

Instructor: Timothy Morgan, Ph.D.
Course Times & Location: March 16 to May 2, no class location (online section)
Office Hours: Tues. 11:00a.-12:00pm, 2:00-3:00pm Wed. 10:30-11:30am, and by appointment
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Course Catalog Entry

An understanding and application of individuals and groups in an organizational environment. Topics include (but are not limited to) critical thinking, interpersonal communication, politics, power, conflict, motivation, leadership, and organizational culture.

Course Description

Organizational behavior (OB) is a field seeks to understand, explain, and improve human behavior in organizations. Most organizations focus their efforts on improving 2 aspects of human behavior: (1) job performance—the degree to which individuals perform the behaviors needed for the organization to achieve its goals; and (2) organizational commitment—the degree to which employees remain loyal to the organization rather than seeking employment elsewhere. This course will guide you through models and theories that help explain these 2 areas of OB.

Course Outcomes

After completing this course, you will be able to:

- Identify and define organizational behavior concepts.
- Apply those concepts to improve your understanding of your own work attitudes and behaviors.
- Apply those concepts to improve the functioning of an organizational unit.

Course Learning Modules

Each of the learning modules detail objectives specific to that topical area. All fit together to develop students' knowledge and skills about the overall conceptual space of organizational behavior.

Course Materials

1. **Text** - Colquitt, J. A., LePine, J. A., & Wesson, M. J. *Organizational behavior: Improving performance and commitment in the workplace*. Don't go without a text. Don't waste your money on the course with no text. Cheap options are available if you shop around. Consider e-book, renting, and used options.
 - 6th edition required for students who need reading accommodations
 - 5th edition sufficient for students who do not need reading accommodations
 - 4th edition acceptable as well, and better than nothing if cost is an issue
2. **Canvas** – The course is delivered through Canvas. PowerPoint slides, discussion boards, mini video lectures, select articles, assignments, instructions, etc. will be posted on Canvas.
 - You will complete learning activities every week, broken up in Canvas modules.
 - You are responsible for monitoring announcements and emails on Canvas.
 - Accessing Canvas through the browsers Firefox or Chrome is recommended.
 - Use the free Canvas Helpline (1-844-214-6949) available 24 hours 7 days a week for technical ("How do I use Canvas?") Canvas questions. Direct content questions to the instructor.
3. **Webcam** – It is helpful to have a Webcam for this course, so you can record yourself.

Course Topics and Weekly Tasks Outline

Week 1 3/16	Complete Module 1 Complete Getting Started Activities
Week 2 3/23	Complete Module 2
Week 3 3/30	Complete Module 3
Week 4 4/6	Complete Module 4
Week 5 4/13	Complete Module 5
Week 6 4/20	Complete Module 6 Submit Self-Assessment Log (by 4/26)
Week 7 2/27	Complete Module 7 Complete Bonus Module (OPTIONAL)

Grading

<u>Category</u>	<u>Percentage of Total Grade</u>
Module Quizzes	60%
Self-Assessment Log	15%
Participation & Contribution in Response-Based Learning Activities	<u>25%</u>
	100%

Assignment Breakdown

Module Quizzes (60%)

What is the purpose of this?

To assess how much you understand and can apply course concepts to work scenarios.

What can I expect?

7 quizzes, 1 for each module, will include 5-8 multiple choice, or T/F questions on each of the 2 module parts. They are open book, open note, but they are limited in time, so you should have read and reviewed the module materials before you take the quiz, so you can flip to what you need to answer fairly quickly.

How are these assessed/graded?

All points from individual quizzes will be pooled together and averaged to give you a quiz percentage grade that accounts for 60% of your overall course grade. No quizzes will be dropped.

NOTE: A BONUS quiz at the end will covers material in an optional module.

Self-Assessment Log (15%)

What is the purpose of this?

"Knowing yourself is the beginning of all wisdom" - Aristotle

As one of the response-based learning activities, modules contain interesting get-to-know-yourself assessments on key OB concepts, related to your own personal characteristics. You will gain insight into your personality, leadership style, etc., and can help you understand yourself and others in the work context. At the end of the semester, you will turn in all of those required in a single file.

See the assignment instructions later in the syllabus and the rubric on Canvas for more details.

Participation and Contribution in Response-Based Learning Activities (20%)

Each module part contains learning activities, some of which will require your responses. Often responses are your opinion and experiences, and there are no right/wrong answers, just more and less thoughtful ones. So, be part of the conversation!

What is the purpose of this?

To allow you to connect/wrestle with the material, discuss it with others, and learn and apply it to your own current and/or future work. If you were taking a face-to-face class, these activities would be done in class.

What are examples of this?

A discussion question to answer and comment on others' replies, a movie clip to watch and consider questions, an application activity, a self-assessment, a problem to identify, a question to solve.

How long should I plan for them to take?

In total, response-based activities for Part 1 or 2 of a module will take no more than 30 minutes.

When are these due?

If an activity requires you to respond to others...

- Your initial submission is due → Thursday at 11:59pm
- Your reaction/reply to others submissions is due → Sunday night at 11:59pm

If no responses to others are required...

- Your submission is due → Sunday night at 11:59pm.

NOTE 1: Specific dates are given within each activity.

NOTE 2: Activities must be completed by the assigned dates. No late submissions accepted.

How are these assessed/graded?

These activities are intermittently assessed, meaning each and every activity will not be scored. The content of others will just show up on the module's quiz. Some will be graded for quality, some for completion, and some not at all, and it will not be announced prior to the assignment. As you all know, this is similar to a work supervisor monitoring your work. Those in charge (hopefully) do not hang over you and watch and assess your every move; they check your work occasionally for quality, walk around to just see if you're on task other times, and others trust that you're being conscientious and doing what needs to be done. Just as at work, please complete each little learning activity with high quality and you won't have to worry about when and how you are being evaluated.

At semester's end, your overall response rate and quality will earn you a score for this category. Generally speaking, for those activities that are assessed, participating with quality contributions 80% of the time (4 out of every 5) will give you an A in this category, and 50% (half) of the time will earn you a C.

So, if you happen to miss a submission once in awhile, it is perfectly okay. Don't sweat it. That said, if only participate half the time or once in awhile, this category will be a sore spot for your grade.

Here's a **general rubric** for responses to response-based learning activities that are scored for quality.

0	1.5	2.5	3
Does not participate in any part of activity OR Response has nothing to do with what was asked	Provides insight that demonstrates <i>little/no</i> understanding of course content Offers <i>no</i> justification (why?) for the opinion/position stated Does not fully complete all parts of response	Provides insight that demonstrates <i>some</i> understanding of course content Offers <i>little or illogical</i> justification (why?) for the opinion/position stated <i>Considers</i> the thoughts of others by simply agreeing or disagreeing Responds completely, but not necessarily clearly or efficiently	Provides insight that demonstrates <i>significant</i> understanding of course content Offers <i>logical</i> justification (why?) for the opinion/position stated <i>Considers and extends</i> the thoughts of other students, not just agree or disagree. Responds completely, clearly (understandable) and efficiently (doesn't ramble on and on)

NOTE: Self-assessments are often one of a module's response-based learning activities. However, self-assessments are graded as a total group submitted toward the end of the semester, not individually, and are part of the Self-Assessment Log assignment.

Helpful Hints: Responding to Others' Responses

NOTE 1: It is OK and even productive to the learning process to disagree with classmates. It is not OK to be disrespectful when doing so.

NOTE 2: When responding, note that quality responses can often include one the following thoughts:

- 1) I find what Susie said is interesting and why...
- 2) I agree/don't agree with Jimmy, or I find this counterintuitive, based on prior understanding/experience. Here is why I think the way I do.
- 3) This might have solved and/or has to do with a problem I heard about in the news currently.
- 4) This reminds me of the experience I had/observed where...the approach is (in)consistent with how the situation played out...Here's how it might have played out the same/differently if x was followed/ignored.



"Knowing yourself is the beginning of all wisdom"
- Aristotle

Self-Assessment Log. As one of the response-based learning activities, modules contain interesting get-to-know-yourself assessments on key OB concepts, related to your own personal characteristics. You will gain insight into your personality, leadership style, etc., and can help you understand yourself and others in the work context. The self-assessments for each module are almost always found within the textbook chapter. On the rare occasion a self-assessment is not in the chapter, a link is provided to the self-assessment. *Follow instructions and do these for each module during the course & this assignment is done by the end.*

Near the end of the semester, you will report your final results for 20 assessments in a spreadsheet or document, comparing yourself to the average score if/when there is one, and interpret the results. Do **not** include the scores for each question. It's a waste of time. Just the total score and average score. Do **not** indicate scores without interpreting them. Looking back, numbers will be meaningless.

Format - Each entry should include your 1) total score 2) the average score and 3) an interpretation of your score in relative to the average (what the term means in your own words how what it tells about you compared to the Average Joe). Here's a general example of a self-assessment entry:

My score for x is an 18, which is higher than the average of 14. X refers to how much a person yada yada yada. This score means I am/do whatever more than the average person, which may have this implication for me at work.

Here are the 21 self-assessments you were required to do over the entire course. You need entries for 20 for the opportunity for full credit.

Note: each personality dimension counts as 1 assessment and should be interpreted separately, since just adding up the traits means nothing. Same for emotional intelligence, which has 4 dimensions and goal orientation, which has 3 types.

Introspection	Helping Behavior	Affective Commitment
Core Job Characteristics	Type A Behavior	Money Meaning
Self-Efficacy	Engagement	Trust Propensity
Learning Orientation	Performance Prove Orientation	Performance Avoid Orientation
Big 5 - Conscientiousness	Agreeableness	Neuroticism
	Openness to Experience	Extraversion
Emotional Intelligence – Self-Awareness	Other-Awareness	Emotion Use
		Emotion Regulation

Grading - Check out the rubric and an example assignment on Canvas, including "What's Good" and What's Unnecessary" about the example. Please number them 1 through 20.

Class Policies

Academic Dishonesty and/or Impropriety Policy

Please review the university policy and uphold the code of honor. No form of academic misconduct will be tolerated. The University has a strict code for cheating and students should refer to the Student Code of Conduct to understand the consequences. University policy will be followed if a student is caught cheating.

Any student who engages in any form of cheating, including plagiarism, or working together on online quizzes and exams designed to be students' independent work will receive a grade of F in the course. Software now easily detects when students work together and answer similarly on exams, and/or duplicate others writing and passes it off as their own. Please don't put yourself through the embarrassment and the department the hassle of disciplining you for academic dishonesty.

Plagiarism-- to take and pass off as one's own the ideas, writings, etc. of another without giving credit to them via a citation/reference. You do not need to cite the textbook when you write for this course.

Withdrawal Dates

Last day to withdraw from one or more courses is April 16, 2020

Make-up Procedure

If you must miss a quiz, you must make every effort to contact me before the quiz. Failure to do so may result in a zero for that quiz. Make-up quizzes, if allowed, must be taken within a week of the scheduled quiz.

Completing Assignments – Late Policy

Completing assignments on time is expected. Late assignments are not accepted.

Attendance Policy

Not applicable for this online course

Exams

There is no final exam for this course or proctored exam of any kind. Quizzes are to be completed individually, without the help of others. Students may use books, notes, Canvas course materials to help.

College of Business STATEMENT OF ETHICS

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

University Policies

UT Tyler Honor Code

An honorable man, impoverished though he may be in talent, cannot fail to attain success and high standing in the eyes of the world. A dishonorable man, though he is possessed of a multitude of abilities, cannot hope to escape for long the condemnation of his fellow men. –Robert Wood

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (the Census Date is March 20, 2020) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (March 22) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions or exemptions must be submitted to the Enrollment Services

Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources

(SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at

<http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence Due to Injury/Illness or Dean or Major Illness in a Student's Immediate Family

When a student has an injury/illness that is too severe or contagious for the student to attend class or when a student experiences a death or major illness in their immediate family the student may request of an individual instructor that the absence be excused. Medical documentation should be provided by the student. The Dean of Students Office can assist in notifying professors of such illness/injury or family emergency at the request of a student as long as the office is contacted immediately via studentaffairs@uttyler.edu or by phone 903.565.5946. The instructor will review documentation on a case by case basis and allow students to make up missed coursework. Should an instructor(s) deny a request for an injury/illness or family emergency the student can contact the academic chair or dean the course reports to for further review.

Student Absence Due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester in writing.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or

materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to: copying from another student's test paper; using, during a test, materials not authorized by the person giving the test; failure to comply with instructions given by the person administering the test; possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test; using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program; collaborating with or seeking aid from another student during a test or other assignment without authority; discussing the contents of an examination with another student who will take the examination; divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student; substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment; paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program; falsifying research data, laboratory reports, and /or other academic work offered for credit; taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu

UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

UT Tyler Counseling Center (903.566.7254)

Changes to the Syllabus

The above constitute the tentative plan and procedures for this course. Should circumstances necessitate veering from this plans in the judgement of the instructor, a class vote will be held.