MGT 323 - ORGANIZATIONAL BEHAVIOR
MTWR 5:10 – 9:10 PM; Breaks: 6:15-6:30; 7:45-8:00

I reserve the right to add or delete from this syllabus at any time.

Professor: Dr. Bret L. Simmons
Office: 310 G Ansari Business Building
Office Hours: MTWR 3:30-4:30 pm; or by appointment
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Web-site: http://www.business.unr.edu/faculty/simmonsb/

Prerequisites: Upper division standing

Course Description: Behavioral science concepts relevant to the study of organizational and managerial behavior. Provides an understanding of the components and dynamics of organizational behavior essential to any manager. Managerial applications stressed.

Purpose: My purpose is to change your mind about the value of partnering with others to build healthy, responsible organizations where everyone can thrive.

Expectations: I expect that we will all:

1. Come to every class, on time and prepared to discuss the assigned material.
2. Maintain a relaxed but orderly and professional environment in class.
3. Give each other our best effort at all times.
4. If you ever have a problem or complaint about anything associated with the course, I expect you to give me an opportunity to resolve the issue.

Evaluation

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4 @ 100 each)</td>
<td>400</td>
</tr>
<tr>
<td>Reflection and Application (RAP) papers (4 @ 100 each)</td>
<td>400</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading:

A : 926 – 1000
A- : 900 - 925
B+ : 875 – 899
B : 826 – 874
B- : 800- 825
C : 700 - 799
D : 600 - 699
F : < 599
At the instructor’s discretion, borderline grades may be adjusted in the student’s favor in exceptional circumstances.

Attendance:

As it is in the workplace, attendance is mandatory; accordingly, attendance will be used as a grade qualifier. I will keep a record of attendance every day of class, and you must be present for the entire class to receive credit. **If you come 15 minutes late or leave 10 minutes early without a legitimate excuse, you will not receive credit for attendance.** If you miss classes without documented acceptable excuses, then you disqualify yourself for specific overall grades in the course depending on how many classes you miss. Attendance will qualify you for grades as follows:

<table>
<thead>
<tr>
<th>If you have this number of <em>unexcused</em> absences</th>
<th>Then the highest grade you are <em>eligible</em> for is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A -</td>
</tr>
<tr>
<td>2</td>
<td>B -</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>Automatic course failure</td>
</tr>
</tbody>
</table>

Similar to the exam absence policy, an absence is considered excused if 1) you are out of town on a university sponsored or work related (traveling on business) event, 2) you are sick or hospitalized, or 3) you are attending a funeral. **I must approve all absences in advance and I must receive your written documentation within one week of the absence.** Please understand that you MUST provide written documentation for your absence to be excused.

**If you have a total of 5 absences, excused or unexcused, you will automatically fail the course.**

Examples:

1. If you finish with 930 total points and have no unexcused absences, you will earn the grade of A.
2. If you finish with 930 total points and have 1 unexcused absence, you will earn the grade of A-.
3. If you finish with 930 total points and have 2 unexcused absences, you will earn the grade of B-.
4. If you finish with 930 total points and have 3 unexcused absences, you will earn the grade of C.

**Additional information on breaks:** The attendance policy applies to breaks as well. If you are more than 10 minutes late returning from a break, you will not be given full attendance for class.
Exams:

The exams will consist of multiple-choice, true/false and short answer questions. **Missed exams can be made up if your absence is excused (see examination procedures).** The maximum time that will be allowed to complete all exams is 60 minutes. The answers to the questions will be discussed in class immediately following the completion of each exam.

Approximately 40% of the final exam (80 points) will be comprehensive.

**Final Exam options:** If you accumulate 800 points by Wednesday, 06/03/09, you will be awarded the grade of A and be exempt from taking the final exam. I will notify those that qualify for this reward in writing on 06/03/09. If you think you will qualify for this reward, make sure to attend class on 06/03/09, because you will not be excused from the final exam unless you are notified in writing.

If you have accumulated the following points by 06/03/09, you have the option of accepting the following grade without taking the final exam. If you want this option, you need to notify me in writing (by signing a page I will provide) on 01/14/09.

- 680 or greater points = B
- 560 or greater points = C

**Examination procedures:**

1. All exams are closed book and notes. All materials must be stored under your seat.
2. You are expected to complete your exam **UNAIDED. Failure to do your own work will result in an F for you and those who were foolish enough to help you.** If your behavior leads me to believe that you are not doing your own work, I will confront you in class.
3. The student may not take examination material out of the classroom. Taking copies of the test from the classroom will be treated as academic dishonesty.
4. **If you are more than 10 minutes late for the start of the exam, you will not be allowed to take the exam.**
5. Cell phones MUST be stored whenever ANY examination material is on your desk.
6. Electronic dictionaries are permitted ONLY with my consent. If you need to use one of these, let me know and I will explain my procedures.

**Exams will not be given early for any reason.** An exam absence is considered excused if 1) you are out of town on a university sponsored or work related (traveling on business) event, 2) you are sick or hospitalized, or 3) you are attending a funeral. **I must approve all absences in advance and I must receive your written**
documentation within 2 days of the absence. If the exam is not made-up within one week of the original exam date, you will receive a score of zero for the exam.

**Reflection and Application Papers (RAP)**

Four times during the semester, you will be asked to submit a short paper discussing how you processed the previous weeks’ (plural) assigned material. Please reflect on how the material presented enhanced your understanding of organizational behavior, and please also tell me how you applied the learning to your work or personal life. Please do not use this paper to critique the class (e.g. class was really boring), and please do not give me a review or summary of what we covered (I already know that). I want to see how well you processed the material by thinking about it in contexts that are personally relevant to you. **Specific examples** of how you either reflected on or applied the material are expected. An impressive paper will both describe a very specific situation from your experience and explain that situation using specific concepts that are covered in class.

Your writing should be concise, persuasive, and error-free. Each paper should be no more than 1 page (one side) in length, single-spaced, 12-point font, and one inch margins all around. Please put your name, date, and RAP # on the first line at the top of the page. Skip two lines, then begin your writing on the fourth line, filling as much of the entire page as possible with your thoughts. Organize your paper with indented paragraphs – do not space between paragraphs. Each paper will be worth 100 points. This subjective evaluation will be scored as follows:

- **90-100 points:** Filled the entire page with a persuasive, error-free narrative that demonstrated an impressive, insightful evaluation and application of the material. Provided several specific examples to demonstrate points made, and devoted little or no time simply reviewing or summarizing the material. In your examples, you go beyond simply reporting your experiences (e.g. at work) and provide explanation using the concepts we covered in class (e.g. here is why I think I experienced ….). Your examples and explanations should be about NO MORE THAN 2 different topics (e.g. purpose and humility), but I prefer if you devote the entire page to a single topic (e.g. purpose).

- **80-89 points:** Filled only 75-90% of the page with narrative, or had at least one grammar or spelling error. Provided only one example to demonstrate learning, devoted at least a paragraph (2 sentences) reviewing or summarizing the material, or discussed three or more different topics (instead of focusing on one or two). Not completely persuasive demonstrating serious consideration of the material. A good paper, but not superior and impressive.

- **79 or fewer points:** Filled less than 75% of the page, or had 3 or more grammar or spelling errors. Provided no good examples to demonstrate learning. Gave the impression of either preparing the paper at the last minute, or not giving serious consideration to either the material or the assignment.
General Policies

1. If any member of the class feels that he/she has a disability and needs special accommodations of any nature, you should contact your instructor and the Disability Resource Center, Thompson Building, Suite 101, 784-6000. Reasonable accommodations will be made to ensure that you have a fair opportunity to perform in class.
2. Late work is not accepted. Late work will receive a score of zero.
3. All assignments are due in class on the due date and must be submitted in person. Assignments that are submitted via e-mail, slid under my door, or left with the secretary will be returned with a grade of zero unless this arrangement was negotiated with me in advance.
4. The exam absence policy applies to all graded assignments and attendance.
5. Disruptive behavior will be addressed using a progressive discipline approach. Any single instance of disruptive or unprofessional conduct may result in the loss of a letter grade in the course, regardless of where we are in the progressive disciplinary process.
6. Please turn your cell phones OFF during class. Please DO NOT send or receive text messages during class. Cell phones MUST be stored whenever examination material is on your desk.
7. Lap top computers may be used for note taking only. Use of laptops for anything other than not taking (e.g. e-mail, surfing the web) will be considered disruptive behavior (see #5 above).
8. The COBA Curriculum committee approved the following recommended maximum work/credit hours schedule for students.

<table>
<thead>
<tr>
<th>Work Hours/Week</th>
<th>Credits taken/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 hours</td>
<td>15 credits</td>
</tr>
<tr>
<td>20 hours</td>
<td>12 credits</td>
</tr>
<tr>
<td>30 hours</td>
<td>9 credits</td>
</tr>
<tr>
<td>40 hours</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

The maximums work both ways. For example, a student working 10 hours per week should not take more than 15 credits and conversely, a student who is taking 15 credits should not work more than 10 hours per week.
ACADEMIC HONESTY

All work in this course must be completed in a manner consistent with UNR Academic Standards for Students [http://www.unr.edu/sjmas/Academicstandards1.htm](http://www.unr.edu/sjmas/Academicstandards1.htm)

You should also be familiar with the information on student conduct at the following site [http://www.unr.edu/stsv/acdispol.html](http://www.unr.edu/stsv/acdispol.html)

Below is an excerpt from that policy:

Academic dishonesty is against university as well as the system community standards. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion. Cheating is defined as (l) obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; (2) obtaining or providing information concerning all or part of an examination prior to that examination; (3) taking an examination for another student, or arranging for another person to take an exam in one's place; (4) altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Disciplinary procedures for incidents of academic dishonesty may involve both academic action and administrative action for behavior against the campus regulations for student conduct. The procedures involve the determination by the faculty member pursuing concerns over alleged cheating or plagiarism as to whether administrative action is warranted, in addition to making a determination as to any academic consequence. Academic action may include: (1) cancelling the student's enrollment in the class without a grade; (2) filing a final grade of "F"; (3) awarding a failing mark on the test or paper in question; (4) requiring the student to retake the test or resubmit the paper.

EXTRA CREDIT:

Extra credit opportunity is provided not only to help your grade, but also to encourage you to engage in activities that will either support the class or enhance your learning experience. If you take advantage of all of the options listed below, you could potentially earn 80 extra credit points. There are also 10 extra credit points built into both exams two and three (there are 110 points worth of questions on each of these exams), so the total extra credit available is 100 points. I do not provide a “curve” at the end of the course, so please consider this your opportunity to provide your own “curve”.

Opportunity # 1: Student data sheet (30 points possible)

*This offer expires on Wednesday, 05/27/09 at 4:30 pm*

For 5 points, fill out the student data sheet that I will provide you and bring it with you to my office during office hours to introduce yourself. For the full 30 points, attach a recent photo of yourself to the data sheet. Please don’t simply slide the sheet under my door - you have to at least say, “hello, my name is...” and shake my hand to register points. If you need an appointment to see me, please call me early. I will not make any new appointments after 05/27/09.
Opportunity #2: MBTI (30 points possible). Due ONLY on Wednesday, 05/20/09, in-class.

Take the MBTI (handout or online). Score the exam and tell me your type. **Interpret your type** (see pp 42-45 in your text and the link at my website) and tell me how accurate your type is. **If your assignment is NOT typed, you will only receive 5 points.** For **full credit, you must** write at least 4 paragraphs of interpretation. This exercise will be accepted **ONLY** on Wednesday, 05/20/09, IN-CLASS.

Opportunity #3: Attendance (20 points possible)

Extra credit is given for attendance as a reward for behavior that exceeds expectations. If you have zero unexcused absences, you will earn 20 extra credit points.

**Tentative Schedule**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Chapter 2 (cont.)</td>
<td>Exam #1: Ch 1-2, extra readings;</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Chapter 3</td>
<td>Chapter 3</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>RAP #1 Due</td>
<td>Chapter 3</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>(chapter 1-2 material)</td>
<td>Chapter 4</td>
<td>RAP #2 Due (chapter 3-4 material)</td>
</tr>
<tr>
<td>NO CLASS</td>
<td>Exam #2: Ch 3-4,</td>
<td>Exam #3: Ch-5-7, extra readings;</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>extra readings</td>
<td>Chapter 8</td>
<td>Chapter 11</td>
</tr>
<tr>
<td></td>
<td>Chapter 7</td>
<td>Chapter 9</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>Exam #4: Ch 8-10, extra readings</td>
<td>Chapter 12</td>
<td>Course Evaluations</td>
<td>Final Exam</td>
</tr>
<tr>
<td></td>
<td>Film: The Endurance</td>
<td>Trust at work</td>
<td>Final exam review</td>
</tr>
<tr>
<td></td>
<td>RAP #4 Due</td>
<td>Final exam review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(must be on a topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>related to Ch 12)</td>
<td></td>
<td></td>
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</tbody>
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I reserve the right to add or delete from this schedule and syllabus. Changes may be necessary to accommodate time constraints.