

**WAYLAND BAPTIST UNIVERSITY**

**PLAINVIEW CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.

2. Course: **MGMT 4320** **VC02**– Organizational Behavior

3. Term: Summer 2017

4. Instructor: Nelda VanHoose, Adjunct Professor, Masters of Arts in Management (MAM)

5. Office Phone Number and WBU Email Address: cell phone: 806 777-0594

Email: Nelda.vanhoose@wayland.wbu.edu

6. Office Hours, Building, and Location: online

7. Class Meeting Time and Location: onlne

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

9. Prerequisites: MGMT 3304

10. Required Textbook and Resources:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| Organizational Behavior: An Introduction to Your Life in Organizations | Andre | 12th | 2008 | Pearson | 9780131854956 | Spring 16 |

11. Optional Materials: none

12. Course Outcome Competencies:

 Upon completion of this course the student should be able to:

* 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.

13. Attendance Requirements: please sign in weekly

14. 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.

15. 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.”

16. Course Requirements and Grading Criteria:

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 Executive Vice President/Provost 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.

**Grading scale**

|  |  |  |
| --- | --- | --- |
| A | 90 - 100% | 1370- 1233 |
| B | 80 - 89% | 1232-1096 |
| C | 70 - 79% | 1095-959 |
| D | 60 - 69% | 958-822 |
| F | Below 60% | 821 or lower |
| I = For Incomplete |  |  |
| W = For Withdrawal |  |  |

**Grading Weight**

|  |  |
| --- | --- |
| **Grading Weight**  | based on 1370 points possible |
| **Syllabus Quiz & Statement of Understanding\*** | 10 points**\*** |
| **Homework** | 100 points each - 4 assignments |
| **Discussion Board**  | 400 points **\*\*** |
| **Weekly quiz** | 260 points total -20 points each |
| **Midterm Exam**  | 100 points |
| **Final Exam & Term Paper** | 200 points |

\*If not turned in minus points!

17. Tentative Schedule: MGMT 4320 VC02 – May 29- August 12, 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **DATE** | **CHAPTERS, TOPICS, EVENTS** | **ASSIGNMENTS**Due on Saturday- midnight |
| 1 | May 29-June 3 | Read Syllabus. Submit statement of understanding and syllabus quiz**Read chapters 1 & 2** | Submit: statement of understandingIf not turned in on time minus 5 points**Syllabus QUIZ – due by midnight****Weekly Quiz - 1st attempt by midnight** |
| 2 | June 5-10 | **Read chapter 3** **Homework #1** | Discussion Board**Weekly Quiz****Homework #1** |
| 3 | June 12-17 | **Read chapters 4 & 5** | **Weekly Quiz**Discussion Board |
| 4 | June 19-24 | **Read chapter 6****Homework #2** | **Weekly Quiz****Homework #2**Discussion Board |
| 5 | June 26-July 1 | **Read chapters 7****MIDTERM EXAM- Chapters 1- 7** | **Weekly Quiz**Discussion Board**MIDTERM EXAM- Chapters 1- 7** |
| 6 | July 3-8 | **Read chapter 8** | Discussion Board**Weekly Quiz** |
| 7 | July 10-15 | **Read chapter 9**Homework #3 | **Weekly Quiz**Discussion BoardHomework #3 |
| 8 | July 17- 22 | **Read Chapter 10****Homework #4** | **Weekly Quiz** Discussion Board**Homework #4 – due July 22** |
| 9 | July 24-29 | Read Chapters 11-12 | Discussion BoardWeekly Quiz |
| 10 | July 31-August 5 | **Read chapters 13-14**  | **Weekly Quiz**Discussion Board |
| 11 | August 7-12 | **Final due** | **Final due** |

18. Additional information as desired by the faculty member.

Additional information:

* All assignments are due Saturday midnight.
* NO Late Assignments accepted.
* Assignments are to be in APA format unless otherwise directed.
* Quizzes are to be done weekly, may be done as many times as you wish. Quizzes are computer graded, so if you add an s or leave one off, use commas instead of slashes it will be counted wrong. Please email me with the question that you think was graded incorrectly and I will check and correct if needed.
* If for any reason Blackboard will not take your assignment please email assignment to me.
* You may work ahead, all Quizzes and Mid-term are open and may be done as many times as you wish. Your highest submission is your grade
* When you email me in subject line put: your name, MGMT4320VC02 If I have to guess, I will not read email!
* Please email me with any questions on assignments as soon as possible. I will try and get back to you within 24 hours.
* Final is in two parts a Term paper – 5 pages, APA format, 4 references and a Power Point Presentation- 20 slides. You must use notes section to put your words you would be speaking. Both MUST BE on the same subject. We will be discussing this in class in more detail.
* If you put “Dr.” VanHoose on any communication to me, it is minus 10 points on your grade for each occurrence.
* I do not answer the phone or emails on Sunday.