

# Syllabus for MANA 5320 – Organizational Behavior

Summer 2023, 5 Weeks, Online

Monday, July 08 to Saturday, August 10

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Email is the best way to reach me. I will respond to emails, depending on your question(s) or concern(s), within 48 hours. Depending on the complexity of your email, I may require more time to respond if additional research is needing to be done to assist your issue.

To see important university-wide dates for this semester, visit this website:

<https://www.uttyler.edu/schedule/files/2023-2024/academic-calendar-2023-2024-main-20230614b.pdf>

Important reminder for students on an F-1 Visa: to remain in compliance with Federal Regulations requirements you must do the following:

1. Traditional face-to-face courses: Attend classes on the regular meeting days/times.
2. Hybrid courses: Attend all face-to-face classes convened by the instructor and meet with the Office of International Programs according to the schedule set for your specific course.
3. Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

## **Course Overview:**

In this course, we will practically approach the subject of organizational behavior by integrating common issues managers face when leading individuals and organizational units to achieve organizational objectives. We will rely on cases and illustrative examples of issues managers face in their own organizational settings. In doing so, we will discuss frameworks that are helpful to make sense of these issues and develop strategies to overcome these managerial difficulties. In this course, we will touch on the individual, dyadic and group levels of analysis, primarily focusing on organizational contexts.

## **Course Outcomes**

1. Emphasize the critical thinking skills used in decision making and interpersonal communication in a wide range of organizations (profit, nonprofit and governmental)
2. Develop an understanding of the theories, principles, terminology, and concepts associated with individual, dyadic and group behavior within an organizational context
3. Utilize analytical and integration skills when applying knowledge real workplace context to enhance individual and organizational effectiveness in a complex global economy
4. Develop an understanding of leadership theories and application skills
5. Encourage self-reflection and adaptability regarding your role as a practitioner
6. Identify problematic groups of people in organization and understand their impact in organizations

### **Method of Instruction:**

The key to succeeding in this course will center on your ability to be self-directed in navigating your modules each week. In the modules, I have a variety of content from different sources including peer-reviewed management and organization research articles, lecture videos, discussion board conversations, and complementary links to various websites, book excerpts, and videos as they relate to the main topic of focus in each module. I try to include such relevant content, readings, videos, and illustrative examples to best serve each student's preferred learning style.

### **Prerequisites for Course:**

1. You must have a bachelor's degree.
2. If we end up having assignments to complete, Microsoft Office Suite® and Adobe PDF Reader are the official software packages for this class. You will not be able to send me assignments in Pages®, Word Perfect®, or linked to Google Docs® or Google Sheets®.
3. You will also need access to a Windows or Apple compatible PC / Tablet / Smartphone connected to an electrical source and the Internet. Additional requirements include a screen, web cam, microphone, keyboard, mouse, speakers, printer, and video software. Most computers less than five years old have the necessary software to engage in this class.
4. It is vital that you have reliable internet access. This is important because this is an online course delivered through Canvas, a learning management system that requires internet to access. Canvas is where you will be required to complete activities every week. Important announcements and correspondence will also take place in this course through Canvas. You are responsible for monitoring announcements and emails in the online learning management system. It is recommended that you engage in Canvas through Google Chrome, Firefox, or Safari.

### **Course Learning Objectives** *(Module # Covered)*

1. Examine the relationship between behavior, attitude, performance. *(M1)*
2. Synthesize the Critical Thinking Model and apply the critical thinking model to the business environment. *(M2)*
3. Assess the use of critical thinking skills for issues in the business domain. *(M2)*
4. Develop knowledge of the purpose of thinking as a manager. *(M2)*
5. Examine the elements of reasoning. *(M2)*
6. Develop knowledge of the theories related to motivation, communication, and structural properties of organizations. *(M3, M4, M6)*
7. Examine active listening and develop active listening techniques. *(M5)*
8. Demonstrate effective written and verbal communication skills. *(M4, M6, M7, M9, M12, M14)*
9. Demonstrate how to integrate various theories and illustrate their impact on management practices. *(M6)*
10. Examine the concept of organizational culture and identify strategies that can be used to influence an organization's culture. *(M7)*
11. Demonstrate how to change the organizational culture. *(M7)*
12. Develop knowledge of leader effectiveness and assess the progression of leadership theories in organizational behavior. *(M9)*
13. Identify various leadership styles and assess one's own leadership styles. *(M9)*
14. Examine the importance of importance appraisals and how it plays into the delegation process for managers or leaders. *(M10)*
15. Examine the role interpersonal skills plays in organizational behavior and identify strategies to improve one's interpersonal skills. *(M11)*

16. Demonstrate the ability to use interpersonal skills when giving and/or receiving feedback in the business context such as in performance appraisals. (M11)
17. Examine the concepts of interpersonal conflict and assess one's default conflict resolution style. (M12)
18. Demonstrate the ability to apply the elements of reasoning to instances of interpersonal conflict in the business context and demonstrate how you would resolve the conflict. (M12)
19. Identify the four prominent dark personalities types, and compare and contrast the characteristics of the dark personalities existing in the workplace. (M13)
20. Examine deviant behaviors in organizations and assess the relationship between dark personalities, deviant behavior, and organizational scandals. (M14)
21. Demonstrate how you would assess if an employee is displaying deviant behaviors and indicate how you would motivate a potential dark personality to engage in alternative behavior using at least one theory of motivation. (M14)
22. Examine the consequences of organizational scandals and identify notable cases of organizational scandals. (M14)

### **Course Topic Schedule**

#### Week 1: 07/08-07/13

Getting Started Module – Introductions and Syllabus Quiz\*

\*The introduction and syllabus quiz are not graded assignments. However, until you reach 100% on your syllabus quiz, you will not be able to access any additional modules in the course.

Module 1 – Attitudes and Behaviors

Module 2 - Critical Thinking

Module 3 - Motivation Theory: Cognitive Needs Theories

#### Week 2: 07/15-07/20

Module 4 - Motivation Theory: Cognitive Process Theory of Expectancy

Module 4 Discussion Board Prompt

1) Initial post is due by Thursday at 11:59pm

2) Response to two classmates is due by Sunday at 11:59pm

Module 5 - Active Listening

Module 6 - Motivation Theory: Behavioral Theory

Module 6 Discussion Board Prompt

1) Initial post is due by Thursday at 11:59pm

2) Response to two classmates is due by Sunday at 11:59pm

Module 7 - Organizational Culture

Module 7 Discussion Board Prompt

1) Initial post is due by Thursday at 11:59pm

2) Response to two classmates is due by Sunday at 11:59pm

#### Week 3: 07/22-07/27

Module 8 – Mid-Term Exam

Exam is given online – [Important] the exam will open at 8:00 A.M. on Monday, July 17<sup>th</sup> and will close on Saturday, July 22<sup>nd</sup> at 11:59 P.M.

Module 9 – Leadership

Module 10 – Delegation Process

#### Week 4: 07/29-08/03

Module 11 – Interpersonal Skills & Giving/Receiving Feedback

Module 12 – Interpersonal Conflict

Module 12 Discussion Board Prompt

- 1) Initial post is due by Thursday at 11:59pm
- 2) Response to two classmates is due by Sunday at 11:59pm

Module 13 – Dark Personalities

Module 14 – Deviant Behaviors and Organizational Scandals

Module 14 Discussion Board Prompt

- 1) Initial post is due by Thursday at 11:59pm
- 2) Response to two classmates is due by Sunday at 11:59pm

Week 5: 08/05-08//10

Module 15 – Final Exam

Exam is given online – [Important] the exam will open at 8:00 A.M. on Monday, July 31<sup>st</sup> and will close on Saturday, August 5<sup>th</sup> at 11:59 P.M. This exam covers only material covered after Exam I.

**Graded Components:**

**Getting Acquainted**

You will find your first post in a discussion board form to get acquainted with each other. Please log into your group and introduce you self in terms of background, experience and who you are as a person. Technically, this is not a graded component, but it will help you extend your network and it will help this course feel more personalized.

**Discussion Board**

There are a total of five discussion board entries (Module 4, 6, 7, 12 and 14) for this course which will account for 20% of your overall grade. To earn credit for the discussion board you are required to complete your initial response to the discussion question by Thursday at 11:59 p.m., followed by a response to two other group member’s post by the end of Sunday at 11:59 p.m.

**Exams**

There are a total of two exams for this course with each exam accounting for 40% of your overall grade. Exam One will test the knowledge you have accumulated from the material covered in Module 1 through Module 8. Exam Two will test the knowledge you have accumulated from the material covered in Module 9 through Module 15. Exams will be closed note, closed book. You may only use the knowledge in your brain when taking your exam.

If you do not take your exam during the allotted testing window, you will receive a zero. I am not lenient on this policy.

Grade Determination	
Exam One	40%
Exam Two	40%
Discussion Board Posts	20%
<hr/> Total Grade	<hr/> 100%

