**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: MGMT 4320 VC01 – Organizational Behavior

**Campus**

: WBUonline

**Term/Session**

**:** Fall 1st 8 Weeks, 2023

**Instructor**

**:** Mr. Brad Henderson, MAH

**Office Phone Number #**

**:** 806-291-3616

**WBU Email Address**

**:** Brad.henderson@wbu.edu

**Office Hours, Building, and Location**

**:** Weekdays from 9am-4pm (Central Standard Time) CST. The best mode of communication will be email. When you email me please put the name of the course MGMT 4320 in the subject field. I receive multiple emails a day and this will help me narrow down which ones are for this class. I will respond to emails within 24 hours during the weekdays and 48 hours on the weekend

**Class Meeting Time and Location**

**:** Meeting day & time: This is an online course with not set meeting times. New weeks begin every Monday and end every Sunday night at midnight CST. All homework and assignments will be due no later than Sunday at midnight CST unless noted otherwise. Week 8 of class will end that Saturday at midnight CST.

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Organizational Behavior: Managing People & Organizations + MindTap | Griffin/Phillips/  Gully | 13th | 2020 | Cengage | 9781-33791-6929 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** None

**Course Information**

**Catalog Description**

**:**

Ethical dimensions of goals and values of organizations and managers with a perspective on understanding and working with people.

**Prerequisite:**MGMT 3304

**Course Outcome Competencies**

**:**

* Describe the key competencies necessary for managerial effectiveness;
* Identify how personalities and attitudes affect behavior, commitment, and organizational effectiveness;
* Describe the motivational process relating to change;
* Explain the concepts of stress and the stressors that affect organizational performance;
* Identify the essentials of effective ethical leadership; assess the limitations on a leader’s impact.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

The best way to keep up with assignments is to click the link that say Weekly Content. All work is separated into 8 folders with each one labeled for that week. This will have everything you need to do for that week. Each week will have the sections of the book that needs to be read, videos to watch, as well as assignments and quizzes. Please make sure you allow yourself the time you need to do this and make sure you post your initial discussion board post by Wednesday at midnight CST and the response by Sunday at midnight CST. All other assignments and quizzes need to be done by Sunday at midnight CST (with the exception of Week 8 which is due the Saturday at midnight CST that week).

* **16 Chapters in MindTap with 709 possible points with assignments and quizzes.**
* **8 Discussion posts each worth 15 points totaling 120 points.**
* **Total possible points for the course is 829 points**
* **Discussion Boards is how attendance is recorded in this class.**

**Weekly Discussion Posts: You will be required to complete eight (8) discussion questions using Blackboard as assigned in accordance with the syllabus. Discussion questions are required to be posted no later than midnight CST on Wednesday of the assigned week. Additionally, each student is required to reply to the responses of at least two other students no later than midnight CST on Sunday of the assigned work week to engage and influence forward thinking, class involvement, and academic discussion. Responding to someone’s response to your initial post does not count towards the two responses.**

**Initial Discussion Post: These posts must be a minimum of 3 paragraphs in length to receive credit with at least each paragraph consisting of 5 sentences.**

**Response to Peers: These posts must be a minimum of 2 paragraphs in length to receive credit with at least each paragraph consisting of 5 sentences.**

**Grading criteria for Discussion Boards:**

* **15 points (initial post posted on time, 2 responses, adequate length on all).**
* **12 points (inadequate length).**
* **10 points (late initial post with 2 responses).**
* **9 points (on time initial post with 1 response).**
* **8 points (late initial post with 2 responses).**
* **7 points (on time initial post with 0 responses).**
* **6 points (late initial post with 1 response).**
* **5 points (late initial post with 0 responses).**

**Points Grading Scale:**

**750 points and above A**

**668 to 749 points B**

**584 to 667 points C**

**501 to 583 points D**

**500 points and below F**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

**Week One**: (08/07-08/13)

* Complete all assignments, videos, and quizzes in MindTap Chapters 1 & 2. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Two:** (08/14-08/20)

* Complete all assignments, videos, and quizzes in MindTap Chapters 3 & 4. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Three:** (08/21-08/27)

* Complete all assignments, videos, and quizzes in MindTap Chapters 5 & 6. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Four:** (08/28-09/03)

* Complete all assignments, videos, and quizzes in MindTap Chapters 7 & 8. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Five:** (09/04-09/10)

* Complete all assignments, videos, and quizzes in MindTap Chapters 9 & 10. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Six:** (09/11-09/17)

* Complete all assignments, videos, and quizzes in MindTap Chapters 11 & 12. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Seven:** (09/18-09/24)

* Complete all assignments, videos, and quizzes in MindTap Chapters 13 & 14. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Week Eight:** (09/25-09/30)

* Complete all assignments, videos, and quizzes in MindTap Chapters 15 & 16. Answer discussion question and respond to two other students. Discussion boards is how attendance is recorded in this class.

**Additional Information**

**Bonus Points:** Towards the end of the semester, you will receive an email and it will also appear on Blackboard asking you to do a course evaluation. Please do so. Once you have completed this please email me saying that you have done this, and I will apply 5 bonus points.

**Instructor Teaching Philosophy**

Having once been a student myself I understand what it is like to be a full-time parent, spouse, employee and a student. I have designed this course to allow you to fully experience it throughout the week at your own pace. I want your experience in this course to be both challenging and rewarding and at the end you can look back and feel that you have accomplished something great. This course is designed to help you become familiar with understanding how to manage organizations and understand how they behave. Through the discussions boards I do want to see active engagement because this replaces in class discussions which is something I feel is missed in the online format. It is ok to disagree with other students as long as your response is respectful and academic in nature. I want our sessions to be interactive and I want students to demonstrate self-motivation and initiative. Please read everything, watch everything, and respond to everything with gusto. Relax and enjoy this class, I hope you have fun and learn some valuable life-lessons.