# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

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

# 3. COURSE NUMBER & NAME:

MGMT 4320-VC01, Organizational Behavior

# **4. TERM**:

Fall, 2018

# **5. INSTRUCTOR**:

Kasandra Lane, MAM

# **6. CONTACT INFORMATION**:

Office phone: (806)291-1023

WBU Email: kassie.lane@wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Weekdays from 8-4 (Plainview, TX, Home office) - best available communication channel will be by email

# **8. COURSE MEETING TIME & LOCATION**:

This is an online course; new weeks begin every Monday and end every Saturday at midnight.

# **9. CATALOG DESCRIPTION**:

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

# 10. PREREQUISITE:

MGMT 3304

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Organizational Behavior: Tools for Success | Phillips/Gully | 2nd | 2015 | Cengage | 9781-30575-9701  WBU Paperback | 9/15/16 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Describe the key competencies necessary for managerial effectiveness;
* Identify how personalities and attitudes affect behavior, commitment, and organizational effectiveness;
* Describe motivation and the motivational process;
* Explain the concepts of stress and the stressors that affect organizational performance;
* Contrast the basic characteristics of groups (formal and informal) and teams;
* Identify the different styles of conflict handling and different negotiation strategies;
* Identify the essentials of effective leadership; assess the limitations on a leader’s impact;
* Discuss how interpersonal communication affects relationships among employees;
* Explain the basic concepts, principles, and models for making ethical decisions;
* Explain how organizational cultures are formed, sustained, and changed;
* Identify key pressures for change;
* Describe common reasons for individual and organizational resistance to change and methods for promoting change.

# 14. ATTENDANCE REQUIREMENTS:

This is an online course; however, attendance means everything. In order to be successful, you need to login every day to check up on discussion posts by your classmates, announcements posted to update you coursework, and to ensure you have completed all required assignments. Class attendance for Virtual Campus is accounted for by students reading class requirements, actively posting class homework requirements, and replying to responses submitted by other students.  This course room activity occurs in the Discussion Board for each class week.  If you must be absent for any legitimate reason; i.e., you are providentially hindered due to work requirements, illness, or emergency—you must contact the instructor and advise or explain.  The instructor will determine a makeup plan for missed class work.  As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course.

# **15. STATEMENT ON PLAGIARISM & 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.

# **16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

1. **Weekly Discussion Posts:** You will be required be required to complete three (3) discussion questions using Blackboard as assigned in accordance with the syllabus.  Discussion questions are required to be posted no later than midnight (Central Standard Time (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 Saturday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
   1. **Initial Discussion Posts:** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence to support your response.
   2. **Response to Peers:** These posts must be a minimum of 3-5 sentences to receive credit.
2. **Case Studies:** These are assigned to allow the student to take real world examples and apply their newfound skills to a situation or scenario. The student must explain their response based on textual data. Each case study question is required to have a minimum of 5-7 sentences per response.
   1. **Responses to Case Study Questions:** You must respond to each question with a minimum of 5-7 sentences, sentences must be complete, and you need to use textual evidence to back up your opinions.
3. **Exams:** There will be two exams, a mid-term and a final covering the course material. Students may use the textbook for the exams. These dates will be posted in the tentative schedule below.
4. **Research Paper:**  You will prepare a research paper (including a cover page and reference page) on an instructor-approved topic from the text.  The paper will be prepared in APA format and must have a minimum of five (5) references.  This will be a **1,200 Word Paper**, on your topic consider a topic that defines your skills with matching job types and career goals (APA style required). More detail will be given before assignment is due.

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| **Requirement** | **Percent of Grade** |
| Discussions | 20% |
| Case Studies | 20% |
| Exams | 35% |
| Research Paper | 25% |

**Course Grading:** The final grade will be determined in this manner:

|  |  |
| --- | --- |
| **Percent Equivalent** | **Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

**17.1 Include Grade Appeal Statement:** “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/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.”

# 18. TENTATIVE SCHEDULE

**Tentative Schedule: (Calendar, Topics, Assignments)**

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| 1 Week  Aug 20 - 25 | **Introduction to MGMT 4320 VC02**  Welcome to Organizational Behavior!  Assignments:   1. Reading Assignments:    1. Chapter 1:  What is Organizational Behavior?    2. Chapter 2:  Diversity 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer    2. Case Study – Ch 2 Diversity at Johnson & Johnson will be submitted via SafeAssign in blackboard 3. Select Research Paper Topic via email |
| 2  Week  Aug 27 – Sept 1 | Assignments:   1. Reading Assignments:    1. Chapter 3: Individual Differences I:  Demographics, Personality, and Intelligence    2. Chapter 4: Individual Differences II:  Self-Concept, Learning Styles, and Types of Fit 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer 3. Submit Research Paper Topic for Approval via email |
| 3 Week  Sept 3 - 8 | Assignments:   1. Reading Assignments:    1. Chapter 5: Attitudes, Values, Moods and Emotions    2. Chapter 6: Social Perception, Attributions, and Perceived Fairness 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer    2. Case Study – Ch. 5 Case Study Rules of Engagement at SuccessFactors will be turned in via SafeAssign in blackboard 3. Submit References for Research Paper via SafeAssign in blackboard must be in APA Format |
| 4  Week  Sept 10 - 15 | Assignments:   1. Reading Assignments:    1. Chapter 7: Motivating Behavior 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer   Draft Research Paper |
| 5  Week  Sept 17 - 22 | Assignments:   1. Reading Assignments:    1. None 2. Homework:    1. Mid Term Exam Study Guide Chapters 1-7   Continue Drafting Research Paper |
| 6  Week  Sept 24 - 29 | Assignments:  \*\* Must COMPLETE Mid-Term Exam   1. Reading Assignments:    1. Chapter 8: Communicating    2. Chapter 9: Making Decisions 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer   Continue Working on Research Paper Draft |
| 7  Week  Oct 1 - 6 | Assignments:   1. Reading Assignments:    1. Chapter 10: Power, Influence, and Politics    2. Chapter 11: Managing Conflict and Negotiation 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer    2. Case Study – Ch. 10 Influencing Decisions this will be turned in via SafeAssign in blackboard 3. Continue Working on Research Paper Draft |
| 8  Week 7  Oct 8 - 13 | Assignments:   1. Reading Assignments:    1. Chapter 12: Group Behavior and Effective Teams    2. Chapter 13: Leading 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer 3. Continue Working on Research Paper Draft |
| 9  Week  Oct 15 - 20 | Assignments:   1. Reading Assignments:    1. Chapter 14: Organizational Structure and Design    2. Chapter 15: Organizational Culture and Organizational Change 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer    2. Case Study – Ch. 15 Building a Culture for Inclusion at Whirlpool this will be turned in via SafeAssign in blackboard   Research Paper DUE |
| 10  Week  Oct 22 – 25 | Assignments:   1. Reading Assignments:    1. Chapter 16: Managing your Career 2. Homework:    1. 3x Discussion Questions PLUS your 2x to Respond to Peer    2. Final Exam Review |
| 11  Week  Oct 29 – Nov 2nd | Assignments:   1. Complete Final Exam 2. Complete Course Evaluation |

# 19. ADDITIONAL INFORMATION

* Students are responsible for reading, understanding, obeying, and respecting all academic policies.
* There is no opportunity for extra credit.
* No late assignments will be accepted, unless approved by instructor prior to deadline, approval must be given 72 hours before deadline.
* The instructor holds the right to make adjustments to this syllabus and its contents in the best interest of the class and course objectives.