing your knowledge of textbook chapters. All quizzes will be online and can be found on Blackboard. You will be given two opportunities to take the quizzes before the allocated submission deadline. I will announce the availability of quizzes each week.

Grading Criteria

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Exam 1 – Midterm 1</td>
<td>15</td>
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<tr>
<td>Exam 2 – Midterm 2</td>
<td>20</td>
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<tr>
<td>Exam 3 – Final</td>
<td>20</td>
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<tr>
<td>Quizzes x10</td>
<td>20</td>
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<tr>
<td>Attendance</td>
<td>15</td>
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<tr>
<td>Participation</td>
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<tr>
<td>Total</td>
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<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Corresponding percentage value</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<td>D</td>
<td>60 – 69%</td>
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<td>F</td>
<td>59% or less</td>
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An Incomplete grade will be awarded only under extraordinary conditions and will be assigned under the discretion of the instructor.
**Student behavior and class policies**

Students are expected to arrive on time to class. Those who arrive late will be only awarded partial credit for attendance.

Students are expected to behave in a civil and respectful manner under all circumstances.

Listening is an important quality for a business student. If the instructor observes you not paying attention to the instructor or to a fellow student, points will be deducted from your grade.

Use of mobile devices are strictly reserved for in-class assignments. Mobile phones are expected to be on silent from the moment the class starts until it ends. The only exception is if you are expecting an urgent message. You may leave the classroom if you must take a call. Any behavior to the contrary will result in a deduction to your grade.

If you need to record any session, you must have prior approval of the instructor.

**Finally, the contents of this syllabus are subject to change at the discretion of the instructor. Any changes made will be announced to the class through blackboard.**

**Accommodations**

If you need accommodations for this class, please contact The Center for Accommodations and Support Services. Their contact information is as follows,

T/P: (915) 747-5148

E-Mail: cass@utep.edu

Locations: Union Building East - Room 106

Office Hours: Monday through Friday 8:00a.m.-5:00p.m.

Website: [http://sa.utep.edu/cass/student-resources/](http://sa.utep.edu/cass/student-resources/)

**Academic Integrity and Scholastic dishonesty**

The university’s view on academic integrity and scholastic dishonesty is as follows

**Academic Integrity**

“Academic Integrity is a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Specifically, these values are defined as follows:

- Honesty: advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
• Trust: fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

• Fairness: establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.

• Respect: recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.

• Responsibility: upholds personal responsibility and depends upon action in the face of wrongdoing.
  

Scholastic Dishonesty

“Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable to another person.

• Cheating
  
  o Copying form, the test paper of another student
  o Communicating with another student during a test
  o Giving or seeking aid from another student during a test
  o Possession and/or use of unauthorized materials during tests (i.e. Crib notes, class notes, books, etc.)
  o Substituting for another person to take a test
  o Falsifying research data, reports, academic work offered for credit

• Plagiarism
  
  o Using someone’s work in your assignments without the proper citations
  o Submitting the same paper or assignment from a different course, without direct permission of instructors
• Collusion
  
  o Unauthorized collaboration with another person in preparing academic assignments”

Reference and for more information please visit: http://sa.utep.edu/osccr/academic-integrity/

If under any circumstance you are unclear as to whether your conduct is acceptable under these criteria, please contact me immediately.

Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>8/27</td>
<td>Course Introduction</td>
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<tr>
<td>8/29</td>
<td>What is Organizational Behavior?</td>
<td>Chapter 1</td>
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<tr>
<td>9/03</td>
<td>Labor Day – No Class</td>
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<tr>
<td>9/05</td>
<td>Diversity in Organizations</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>9/10</td>
<td>Attitudes and Job Satisfaction</td>
<td>Chapter 3</td>
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<tr>
<td>9/12</td>
<td>Attitudes and Job Satisfaction</td>
<td>Chapter 3</td>
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<td>9/17</td>
<td>Emotions and Moods</td>
<td>Chapter 4</td>
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<td>9/19</td>
<td>Personality and Values</td>
<td>Chapter 5</td>
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<td>9/24</td>
<td>Personality and Values</td>
<td>Chapter 5</td>
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<tr>
<td>9/26</td>
<td>EXAM 1</td>
<td>Chapters 1-5</td>
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<td>10/01</td>
<td>Individual Decision Making</td>
<td>Chapter 6</td>
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<tr>
<td>10/03</td>
<td>Individual Decision Making</td>
<td>Chapter 6</td>
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<tr>
<td>10/08</td>
<td>Motivation Concepts</td>
<td>Chapter 7</td>
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<td>10/10</td>
<td>Motivation: From Concepts to Applications</td>
<td>Chapter 8</td>
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<tr>
<td>10/15</td>
<td>Foundations of Group Behavior</td>
<td>Chapter 9</td>
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<td>10/17</td>
<td>Foundations of Group Behavior</td>
<td>Chapter 9</td>
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<tr>
<td>10/22</td>
<td>Underlying Work Teams</td>
<td>Chapter 10</td>
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<tr>
<td>10/24</td>
<td>EXAM 2</td>
<td>Chapters 6-10</td>
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<td>10/29</td>
<td>Communication</td>
<td>Chapter 11</td>
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<td>10/31</td>
<td>Communication</td>
<td>Chapter 11</td>
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<td>11/05</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<td>11/07</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<td>11/12</td>
<td>Power and Politics</td>
<td>Chapter 13</td>
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<td>11/14</td>
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<td>11/19</td>
<td>Conflict and Negotiation</td>
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<td>Chapter 14</td>
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<td>11/26</td>
<td>Foundations of Organizational Structure</td>
<td>Chapter 15</td>
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<tr>
<td>11/28</td>
<td>Organizational Culture</td>
<td>Chapter 16</td>
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<td>12/05</td>
<td>EXAM 3</td>
<td>Chapters 11-16</td>
</tr>
<tr>
<td>12/07</td>
<td>Final Day to complete assignments</td>
<td></td>
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