College of Business and Technology  
Department of Human Resource Development and Technology  
Course Syllabus

**Course Title:** Seminar in Organizational Performance and Behavior  
**Course Number:** HRD 6330  
**Credits:** 3 (3-0-0)  
**Term to be offered:** Fall 2012  
**Class Time:** 1:00 pm – 5:00 pm  
**Class Date:** Saturday  
**Prerequisites:** Graduate student status  
**Instructor:** Dr. Judy Yi Sun  
**Office:** HPR 239  
**E-Mail:** jsun@uttyler.edu  
**Phone Number:** 903-565-5912  
**Preferred Method of Contact:** E-mail  

**Office Hours**  
- Monday: 3:00pm-6:00pm;  
- Wednesday: 10:00am-12:00am;  
- Other times by appointment

**Course Description**

This course covers the foundations of research and applications of organization performance and behavior. Emphasis is placed on the perspectives, methodology, and theoretical framework for organization performance and behavior, as well as related applications.
Textbooks:


Optional textbook:

Course Objectives:
Students will be able to:

1. Develop an understanding of the principles and theoretical foundations of organizational performance improvement;
2. Identify and analyze performance problems in an organizational system;
3. Choose and evaluate interventions in performance improvement at different levels (individual, team/process and organizational);
4. Examine and evaluate existing research and practice in organizational performance and behavior;
5. Select appropriate method for conceptualizing emerging issues on organization performance and behavior.
Course Topics/Weekly Schedule:

8/25/12: Introduction to organizational performance and behavior; discussion on performance improvement models and perspectives (Van Tiem, Chapter 1-3; Gilley, Chapter 1).

9/15/12: Identifying research problems in organizational behavior and performance improvement; conceptual models of performance improvement (Van Tiem, Chapter 4-8; Gilley, Chapter 2-3); Conceptual development in organizational behavior and performance research and practice.

10/20/12: Intervention selection, implementation and maintenance; Operationalization of the theories in performance improvement (Gilley, Chapter 9, 10, 14, 21, and 22; additional reading).

11/10/12: Intervention evaluation; Generalization, confirmation and disconfirmation (Gilley, 6-7; additional reading).

12/8/12: Class presentations and discussion of final paper
Course Requirements and Students Evaluation

Students will be evaluated on the basis of the quantity, quality, and timeliness of the following efforts.

1. Attendance and active participation in classes, including all blackboard and classroom discussions and activities.
2. Quality writing assignments
3. Clear and professional class presentations.

A (90-100 %) Excellent work and evidence of achieving each of the learning objectives at an expert level
B (80-89 %) Good work and evidence of achieving each of the learning objectives at a mastery level
C (70-79 %) Average work and evidence of achieving each of the learning objectives at a modest level
D (60-69 %) Poor work and little or no evidence of achieving each of the learning objectives
F (59 % and below) Unacceptable work and no evidence of achieving each of the learning objectives

The total possible points for HRD 6630 are listed below:

1. Critique paper: Critique a journal article in the field of HRD. The critique must be within 5 pages (double space) (10%).
2. Research proposal (20%)
3. Blackboard discussion participation (20%)
4. Final research paper (30%)
5. Final presentation (10%)
6. Class attendance and participation (10%)
Total: 100

**Partial Reading List:**


**Course Policy:**

1. Your presence and participation is very important—so important that it warrants a good grade. You are expected to attend every class, ask questions, and contribute constructively to the entire class. If you miss a session, not only you lose the opportunity to learn, but your classmates will also lose the opportunity to learn from you. In the event that a student is absent for more than (\(>=\)) 2 class sessions (unexcused absences), the student will lose one letter grade. Attendance also includes punctuality. Students are expected to practice professional time management skills and attend class on time.

2. As a hybrid learning format, students in this course earn their grade through two activities: 1) out-of-class preparation, self-study and participation in online discussion, and 2) in-class performance (e.g., attendance and participation, presentations). All writing assignment are required to be submitted through email attachment (word 2010) before the deadline; late assignments accepted at the instructor’s discretion.

**Policy on Your Cell Phone Use:**
Using a cell phone is prohibited during class time. To avoid interruption during the class sessions, please make sure your cell phone is turned off before entering the classroom.

**Use of Blackboard:**
We will use the Blackboard throughout the learning. Most class notes will be posted on blackboard after the class for students to review. Other assignments, such as the discussion questions, will also be distributed through the Blackboard. It is the students’ responsibility to regularly check the Blackboard for assignments, upload
your answers, and interact with other students online. Please use your UTT email ID and password access the blackboard.

ACADEMIC DISHONESTY STATEMENT:
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

University Policies:

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://www2.uttyler.edu/wellness/rightsresponsibilities.php

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. 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 is the deadline for many forms and enrollment actions that students need to be aware of. 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 for 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 Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

**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.

**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.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.