Course Syllabus for Behavior in Organizations MGMT 3312

Course number: MGMT 3312  
Instructor: Dr. Margaret Lucero  
Semester: Fall 2017  
Office: OCNR 318 & 126  
Office Telephone: (361)825-2403  
Office Hours: 2-4 p.m. Tue. & Thur.  
Email: margaret.lucero@tamucc.edu

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.

Course Prerequisites:
- BUSI 0011
- Junior standing or above

Learning Objectives:

After completing this course students should be able to:
- Understand the scope, roles and functions that are essential to management (BBA Goal 2, Objective 1).
- Describe the historical evolution of management thought and practice (BBA Goal 2, Objective 1).
- Discuss and apply the major concepts and theories for topics that include decision-making, motivation, leadership, organizational culture, power, conflict, stress, and diversity (BBA Goal 3, Objective 1; Goal 2, Objective 1; Goal 2, Objective 2)
- Understand the ethical concerns and social responsibilities of organizations (BBA Goal 4, Objective 1).
- Describe the stages, processes, and dynamics involved in team/group management (BBA Goal 2, Objective 1).
- Understand critical internal and external environmental factors and their influences on organizations (BBA Goal 2, Objective 1).
- Contrast the key approaches to organizational structure and relate them to important organizational considerations (BBA Goal 2, Objective 1).

Major Field Test (MFT)

This course has been identified as critical to student mastery of the content covered by the Major Field Test (MFT). The MFT is required for all students pursuing the Bachelor of Business Administration degree. Students register for the MFT in BUSI0088, Major Field Test in Business. To prepare for this test, business majors are advised to retain their class notes, textbooks, and other relevant materials from their business core courses in the areas referenced below. Completion of all College of Business core courses except MGMT 4388 is required. BUSI 0088 is CR/NC.
As an integral part of the College of Business’ Assurance of Learning program, the Major Field Test (MFT) is a nationally-normed, standardized multiple-choice test developed by the Educational Testing Service and administered to senior-level business students at many AACSB International accredited institutions in the United States. It is designed to measure students’ academic achievement through demonstration of their basic knowledge and understanding of key concepts, theories, and analytical methods in the functional areas of business. This test covers the areas of accounting, economics, finance, international issues, legal and social environment of business, management, marketing, quantitative business analysis, and information systems.

Course Requirements (May vary by section):

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)

Required Materials:


Websites Used:
Blackboard https://bb9.tamucc.edu/
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 or online) 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. An extended deadline 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 from class 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. Class attendance is demonstrated by signing in and submitting any required written assignments due during that class session. 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 course.

**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 your
academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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 15th 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 during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

APA Citation Information: http://owl.english.purdue.edu/owl/

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.

Statement of Civility (can be in place of classroom/professional behavior)
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

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 – Fall 2017 – Expected schedule (any changes will be announced in class and in Blackboard):**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics and reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Aug. 28</td>
<td>Introduction to management – (chapter 1)</td>
</tr>
<tr>
<td>Wed. Aug. 30</td>
<td>Management skills and roles</td>
</tr>
<tr>
<td>Fri. Sep. 1</td>
<td>Classical viewpoint - (chapter 2)</td>
</tr>
<tr>
<td>Mon. Sept. 4</td>
<td>Labor Day Holiday – No class</td>
</tr>
<tr>
<td>Wed. Sept. 6</td>
<td>Behavioral viewpoint</td>
</tr>
<tr>
<td>Fri. Sept. 8</td>
<td>More contemporary ideas</td>
</tr>
<tr>
<td>Mon. Sept. 11</td>
<td>Begin Paper 1</td>
</tr>
<tr>
<td></td>
<td>Three environments - (chapter 3)</td>
</tr>
<tr>
<td>Wed. Sept. 13</td>
<td>Ethics &amp; social responsibility</td>
</tr>
<tr>
<td>Fri. Sept. 15</td>
<td>Paper 1 is due at 4 p.m.</td>
</tr>
</tbody>
</table>
Globalization - (chapter 4)
Mon. Sept. 18  International cultures

Wed. Sept. 20  Review for Exam I

Fri. Sept. 22  Exam I over Chapters 1-4

Mon. Sept. 25  No class – replacement exercises in Connect

Planning function (chapter 5)
Wed. Sept. 27  Strategic planning - (chapter 6)

Fri. Sept. 29  Strategic Formulation

Mon. Oct. 2  Strategic Implementation

Wed. Oct. 4  Rational vs. non-rational decision making- (chapter 7)

Fri. Oct. 6  Decision styles and errors

Mon. Oct. 9  Organizational culture - (chapter 8)

Wed. Oct. 11  Organizational structure

Fri. Oct. 13  Organic vs. mechanistic organizational designs

Mon. Oct. 16  Review for section exam II

Wed. Oct. 18  Exam II over chapters 5 – 8

Fri. Oct. 20  Human resource management - (chapter 9)

No class – replacement exercises in Connect

Begin work on Paper 2

Mon. Oct. 23  Jobs and tasks

Wed. Oct. 25  Reliability and validity

Fri. Oct. 27  Paper 2 is due at 4 p.m.

Labor relations
Mon. Oct. 30  Managing change - (chapter 10)
Wed. Nov. 1  Personality - (chapter 11)
Fri. Nov. 3  Attitudes
Mon. Nov. 6  Stress & Diversity
Wed. Nov. 8  Early motivation concepts - (chapter 12)
Fri. Nov. 10  Contemporary motivation concepts
Mon. Nov. 13  Review for section exam III
Wed. Nov. 15  Exam III over chapters 9 – 12
Fri. Nov. 17  Groups and Teams - (chapter 13)
Mon. Nov. 20  Managing Conflict
Wed. Nov. 22  Power - (chapter 14)

Begin Paper 3

Nov. 23 - 24  THANKSGIVING BREAK
Mon. Nov. 27  Early leadership approaches
Wed. Nov. 29  Contemporary leadership approaches
Fri. Dec. 1  Paper 3 is due at 4 p.m.

Control function - (chapter 16)
Mon. Dec. 4  Review for Exam IV
Wed. Dec. 6  Exam IV over chapters 13, 14, & 16

**Wed. Dec. 13**  **8 – 10:00 a.m. Comprehensive Final Exam**