# Wayland Logo

WBUOnline

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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 4320-VC01, Organizational Behavior

# **4. TERM**:

Fall 2, 2021

# **5. INSTRUCTOR**:

Brad Henderson, MAH

# **6. CONTACT INFORMATION**:

Office phone: (806) 291-3616

WBU Email: brad.henderson@wbu.edu

# **7. OFFICE HOURS, BUILDING & 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.

# **8. COURSE MEETING TIME & 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.

# **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**:

This book is an Automatic eBook that is available on the first day of class. It is available under Automatic eBook on Blackboard. The platform for this book is through a company called Vital Source and the content is through Cengage. If you have never used an Automatic eBook before you will need to set up a Vital Source account through the link and this will make the book available. Then you will need to set up a Cengage account to have access to the book and the MindTap software which is needed to complete homework assignments. This book will be billed automatically to your student account. If you choose not to use this book, then you will need to Opt-Out of the book through the Vital Source site and/or through an email that is sent to your student account. Once you opt-out you will receive an email from Vital Source showing that you opted out. Keep this email for your records. The charge will be removed after within the first 3 weeks of class. The University Store does not carry physical copies of this textbook so if you choose to opt-out you will have to source this material through another means. I HIGHLY recommend you just use this option because it is an 8-week course, and you don’t want to fall behind waiting for material from another source.

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Organizational Behavior: Managing People & Organizations + MindTap | Griffin/Phillips/  Gully | 13th | 2020 | Cengage | 9781-33791-6929 | 7/10/19 |

# 12. OPTIONAL MATERIALS

None

# **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 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.

# 14. ATTENDANCE REQUIREMENTS:

This is an online course; attendance means everything. In order to be successful in this class you must login every day to check up on discussion posts made by your classmates, announcements, and to ensure you have completed all assignments on time. Class attendance for WBUOnline 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 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 Wayland’s External Campuses or WBUOnline 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 the 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’s executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade 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**:

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 692 possible points with assignments and quizzes.**
* **8 Discussion posts each worth 13.5 points totaling 108 points.**
* **Total possible points for the course is 800 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 5-7 sentences in length to receive credit.**

**Response to Peers: These posts must be a minimum of 3-5 sentences in length to receive credit.**

**Points Grading Scale:**

**720 points and above A**

**640 to 719 points B**

**560 to 639 points C**

**480 to 559 points D**

**479 points and below 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

**Week One**: (10/11-10/17)

* 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:** (10/18-10/24)

* 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:** (10/25-10/31)

* 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:** (11/01-11/07)

* 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:** (11/08-11/14)

* 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:** (11/15-11/21)

* 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.

**Thanksgiving Break:** (11/22-11/28) HAPPY THANKSGIVING!!!!

**Week Seven:** (11/29-12/05)

* 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:** (12/06-12/11)

* 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.

# 19. 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 up to 5 bonus points to your lowest grade in the course.

**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.