Behavior in Organizations

Course Description:
This course addresses interactions of individuals and groups in work environments. Topics include decision-making, motivation, leadership, power, conflict, stress, and diversity. Other coverage includes management functions and environmental constraints affecting managerial practice and decisions.

Learning Objectives:
After completing this course students should be able to:
- Understand the scope, roles and functions that are essential to management.
- Describe the historical evolution of management thought and practice.
- Discuss and apply the major concepts and theories for topics that include decision-making, motivation, leadership, organizational culture, power, conflict, stress, and diversity.
- Understand the ethical concerns and social responsibilities of organizations.
- Describe the stages, processes, and dynamics involved in team/group management.
- Understand critical internal and external environmental factors and their influences on organizations.
- Contrast the key approaches to organizational structure and relate them to important organizational considerations.

Course Requirements:
Exams: 600 points (4 section exams each worth 150 points)
Homework: 230 points (Learnsmart and additional items)
Attendance and class work: The student can earn at least 170 points (additional are bonus)
Final exam: 150 points (comprehensive and may be substituted for one section exam grade)

Required Materials:
- The Connect+ supplement is required and access comes packaged with the text. This is a direct link for immediate access - http://shop.mcgraw-hill.com/mhshop/store/TAMUCC

Websites Used:
- Blackboard https://bb9.tamucc.edu/ and
- Connect http://connect.mcgraw-hill.com/ (also linked through Blackboard)

Course Policies
Exams – The material is broken into four segments which will then be followed by an exam worth 150 points. Each exam will be offered according to the schedule. Students that are late to class will generally not be provided extra time to complete the exam, so please come on time.
Make-ups for missed exams are only offered under very limited circumstances (for example university sponsored events) but generally do not include illnesses. Permission before the scheduled class is required to qualify for a make-up exam. If permission for a make-up has been given, an alternative form of the exam (such as all essays) might be substituted at the instructor’s discretion. The final exam is comprehensive and may be substituted for one section exam.

**Homework** – This portion of the grade will include a number of chapter assignments. The purpose of these assignments is to enhance student comprehension of major concepts. Homework for each chapter will be available in the Connect course supplement and/or Blackboard. It is the student’s responsibility to keep track of homework and submit it on time. Although in some cases students can discuss the homework, all submitted assignments should be exclusively the work of the submitting student. Only limited exceptions (for example, University excused absences) regarding homework make-ups will be made. A reschedule will be posted if the entire class is impacted (for example, area flooding and power outage). In most other cases no credit will be given for late work.

**Attendance and class work** - Attendance for all classes is expected. Any student that is absent for an extensive period of time, without the specific prior approval of the instructor, may be reported to the registrar as stopped attending (SA) which could have serious consequences on financial aid and/or academic standing. The last date of regular attendance will be used as the stopped attending date, regardless of homework and exam completion.

Students attending every class will complete enough work during class to qualify for points exceeding the 170 points required for the course. This is a “no fault” policy, which means you can take days off for a good reason or no reason, but most non-university absences are not excused. Please consult with the instructor before any lengthy planned absence or University excused absence. Attendance will be taken during each class. On-line activities may be offered in place of all or part of a class. These activities will be posted in Blackboard. Tardiness, leaving early, and inattention to class can result in a loss of these attendance points, please come to class on time and participate in all activities. Every class is important and regular attendance builds continuity in mastering the material.

**Extra credit** – Opportunities to earn extra credit may be offered during class or by completing other specific professional activities outside of class that have been identified and posted in advance by the instructor.

**Electronic Device Usage** – Computers or tablets are required to complete the homework assignments. In some cases homework can be completed by cell phone, but please check with your instructor regarding software compatibility issues.

**Grading: (scores are generally not rounded up to the next higher grade)**
- A 900 – 1000
- B 800 – 899
- C 700 – 799
- D 600 – 699
- F below 600
**Academic Integrity/Plagiarism**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 7, 2014 is the last day to drop a class with an automatic grade of “W” this term.

**Preferred methods of scholarly citations** – APA style is the only accepted method used for citations and referencing for this class.

**Classroom/professional behavior**

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Grade Appeals**

As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.
**Disabilities Accommodations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Statement of Academic Continuity**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**Schedule – Spring 2014 – Expected schedule (any changes will be announced in class and in Blackboard):**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
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<tbody>
<tr>
<td>Wed. Aug. 27</td>
<td>Introduction to management – (chapter 1)</td>
</tr>
<tr>
<td>Fri. Aug. 29</td>
<td>Management skills and roles</td>
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<tr>
<td>Mon. Sept. 1</td>
<td>Labor Day Holiday – No class</td>
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<tr>
<td>Wed. Sept. 3</td>
<td>Classical viewpoints - (chapter 2)</td>
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<td>Fri. Sept. 5</td>
<td>More contemporary viewpoints</td>
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<td>Mon. Sept. 8</td>
<td>Three environments - (chapter 3)</td>
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<td>Wed. Sept. 10</td>
<td>Ethics &amp; social responsibility</td>
</tr>
<tr>
<td>Fri. Sept. 12</td>
<td>Globalization - (chapter 4)</td>
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<td>Mon. Sept. 15</td>
<td>Review for section exam I</td>
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<tr>
<td>Wed. Sept. 17</td>
<td>No class – submit assignment</td>
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<tr>
<td>Fri. Sept. 19</td>
<td>No class – study for exam</td>
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<tr>
<td>Mon. Sept. 22</td>
<td>Exam I over Chapters 1-4</td>
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<td>Wed. Sept. 24</td>
<td>Planning function (chapter 5)</td>
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<td>Fri. Sept. 26</td>
<td>Strategic planning - (chapter 6)</td>
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<td>Mon. Sept. 29</td>
<td>Formulating strategies</td>
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<td>Wed. Oct. 1</td>
<td>Making decisions - (chapter 7)</td>
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<td>Fri. Oct. 3</td>
<td>Group decision making</td>
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<td>Mon. Oct. 6</td>
<td>Organizational culture - (chapter 8)</td>
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<td>Wed. Oct. 8</td>
<td>Organizational structure and design</td>
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<tr>
<td>Fri. Oct. 10</td>
<td>Review for section exam II</td>
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<tr>
<td>Mon. Oct. 13</td>
<td>Exam II over chapters 5 - 8</td>
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<tr>
<td>Wed. Oct. 15</td>
<td>Human resource management - (chapter 9)</td>
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<td>Fri. Oct. 17</td>
<td>Reliability and validity</td>
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<tr>
<td>Mon. Oct. 20</td>
<td>Managing change - (chapter 10)</td>
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Wed. Oct. 22  Personality - (chapter 11)
Fri. Oct. 24  Attitudes
Mon. Oct. 27  Stress & Diversity
Wed. Oct. 29  Early motivation concepts - (chapter 12)
Fri. Oct. 31  Contemporary motivation concepts
Mon. Nov. 3  Applying Motivation Concepts
Wed. Nov. 5  Review for section exam III
Fri. Nov. 7  Exam III over chapters 9 – 12
Mon. Nov. 10 Groups and Teams - (chapter 13)
Wed. Nov. 12 Managing Conflict
Fri. Nov. 14  Power - (chapter 14)
Mon. Nov. 17 Early leadership approaches
Wed. Nov. 19 Contemporary leadership approaches
Fri. Nov. 21 Improving communication - (chapter 15)
Mon. Nov. 24 Control processes- (chapter 16)
Wed. Nov. 26 Enhancing control
Nov. 27 - 28 THANKSGIVING BREAK
Mon. Dec. 1  Exam IV over chapters 13 -16
Final Exam Comprehensive scheduled according to the University schedule