

MGMT 3140: ORGANIZATIONAL BEHAVIOR

TUESDAY/THURSDAY 11:30am – 12:45pm | FALL 2023

Instructor: Leah Bourque, M.A.
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Allow a 24-hour response time Monday-Friday, limited responses on weeknights, no responses on weekends.

Office Hours: Email me to set up a meeting either in-person or online via Zoom. I am always happy to meet and encourage you to reach out If you are having any problems.

Format & Schedule: FRIDAY 142: Tuesday/Thursday 11:30am – 12:45pm

Course Materials: Class Canvas site available at canvas.uncc.edu

Required Text: Bateman, T., & Konopaske, R (2023). Management: Leading and Collaborating In a Competitive World (15th ed.)

Additional Readings: There will be additional readings uploaded (or linked) via canvas

This syllabus contains the policies and expectations I have established for this section of MGMT 3140. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

The standards and requirements set forth in this syllabus may be modified at any time. Notice of such changes will be made via email notice and/or Canvas notification and updated syllabi will be posted on the Canvas website for this course.

COURSE INFORMATION AND OBJECTIVES

Extended and UNC Charlotte Course Catalog Description

This course will cover management and organization studies topics with an emphasis on behavioral and administrative theories and concepts needed to understand contemporary organizations. Topics covered in the course include motivation, leadership, managing teams, and teamwork. The course will help you develop critical thinking skills and apply them to the practical demands of organizations.

- Credit Hours: (3)

Objectives

Upon completion of this course, you (the student) should be able to:

1. Identify the main areas of Organizational Behavior
2. Understand foundational and contemporary theories developed in Organizational Behavior on topics such as motivation, personality, leadership, and groups
3. Describe best practices of Organizational Behavior at work
4. Critically evaluate these ideas

Format and Expected Work Time

This 3-credit course requires 3 hours of classroom or direct faculty instruction and 6 hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: required readings, written assignments, and studying for exams.

Additional Notes

I encourage you to consider your enrollment in this class as a contract between you, the student, and me, the instructor. As you have registered for this class and paid tuition to attend, you are therefore agreeing to the terms and conditions laid out in this document. These stipulations are non-negotiable, and you are considered responsible for the proportion of total possible points that you earn as a student in this course.

Students who are familiar with the syllabus greatly increase their chances of performing at their full potential in this course. The reverse is true if you are not familiar with the syllabus. In the event you are not happy with a grade you receive, you should be mindful of the planning ability that having this syllabus on the first day of class affords you. Use this document to plan your semester, your studies, and your time away from them.

ASSIGNMENTS AND GRADES

In this course you can earn up to **406 points** with the following assignments:

EXAMS (4 • 300 Points Total)

The class will take 4 exams. These will cover the topics of the previous weeks, they are not cumulative (e.g., Exam 2 will not cover content from Exam 1). Some exams may be entirely multiple-choice or a combination of multiple choice and essay questions. Regardless, exams will cover content from 1) Class (including discussions, e.g., NOT just what is on the PowerPoint), 2) Textbook readings, 3) Additional assigned readings. Paying attention in class, doing assigned readings, and asking questions will help you succeed on these exams.

WRITTEN ASSIGNMENTS (6 • 10 = 60 Points)

A few times throughout the semester you will have written assignments to complete via Canvas. These are meant to spur critical thinking and show that you are engaging with the material. Most of these assignments will require about 1 - 2 pages of writing. Grading will be based on the extent to which you use class material and show some knowledge of the concepts. Writing quality is less important than showing that you are trying and engaging with the ideas.

ATTENDANCE (2 • 23 = 46 Points)

Being engaged and present during class is very important to me – and is ultimately crucial to your development both in school and throughout your future careers. Thus, attendance and participation are **mandatory and expected** in this course and will be out of 40 points. To receive full credit, you will complete and submit an ‘exit slip’ before leaving class. In your ‘exit slip,’ you will write down 1 thing you learned during class, and 1 thing you wish to know more about. You will hand this in on your way out the door and receive 2 points towards your attendance grade. This is an easy way to accumulate points in this course. There are 25 classes (aka opportunities for attendance points), thus if you attend all classes - you could receive a 50/46. This will count as extra credit. *Note:* if you leave class early – before I collect the exit slip or before you hand in the activity – it will count as an absence.

The grading scale is as follows:

Letter Grade	Percentage	Points Earned
A	90-100%	364+
B	80-89%	323-363
C	70-79%	283-322
D	60-69%	242-282
F	< 60%	<241

COURSE CONTENT AND TENTATIVE* SCHEDULE

Tentative Dates		Topic	Readings/Assignments
T	8/22	Course introduction	For next class: “Is your work killing you?” Textbook chapter 1 <i>and</i> Appendix A
R	8/24	NO CLASS	
T	8/29	Ch.1 History of management + managing and performing	For next class: Textbook Chapter 8
R	8/31	Ch. 8 Organizational structure	Written assignment 1 due 9/05, 11:59 pm For next class: Textbook Chapter 2
T	9/05	Ch. 2 Internal/External Environment	
R	9/07	Ch. 2 Internal/External Environment	
T	9/12	TEST OPEN – NO CLASS	Exam 1 open from 11:15AM to 1:15PM
R	9/14	Personality	
T	9/19	Personality + Individual differences	Written assignment 2 due 9/21 11:59pm
R	9/21	Job Attitudes	For next class: “Why are so many knowledge workers quitting?”
T	9/26	Perceptions & Emotions	
R	9/28	Perceptions & Emotions	For next class: Textbook Chapter 3
T	10/03	Ch. 3 Managerial decision-making	
R	10/05	TEST REVIEW – NO CLASS	*Two attendance points for completing online test review activity*
T	10/10	TEST OPEN – NO CLASS	Exam 2 open from 11:15 AM to 1:15 PM, For next class: Textbook Chapter 5
R	10/12	Ch. 5 Ethics, CR, and Sustainability	For next class: Textbook Chapter 15
T	10/17	Ch. 15 Communication	
R	10/19	Ch. 15 Communication	For next class: Textbook Chapter 13
T	10/24	Student Recess- NO CLASS	
R	10/26	Ch. 13 Motivation	For next class: Textbook chapter 10
T	10/31	Ch. 10 Human Resource Management	For next class: Textbook Chapter 14 Written assignment 3 due 11/2 11:59pm
R	11/02	Chapter 14 Teamwork	
T	11/07	In class exam review	
R	11/09	TEST OPEN – NO CLASS	Exam 3 open from 11:15 AM to 1:15 PM
T	11/14	Ch. 12 Leadership	For next class: Textbook Chapter 12
R	11/16	Ch. 12 Leadership- No “ In person ” class (recorded lecture/discussion question-professor out of town)	Written assignment 4 due 11/21 11:59pm
T	11/21	Power	For next class: Organizational Culture reading assignment
R	11/23	NO CLASS – THANKSGIVING	
T	11/28	Organizational Culture	For next class: Textbook Chapter 18
R	11/30	Ch. 18 Creating and Leading Change	Written assignment 5 due 12/5 11:59pm
T	12/05	In class exam review	
R	12/07	TEST OPEN – NO CLASS	Exam 4 open from 11:15 AM to 1:15 PM

R	12/14	Course reflection / wrap up	Written assignment 6 due 12/11 11:59pm
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*I reserve the right to make changes to the schedule. I leave a few blank days to make room for cancellations and other unforeseen events. If we end up with extra days, the content might be based on class interest.

GENERAL EXPECTATIONS AND RESPONSIBILITIES

These expectations and responsibilities are drawn from UNCC official policy. While you may have seen them on other syllabi, I recommend reading them and taking them very seriously. For example, you should know that most acts of cheating and plagiarism (see below) can lead to an immediate 0 in the course. You should also know policies around non-discrimination and sexual harassment. Any behavior that breaks with these policies is unacceptable and will be dealt with to the full extent possible.

Non-Discrimination in Classrooms and Online Environments

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

A Respectful and Productive Environment (Online and elsewhere)

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

Preferred Name or Pronoun

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

Accommodations

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

Preventing Sexual Harassment in Web-based or Web-assisted Courses

All students are required to abide by the UNC Charlotte **Sexual Harassment Policy** and the policy on **Responsible Use of University Computing and Electronic Communication Resources**. Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Title IX Reporting Expectations

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to **report the information to the Title IX Coordinator**. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

To Prevent Academic Integrity Violations, Including Plagiarism

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at <http://legal.uncc.edu/policies/up-407>.

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Course Withdrawal Policies

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal

“Last Date of Attendance”

The United States Department of Education requires UNC Charlotte’s Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. Because I do not take regular attendance for this course, the date I will report as your last date of attendance will be the latest of the following:

- The date you last participated in an online discussion or activity;
- The date you last submitted an assignment/project/test/tutorial/quiz; or
- The date you last initiated contact with me to ask a question about the course or course content.

If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. This may require you to pay back any financial aid funds received for this course.

(For additional information, see last date of attendance FAQs on the Registrar's website.)

Course Copyright Ownership

All materials in this section of MGMT 3140, including but not limited to presentations, tests, exams, outlines, and similar materials, are protected by copyright. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent.

Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.