



NORTHWEST
MISSOURI STATE UNIVERSITY
MARYVILLE | KANSAS CITY

Booth School of Business

Organizational Behavior and Theory

MGMT 54-316, 48 contact hours, 3 credit hours

5-Week Summer Session

Instructor: TBA
Email: TBA
Office Hours: TBA

Prerequisites

Principles of Management (54-313)

Required Textbook

Colquitt, LePine, & Wesson. *Organizational Behavior – Essentials for Improving Performance and Commitment*: McGraw-Hill Irwin, © 2010

Note: Your textbook is part of the textbook rental program. I encourage you to make notes on separate sheets of paper and not in the textbook. Often times we will complete personal assessments at the back of the chapter and use them as part of the discussions. Please answer these on a separate sheet of paper and discuss your results in your thread responses.

Course Description

The application of principles and concepts of the behavioral sciences to the interpersonal relationships found within modern organizations. As quality management practices replace authoritarian structures with more democratic processes, a need to stress continuous improvement, self-regulation of work content and structure within a job, self-evaluation of performance, self-adjustment in response to work system variability, and participation in the setting of job goals or objectives are seen as the key to effective managerial behavior.

Student Learning Outcomes and Assessment Methods

Upon completion of this course, the student should have increased his/her proficiency in the following University competencies via the specified course outcomes:

Student Learning Outcomes	Assessment Methods
<ul style="list-style-type: none">▪ Identify and discuss the elements of human behavior in groups/organizations and management of human resources.▪ Identify and apply skills in problem identification, diagnosis, decision-making, and implementation in human problem situations.▪ Investigate the frameworks for the analysis of human performance in organizations, to include discussion, analysis, and application of:<ul style="list-style-type: none">• Individual behavior and motivation• Interpersonal interaction and communication• Group processes, teamwork, and leadership• Organizational processes and structures• Management practices to improve human performance and productivity	<ul style="list-style-type: none">▪ Online Discussions▪ Online Quizzes▪ Online Exams

Instructional Methods and Techniques

This course is administered entirely online through Northwest Online. It will consist of textbook and an online course site where you will access objectives, PowerPoints, online discussions, online quizzes, and online Exams. Students are expected to manage their time and monitor their own performance to complete assigned activities by their prescribed due date/time as outlined in the course schedule.

Grading Policy/Scale

There will be a total of 1060 points that you can earn. The final course grade will adhere to the following criteria:

Earned Points	Percentage	Grade
977 - 1085	90% or Above	A
868 - 976	80-89.99%	B
760 - 867	70-79.99%	C
651 - 759	60-69.99%	D
650 & below	Under 60%	F

Graded Assessments

Respondus Monitor/Syllabus Quiz – 25 points

Because this class uses Respondus Monitor for Unit Quizzes, a 25 point Respondus Monitor/Syllabus quiz will administered to ensure students have the appropriate software and technology to complete Unit Quizzes/Exams AND have read and understand the course syllabus. You will be prompted to download and pay for the necessary software when you take this quiz.

Unit Discussions, Quizzes and Exams

Online Discussions

Discussions are an integral part of online courses. To keep the interaction going and be eligible for full credit, please keep the following guidelines in mind:

- Some discussions have more than one question. **You must respond to all the questions posted and chapter concepts must be discussed within the discussion.**

- You must have a *minimum* of **two postings** to receive any credit on each discussion. Please realize that this is a **minimum** just to receive any credit. If you do not read and respond to any of your classmate's posts, you will receive a 0 for that discussion. Most people who receive full credit have **three to four quality postings in each discussion**.
- **To earn full credit:**
 - Your initial post must be your response to the questions posed and is usually your longest and most detailed post. You are also required to respond to other student's posts to receive any points for the discussion. Failure to respond to any other students will result in a grade of 0 for that discussion.
 - If you post a minimum of two times, you will meet the minimum requirement and will receive *some* credit for that discussion. However, this does NOT ensure that you will earn full credit. Please follow the guidelines above to make sure your first post provides a quality, thoughtful, accurate, substantive response to the questions in each discussion. Additionally, to receive full credit you will also provide thoughtful, accurate, substantive responses to your classmates. You should participate frequently and be sure you've submitted your original answers and responses to other students before the assigned closing due date for the discussion (on course schedule).
- **The threaded discuss requirements above allows students to be involved in the discussions multiple times per unit. As stated above, most students who earn full credit will have 3 or more quality posts in EACH discussion. To receive full credit, you must refer to course material and content in your discussions. I am looking for that specifically in how I grade the discussions. Simply offering opinions without referencing course-specific content will not receive full credit.**
- You may write anything you wish, but only substantive responses will be scored (e.g., "I never thought of that!" or "That's interesting!" is not considered substantive).
- Because these are "discussions", implying some back-and-forth and sharing of information between peers, students with fewer than two posts are not eligible to receive any credit on discussions and will receive a 0 even if they accurately answer the discussion questions. You must respond to other students and show me that you understand course content.

Unit Quizzes and Exams

Unit Quizzes will include multiple choice questions over key terms and concepts. Each unit quiz will cover two chapters of content and is worth 20 points (20 questions worth 1 point each). The unit quiz may be taken up to three times to "practice" prior to the unit exam. I strongly suggest reading the chapter multiple times and studying the PowerPoint slides prior to taking the quiz. The highest score earned from your attempts will be recorded in the grade book.

Unit Exams will cover two chapters of content and are worth 100 points each. The unit exam will include a combination of true/false questions and multiple choice questions (50 questions total worth 2 points each). Please pay close attention to the unit learning objectives as you prepare for the unit exam. Each unit will include a study guide that covers key concepts, accessible under each Unit Module.

Due Dates/Course Schedule

Graded activities are due by 11:59pm on their prescribed due date throughout the class (see schedule accessible from course Home page). Due date extensions will not be allowed. The schedule is established and clearly communicated at the beginning of the course. Additionally, I will send periodic reminders of upcoming due dates via email. It is your responsibility to complete course content according to the schedule.

Additional Class Policies

- To protect the integrity of your Northwest educational experience this course employs Respondus Monitor software for exams and you will be required to have an active, functioning webcam for all exams in this course. This software allows exams to be monitored as if they were traditional, in-class exams. Actions such as, but not

limited to, accessing notes/textbooks/other computers/cell phones/dictionaries, using headphones, talking to someone during the exam, getting up and leaving the testing environment, having other people in the room, covering the webcam, and focusing your attention away from the exam for extended periods of time (or you not being clearly visible due to factors such as lighting or clothing) will be considered violations of Northwest's academic honesty policy. You should treat exams in this course the same as you would taking an exam in a traditional class environment. Also remember that the exam is being recorded and will be viewed by the instructor, so do not engage in any behaviors you would not want your instructor to see. Due to the nature of online environments, the default assumption, should a student exhibit any such actions, is that a violation of the academic honesty policy has occurred. You are responsible for making sure you are fully prepared and can be in a distraction free environment – for the duration of the exam – before beginning. You should also allot sufficient time to set up the technology; if you wait until the end of the testing period and have technical issues, this will not be an acceptable reason for an extension. Failure to complete any of the steps required in Respondus Monitor, such as showing a valid ID, will also result in a charge of academic dishonesty. Sanctions for violations will range from earning a '0' for the associated exam to receiving an 'F' for the course.

COMPREHENSIVE FINAL EXAM – 100 points total (approximately 4 questions from each chapter of the textbook)
The last week of the course is dedicated to allow you time to study and prepare for a Final Exam. The Final Exam is Accessible from 5:00am - 11:59pm Friday, June 28th.

Code of Academic Integrity

The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation.

Sustaining academic integrity at Northwest is the responsibility of the entire university community. The value of the educational experience, the reputation of Northwest's courses of study and degrees, and the university's mission of ensuring student success—each of these depends on diffuse academic integrity.

Students bear the responsibility of performing with academic integrity in all academic situations. Students should be especially attentive to academic integrity whenever submitting academic work for evaluation, honors, or publication. Students are responsible for understanding the eight areas of academic behavior which violate the Code of Academic Integrity: (1) knowingly obtaining unauthorized aid or information; (2) knowingly giving unauthorized aid or information; (3) committing plagiarism from written, electronic, or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

Any student who violates the Code of Academic Integrity may receive a course-level sanction, such as failure of the course, and review by the Academic Integrity Panel at Northwest, which may recommend administrative sanctions, including dismissal from the university.

Special Accommodations Statement

Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

If a student has a disability that qualifies under the ADA and requires accommodations, he/she/they should contact the accessibility office for information on appropriate policies and procedures. Disabilities covered by the ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.

Students requiring special classroom accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with Pat Wyatt in the **Accessibility Services Office** in OL 242 on the 2nd floor of Owens Library. You can also contact the office at 660.562.1639, or email at

pjp@nwmissouri.edu or ADA@nwmissouri.edu. If you have been approved for an accommodation, if you have emergency medical information to share with me, or if you need special arrangements, please inform me immediately.

Non-Discrimination Statement

Northwest Missouri State University (the "University") is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. In keeping with that policy, the University prohibits discrimination and harassment by or against any faculty, staff member, student, applicant for admissions or employment, customer, third-party supplier or any other person (collectively the "University Community") because of their race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class (collectively "protected statuses").

Family Educational Rights and Privacy Act (FERPA)

Please refer to the following link to view Northwest Missouri State University's policy for Family Educational Rights and Privacy Act (FERPA): <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

Email Communication

Students are required to use their Northwest student email account for any correspondence within the university and for this class. Should an occasion arise in which you need to contact me, email is the best alternative. Please make sure your writing is clear, understandable, and polite and that you always include a salutation and "signature". All of this is good business practice. When you email me, use the word "Online" in the subject. I will respond to all emails within 24 hours of receiving them. I will check my email daily. However, I do not have notifications on my phone for when emails are received. Please visit this link for netiquette expectations: <http://www.albion.com/netiquette/corerules.html>. Students are also greatly encouraged to check their email, CATPAWS, and Northwest Online accounts on a regular basis.

Technical Support

For technical support, please email helpdesk@nwmissouri.edu or use the question mark icon in the bottom left portion of the page once inside our course site. Additional information is available by visiting: <http://www.nwmissouri.edu/academics/ltc/migration/new-northwest-online-support.htm> or <http://www.nwmissouri.edu/online/support.htm>.