# "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**:

WINTER, 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: 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 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. **Video Responses:** 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. The videos will allow for the students to take what they have watched and implement their new knowledge in a response to a question or questions at the end of each video. All videos can be found in your Cengage MindTap Course.
   1. **Responses to 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. **Weekly Quizzes:** Chapter quizzes will be completed weekly based on the material covered. These quizzes will be completed in MindTap.

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| --- | --- |
| **Requirement** | **Percent of Grade** |
| Discussions | 25% |
| Video Responses | 25% |
| Exams | 30% |
| Quizzes | 20% |

**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    Nov 11 –Nov 16 | **Introduction to MGMT 4320 VC02**  Welcome to Organizational Behavior!  Assignments:   1. Reading Assignments:    1. Chapter 1:  An Overview of Organizational Behavior    2. Chapter 2:  The Changing Environment of Organizations 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to TWO Peers Posts    2. Complete Chapter 1 and Chapter 2 Quiz in Mindtap 3. Video Response    1. Respond to questions assigned in blackboard based on Chapter 02: Now What? Video |
| 2  Week  Nov 18 – Nov 23 | Assignments:   1. Reading Assignments:    1. Chapter 3: Individual Characteristics    2. Chapter 4: Individual Values, Perceptions, and Reactions 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete Chapter 3 and 4 Quizzes in MindTap 3. Video Response    1. Respond to questions assigned in blackboard based on Chapter 03: Now What? Video |
| 3  Week  Nov 26 – Dec 1 | **THANKSGIVING BREAK** |
| 4  Week    Dec 2 – Dec 7 | Assignments:   1. Reading Assignments:    1. Chapter 5: Motivating Behavior    2. Chapter 6: Motivating Behavior with Work and Rewards 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete Chapter 5 and 6 Quizzes in MindTap 3. Watch the Chapter 06 Videos called Concept Clips (there are 3)    1. Respond to the Questions on these videos in blackboard |
| 5  Week    Dec 9 – Dec 14 | Assignments:   1. Reading Assignments:    1. Chapter 7: Groups and Teams 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete the Chapter 7 Quiz in MindTap 3. Watch the Video – How Google Builds the Perfect Team    1. Respond to the Questions on these videos in blackboard |
| 6  Week  Dec 16 – Dec 21 | Assignments:   1. Reading Assignments:    1. None 2. Homework:    1. Review for Mid Term Exam Chapters 1-7    2. Look over the study tools in MindTap |
| 7-8 Week  Dec 23 – Jan 3 | **CHRISTMAS BREAK** |
| 9  Week  Jan 6 – Jan 11 | Assignments:  \*\* Must COMPLETE Mid-Term Exam   1. Reading Assignments:    1. Chapter 8: Decision Making and Problem Solving    2. Chapter 9: Communication 2. Homework:    1. No Discussion this week    2. Complete Quizzes covering chapters 8 and 9 in MindTap |
| 10  Week    Jan 13 – Jan 18 | Assignments:   1. Reading Assignments:    1. Chapter 10: Conflict and Negotiating    2. Chapter 11: Traditional Leadership Approaches 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete quizzes on chapter 10 and 11 in MindTap 3. Watch the Videos titled Concept Clips found in chapter 10    1. Respond to the Questions on these videos in blackboard |
| 11  Week    Jan 20 – Jan 25 | Assignments:   1. Reading Assignments:    1. Chapter 12: Modern Leadership Approaches    2. Chapter 13: Power, Influence and Politics 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete chapter quizzes on chapters 12 and 13 found in MindTap 3. Watch the Video – On the Job – Jack Welch’s Five Tips for CEO’s in Crisis    1. Respond to the Questions on these videos in blackboard |
| 12  Week    Jan 27 – Feb 1 | Assignments:   1. Reading Assignments:    1. Chapter 14: Organizational Structure and Design    2. Chapter 15: Organizational Culture 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete chapter quizzes on chapters 14 and 15 found in MindTap 3. Watch the Video – Elements of Culture Concept Clip in Chapter 15 and the Types of Organizations Concept Clip in Chapter 14    1. Respond to the Questions on these videos in blackboard |
| 13  Week  Feb 3 – Feb 8 | Assignments:   1. Reading Assignments:    1. Chapter 16: Organizational Change and Change Management 2. Homework:    1. Respond to Discussion Question(s) PLUS Respond to Peers Posts    2. Complete Chapter 16 Quiz in MindTap    3. Review for Final Exam |
| 14  Week  Feb 10– Feb 14 | Assignments:   1. Complete Final Exam 2. Complete Course Evaluation    1. ALL ASSIGNMENTS DUE BY FRIDAY AT 10 PM |

# 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.