Course Syllabus for Behavior in Organizations MGMT 3312

Course number: MGMT 3312.W01  Instructor: Dr. Steve Ferguson
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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 Evaluation and Grading (may vary by section):

Grading:
A 900-1000, B 800-899, C 700-799, D 600-699, F 0-599

Course Assessments:

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<th>Points</th>
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<td>200</td>
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TOTAL 1,000 100 %

Required Materials:


Websites Used:
Blackboard https://bb9.tamucc.edu/

Connect http://connect.mcgraw-hill.com/ (also linked through Blackboard)

Course Policies:

My Expectations of You

The following are my specific expectations:

1. No Computer-related Excuses -- Since computers are part of business life as are problems with computers, I will NOT accept excuses related to computer problems including individual Bb9/MML problems, server failures, lost e-mail, ISP problems, and disk crashes. NOTE: the key word is "excuses"...meaning that computer-related
problems are NOT an acceptable excuse for not completing the course work before the due date...this does NOT mean that I'm not available to help you get around this type of problem so you can complete the work on time!!!. You should plan for such contingencies and access course information well in advance of the due dates.

2. **Ignorance is NOT a defense** -- you are responsible for all information contained in this syllabus, Blackboard content pages, and all text material assigned for this class. If you are unclear about anything related to this class, you must request clarification from me. In the absence of direct questions, I assume you fully understand all the requirements of this course when assigning grades.

3. **Communicate professionally** -- treat your classmates (and me) with courtesy and respect. It is sometimes difficult to distinguish between a joke and a serious statement in written communication. Limit messages in Class Discussions to course-related topics please. The “Start Here” page in Bb9 includes detailed “Course Communications” policies and guidelines for this class.

4. **Deadline Policy** --The due date for the assignments in each Module appears on the “Module Summary” page in Bb9, in the Bb9 calendar, and in the calendar in MML. You should attempt to complete all assignments in a module before this date.

5. **Late Policy** – In the case of Module Discussions and the Final Test, the “late penalty” is 100%; you must complete these assignments on or before the stated due date. For the remaining assignments, the MML system will accept submissions after the due date through the end of the term. It automatically deducts a 30% from your score as a late penalty. There are NO EXCEPTIONS to the late policy. Even ONE SECOND after the due date is LATE!!

**Discussion Participation** - Communication is a primary tool for leaders and managers in organizations. As students can see from the course assessment, participation in discussion board assignments is more significant in determining the final grade than is the final test.

**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.

**Writing Assignments** – There are two writing assignments for this class. One assignment or paper is focused on ethics. The second assignment is focused on leadership. Each assignment is valued at 75 points. More information about these assignments will be provided during the semester.

**Tests** – There is no final test for this course. There are six tests that assess various chapters. Tests are valued at 58.5 points for each test. Tests may consist of a combination
of true and false, multiple choice, short answer, and/or essay questions. Tests will cover assigned chapters, videos, and other materials through the time of that test.

**Test Proctoring** – This course requires the use of test-proctoring involving third party charges. Test-proctoring charges may range from $1.00 to $50.00 per test. Students may be required to schedule tests at least 24 hours in advance or incur late scheduling charges. All costs for tests are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

**There is no provision for make-up tests.** Students are strongly cautioned to notify the instructor immediately if legitimate and insurmountable obstacles prevent them from participating in a scheduled test session.

**Late Assignments** - The due dates for all assignments will be strictly followed. Late assignments may or may not be accepted at the instructor’s discretion; should the instructor accept a late assignment; the instructor may reduce the grade of the assignment the equivalent of one (1) letter grade for each day the assignment is late.

**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.

**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 tests, examinations or test/examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.)

When taking tests, students must use a computer with a web-cam. While taking the tests students may not use a computer/laptop, tablet, smartphone, books, notes, or any other study-aid. Moreover, other than the computer/laptop a student is using to take the test; computers/laptops, tablet, smartphone, books, notes, or any other study-aid may not be on the table, desk, or other surface they are using to take the test. Violation of these rules is considered academic misconduct.

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 you being dropped from the class. **November 8th is the last day to drop a class 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/](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.

**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](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.