

Organizational Behavior - MGT 300
CRN: 20865

Spring 2018
University of Tennessee, Knoxville

Course Section: Section 1 & 2

Delivery of Course Information: Course work provided online and in Canvas.

Course Credit Hours: 3 hours

Faculty Contact Information: Holly Jean Greene, MBA

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Office Hours: TBD and offered via Zoom

Office Location: SMC 439

Course Materials: *Organizational Behavior* (Colquitt, 5th edition) bundled with *Connect* subscription. Your text and *Connect* subscription are offered through UT's Inclusive Access Program. Learn more about UT's Inclusive Access program, [here](#). A computer with Internet access, webcam with video and audio capabilities is required for this class.

Course Description:

MGT 300, Organizational Behavior, is designed to introduce students to the principles that govern human behavior in organizations and more specifically, employee behavior in the workforce. Organizational Behavior (OB) is a field of study that seeks to explain human behavior in organizational settings, the interface between human behavior and the organization, and the organization itself. In this course, we will use an integrated model of OB: Each chapter links to the two primary drivers of OB, which are Job Performance and Organizational Commitment. With the belief that introspection is one of the best approaches to understanding human behavior, reflections are a cornerstone of this course.

Student Learning Outcomes:

After completing this course, you should be able to:

1. Identify and define organizational behavioral concepts.
2. Apply those concepts to your own attitudes and behaviors.
3. Practice behavioral concepts for improving the effectiveness of your current or future organization units.
4. Model the concepts you learn in organizational behavior in group activities.

Online Learning Environment:

MGT 300 is being offered as an asynchronous online course. All of the resources you will need for this course are located online and specifically in Canvas.

Therefore, you MUST have access to a computer, which is connected to the Internet and has a functional webcam with video and audio capabilities throughout the semester. These requirements are mandatory to be able to complete this course successfully. You will progress through this course as outlined in the course schedule. You are responsible for managing the due dates of this course which could include lectures, discussion boards, *Connect* homework, quizzes, LearnSmart, exams plus any additional requirements as outlined in the syllabus and/or course schedule.

Use the course schedule posted in Canvas as your field guide for this course. **Out of fairness to your classmates who have complete their work by the required due dates, late work will not be accepted for any of the weekly assignments.**

Student's Responsibility

- Be mindful and manage deadlines
- Be professional and respectful to your classmates and others involved in this course – this includes your responses posted on the discussion boards.
- Actively contribute to the online learning environment by providing feedback, positive and negative about the course.
- Abide by the UT Honor Code

Instructor's Responsibility

- Provide an online learning environment that's conducive to learning and promotes the sharing of ideas
- Evaluate all fairly and equally
- Be professional and respectful to all students
- Create and facilitate meaningful learning activities
- Behave according to university codes of conduct

Communication Notes:

The most efficient method for finding answers to your questions could be found on our Q&A discussion board located in Canvas. This board is available 24/7 for posting questions and finding answers to your questions. The Q&A board is great for asking questions, finding answers to your questions and sharing helpful information that our whole class could benefit from reading. I believe email is good for sharing information but not useful for having discussions that require more than a simple yes or no answer. For questions you believe are confidential or not addressed on the Q&A board, please send an email to hgreene@utk.edu and we will find time to talk. Most questions I receive require a conversation, which is my preferred method for communication with students.

I will respond to emails within 24 hours. Yet, emails sent after 5 pm on Friday may not be answered until Monday morning.

I reserve the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing / email of any such changes.

Course Requirements:

Technical requirements:

- Computer with Internet access and a working webcam with video and audio capabilities is a requirement of this course for the entire semester. For exams, video and audio capabilities are required. You will also use the video and audio functions of your computer when meeting using [Zoom](#). You can borrow a computer from [Commons South in the Hodges Library](#). Make sure to be mindful of the time restrictions when borrowing one of these computers.
- Zoom can be used for meeting with your instructor or with your classmates. As a student of UT, you have access to a free Zoom account. Learn more about Zoom, [here](#).
- For exams, you'll need to download the [Respondus](#) software. Respondus software is a free download and available for download in Canvas.

Weekly Assignments:

Each module in Canvas includes online lectures, discussion boards, chapter focused videos and chapter related PowerPoint's. Each module in Canvas also includes McGraw Hill *LearnSmarts*, *Connect* Homework and quizzes.

It is recommended that students allow sufficient time to complete these weekly assignments and allow for unforeseen complications such as computer/internet problems or glitches. As mentioned earlier in this syllabus, late work will not be accepted for any of the weekly assignments.

LearnSmarts

- *LearnSmart* is an interactive e-book that assesses your understanding of the content you are reading. *LearnSmarts* are graded on completion. You earn 100 points for fully completing a *LearnSmart*. The deadline for all *LearnSmarts* is 5:00 pm according the date listed on the course schedule

Online Lectures

- Online Lectures are interactive lectures that require you to engage and respond to chapter or subject matter content. Your online lectures are graded on completion. You earn 100 points for fully completing a lecture. The deadline for your Online Lectures is 5:00 pm according to the date listed on the course schedule.

Connect Homework

- *Connect* homework is based on an accurate understanding of the content from each chapter. The number of questions varies from chapter to chapter. You are allowed up to 3 attempts per *Connect* homework. Your highest score will be recorded and you are not penalized for using all 3 attempts. The deadline for all *Connect* homework is 5:00 pm according the date listed on the course schedule.

Quizzes

- Quizzes include 15 randomized questions and are timed. You have a total of 15 minutes to complete a 15-questioned quiz. Quizzes are graded on accuracy and you have only 1 attempt. No two students will have access to the exact same quiz. The deadline for all quizzes is 5:00 pm on the date listed on the course schedule.

Discussion Board or "Boards"

- Discussion Boards allow students to engage, interact and professionally question one another. We believe that commentary from your peers is more valuable to learning than feedback from myself or the TAs. For completion, Boards require an original post and one response post. You are welcome to respond to more than one student post yet the requirement is responding to a one student's post. Your original post and reply posts are graded on my expectation of professionalism, quality and thoughtfulness - definitely not on the number of words deployed. In fact, there should be a surgical precision to the thoughts expressed. Boards will be read by the TAs and myself, however, not every post will have a response from us. The deadline for all Boards is 5:00 pm according the date listed on the course schedule.

Reflection Assignment

The Reflection Assignment is your opportunity to reflect on the lessons you've learned in OB. This assignment is also your opportunity to be creative, reflective and proactive.

Your deliverable for this assignment should follow this exact format.

Introduction:

What do you know about OB that you didn't know before? How do you believe this knowledge of OB will impact you personally and professionally?

Strengths:

Using OB terminology describe 4 strengths and how these strengths will support you in acquiring your ideal job.

Weaknesses

Using OB terminology describe 4 weaknesses and how these weaknesses could hinder you from acquiring your ideal job.

Action

Have you already started using your knowledge of OB and if so how/where? If not, when/where are you planning on using this knowledge?

Summary:

A few sentences that summarizes your reflections.

To meet the requirements for this assignment, refer to the rubric posted in Canvas.

Additional requirements:

- A title, your name, 12-point font, 1-inch margins
- Your submission should be in PDF format
- At least a 1 ½ pages in length
- Not including these requirements could result in point deductions. This assignment must be submitted, via Canvas, by the deadline noted on the course schedule. A 50% penalty will be administered if your assignment is submitted late and/or not submitted not using the assignment link for this assignment in Canvas. The rubric in Canvas will be used to grade all assignments.

Exams

Your exams will be administered during a pre-scheduled 24 hour-long exam period as noted on the course schedule. Exams will be administered online in Canvas, using the Respondus software. Respondus locks down your browser, as well as captures the audio and video of you taking your exam. All videos will be reviewed for unusual activity, such as unexpected sounds and or images. Additionally, proctors using a Respondus Monitor could observe you taking your exam. Therefore, each student MUST take the exam at a computer with reliable Internet connection and a working webcam with video and audio capabilities. The video of you taking your exam will be archived for up to two years. If a student takes an exam without the use of a working webcam with video and audio capabilities, the student's exam will be nullified and the student could receive a zero.

Make-up exam Policy

If a student misses a scheduled exam for any reason, he or she will be permitted to take a make-up exam that is significantly different than the original exam. This exam will be assessed a 70% penalty. In other words, if a student earns an 80% on the make-up exam, he or she will receive a 56% in the grade book. ($.80 \times .70 = .56$)

Two-Week Policy:

Students have up to two (2) weeks from the time a grade is posted in the Canvas grade book to appeal a grade. The appeal must be submitted in writing to the Instructor or TA. After two weeks' time, the posted grade is final and the grade will not be changed. Therefore, it is highly suggested that you check your grades in Canvas weekly. Please note that this includes missing grades and/or grades of zero. There will be no grade "negotiating" at the end of the semester.

Network Outages Policy:

If we experience a network outage that exceeds more than two hours in length and this outage affects the entire class's ability to complete their work, an extension for that day's work will be given. The outages for consideration for this extension include Canvas and McGraw Hill websites. This policy was designed to allow you to not feel alarmed over an event that is out of your control.

Your Role in Improving Teaching & Learning through Course Assessment:

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester, you may be requested to assess aspects of this course through the use of a survey. You are encouraged to respond to these surveys as a means of continuing to improve the quality of the learning experience at UT. Additionally, at the end of the semester, your feedback in the SAIS survey is valuable in informing your instructors on the changes that should be considered to a course.

Grades will be calculated based upon the following components:

Component	Number x Points = Total Points	Total Weighted Percentage
Canvas: Online Lectures Discussion Boards (1 original post & 1 reply post)	14 x 100 = 1400 15 X 100 = 1500	30%
McGraw Hill: LearnSmart Connect Homework Quizzes	14 x 100 = 1400 14 x varies per chapter = 1719 14 x 150 = 2100	30%
Reflection Assignment	1 x 200 = 200	10%
Exams	3 x 150 = 150	30%

The student's final grade will be assigned a letter grade based on the following point ranges:

A	≥ 93%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
D-	60% - 62%

F	< 59%
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It is a course policy that final grades will not be rounded up under any circumstances. Additionally, extensions for any of the componets of this course are not available.

Information You May Find Helpful:

What is Connect Homework and LearnSmart (also called a Smartbook)?

To better understand the concepts and terminology of OB, you will be required to purchase the bundled *McGraw-Hill Education Connect® access for Organizational Behavior: Improving Performance and Commitment in the Workplace, Colquitt, and 5th edition*. You are not required to have a printed text and please be aware if you purchase a used textbook you will still need to purchase *Connect* access. A print-upgrade option is also available via *Connect* if you find yourself wanting a print companion at some point during the semester. This will be a full color binder-ready version of the text. A Mobile app is now available for SmartBook. It can be downloaded from the AppStore and GooglePlay. The SmartBook app is available on both tablet and Smartphone devices.

What is inclusive Access and how does it work?

Inclusive Access is an initiative to make course materials more affordable and accessible to students. Student materials such as textbooks and homework are available to students on the first day of class via Canvas. Charges for the textbook related materials are placed on a student's account thereby eliminating wait times for financial aid to be released or having to go to the bookstore. Additionally, the cost of the materials is many times reduced through negotiation with the textbook publishers

How can I succeed in an online course?

To succeed in this course, consider following these [13 rules](#), plus:

- Use a planning system that allows you to enter deadlines for all of your course work
- Complete your coursework way in advance of a deadline. It is common to experience technical issues – Internet, website- that could extend the amount of time you need to complete an assignment.

Key Campus Resources For Students:

- [Undergraduate Catalog](#): (Listing of academic programs, courses, and policies)
- [Graduate Catalog](#)
- [Hill](#): (Campus and academic policies, procedures and standards of conduct)
- [Course Timetable](#): (Schedule of classes)
- [Academic Planning](#): (Advising resources, course requirements, and major guides)
- [Student Success Center](#): (Academic support resources)
- [Library](#): (Access to library resources, databases, course reserves, and services)
- [Career Services](#): (Career counseling and resources; HIRE-A-VOL job search system)
- [Contact OIT](#) (Office of Technology – first point of contact for technology issues.)

University Policies:

Dear Student,

The purpose of this Campus Syllabus is to provide you with important information that is common across courses at UT. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high quality learning experience.

*I wish you the best for a successful and productive semester.
Provost Susan Martin*

Academic Integrity:

“An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

University Civility Statement:

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

Office of Disability Services:

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities. ODS is located at 100 Dunford Hall, 865-974-6087 or email ods@utk.edu. Additional information regarding the office of disability as well as accessibility can be found on the [Accessible Information, Materials, & Technology home page](#).