The Cameron School of Business at University of St. Thomas

1. Course Information

Course Title: Managing Behavior in Organizations  Course number: 3349  Course Section: A

Credit Hours: 3  Prerequisite: MGMT 2347  Semester: Spring 2018

Room #: Welder 117  Days & Hours: M & W, 3:10 to 4:25 PM

2. Instructor Information

Name: Sujin K. Horwitz  Office location: Welder 215B  Office phone: 713-525-2122

Fax #: 713-525-2110  Emergency #: 713-525-2105  Office hours: Mon 1:30 to 3:00 PM and 4:30 to 7 PM, Wed, 1:30 to 3:00 PM and 4:30 to 7 PM, Th, 12:30 to 3:30 PM, and by appointment

Where to leave assignments: BlackBoard and Turnitin.com  E-mail: horwits@stthom.edu (Best way to contact me)

3. Course Catalog Description

This course provides an overview of managerial functions with a particular emphasis on the study of individual, group and inter-group behaviors in organizations. This course introduces students to the complexities of working with diverse individuals and teams and further develops students' understanding in leading and managing themselves and others in organizations. Pre-requisite: MGMT 2347 or Instructor's approval

4. Program Goals and Objectives

Goal 1. They will be effective communicators.
• Objective 1: Graduates will deliver a compelling oral presentation.
• Objective 2: Graduates will write professional quality documents.

Goal 2. They will be effective team members.
• Objective 1: Graduates will demonstrate appropriate group techniques to participate in a team task that results in effective performance.
• Objective 2: Graduates will demonstrate effective leadership skills in a group project.

Goal 3. They will be ethical decision makers.
• Objective 1: Graduates will recognize the ethical issues implicit in a business situation.
• Objective 2: Graduates will describe and use ethical frameworks applicable to business situations.
• Objective 3: Graduates will develop a variety of ethical alternatives for resolving or at least addressing, a problem in business.

Goal 4. They will be globally aware.
• Objective 1: Graduates will perform a global business situation analysis.
• Objective 2: Graduates will formulate global business strategy.
• Objective 3: Students will evaluate global business strategy.

Goal 5. They will be able to integrate knowledge across multiple business disciplines.

• Objective 1: Graduates will identify business problems and opportunities that result from factors internal and external to the organization.

• Objective 2: Graduates will apply quantitative and qualitative techniques from the different business disciplines to address problems and opportunities.

Goal 6. They will be knowledgeable about multiple business disciplines

5. Course Learning Objectives

• Understand both classic and current theories and practices in the field of Organizational Behavior (OB) (fulfills Goal 6).

• Apply OB theories and models to the analysis/evaluation of employees, workgroups, organizations, and their management (fulfills Program Goal 6).

• Understand, explain, and influence human behavior in organizational settings to achieve organizational excellence (fulfills Program Goal 6).

6. Texts, Readings, Materials

**Required text citation: Essentials of Organizational Behavior (14th ed. Authors: Robbins and Judge; Publisher: Pearson). Either an electronic or a print-copy will be fine.

**Additional readings: Assigned in class and available on BlackBoard

7. Instructional methods: lecture and small/large group discussion

8. Technology

1) Use of general productivity software (e.g., Microsoft Office) to complete assignments

2) Use of BlackBoard learning platform & www.Turnitin.com

3) Online research

9. Course Schedule: MGMT 3349

**The course schedule provided here is intended as a guide. Changes may be made if an opportunity for a guest speaker is presented or other changes to schedule are needed.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/22-24</td>
<td>Overview of the course &amp; Ch 1. What is Organizational Behavior?</td>
<td>Read Ch 1. What is Organizational Behavior?</td>
</tr>
<tr>
<td>2</td>
<td>1/29-1/31</td>
<td>Ch 1 &amp; Ch 2. Diversity in Organizations</td>
<td>Read Ch 2. Diversity in Organizations (In-Class Exercise/Quiz 1: 1/29)</td>
</tr>
<tr>
<td>3</td>
<td>2/5-2/7</td>
<td>Ch 3. Attitudes and Job Satisfaction</td>
<td>Read Ch 3. Attitudes and Job Satisfaction (In-Class Exercise/Quiz 2: 2/5)</td>
</tr>
<tr>
<td>4</td>
<td>2/12-2/14</td>
<td>Ch 4. Emotions and Moods</td>
<td>Read Ch 3</td>
</tr>
<tr>
<td>5</td>
<td>2/19-2/21</td>
<td>Exam 1 on 2/19 Ch 5. Personality and Values</td>
<td>Study for Exam 1 Read Ch 5. Personality and Values</td>
</tr>
</tbody>
</table>
10. Course Policies

It is required that everyone in class will:

- Attend all class meetings, read assigned materials, and be ready to discuss the materials.
- Raise relevant questions and contribute relevant observations to the topic being discussed.
- Demonstrate awareness of appropriate interpersonal communication and sensitivity to others.
- Fully participate in group activities and discussions in class.
- A laptop computer is allowed in class as long as it is used for classroom activities.
- Cell phones should be turned off or the ringer set to “silent” or “vibrating-mode” in class.

Reasonable accommodations will be made for students with special needs. This syllabus is also available in alternative formats (please notify me in advance).

A. You are required to read chapters diligently. There will also be weekly in-class quizzes and exercises involving individual and group participation. If you do not complete these quizzes and exercises due to absence and/or tardiness, your points on these quizzes and exercises will be negatively affected. Please note that the extent of your participation and responsiveness to individual discussants and groups will be very important. Furthermore, healthy debate and respectful disagreement over topics will be encouraged as there are divergent viewpoints that can be taken on any given subject and such debates are instrumental in the learning process. In doing so, let’s build a collaborative atmosphere of giving each other supportive feedback.

B. Attendance will be recorded. Class attendance is considered essential to the educational process. Note that students will lose 0.2 point per absence, which will be deducted from their attendance/participation points. I, however, recognize that unexpected and/or unavoidable situations may arise to prevent a student from attending a class; in such cases, written notice (documentation) should be given to me in order to avoid grade penalty. Note that it is your responsibility to monitor absences and to comply with the syllabus concerning assignments and readings. Furthermore, tardiness to class should be avoided in courtesy to fellow students and me. If you must be late, enter the classroom quietly and go to seat without disrupting others. If you know that you will need to leave class early, please notify me before the class begins.
C. Small Tasks for Small Scores (3 Completed Activities = 3% of your grade): In order to (1) bolster the student’s performance in courses in the business school and (2) better prepare students for their professions and careers after school, faculty in CSB set aside a small part of the total score in each course for small tasks/workshops. Each student is required to complete a minimum of three (three hours total) workshops. In doing so, CSB will provide numerous workshops for all students taking CSB courses (the complete list of workshops is available on BB). As can be seen in the list, the workshops are being offered by different academic support services on campus and the workshops on computer applications are being offered through an online provider www.lynda.com. Workshops are being offered during the activity period and in the evening on weekdays in the Fall semester.

- Workshops are being offered during the activity period and in the evening on weekdays in the Fall semester.
- Workshops are also being offered online via Lynda.com through the Houston Public Library.
- While the students have to complete a minimum number of workshops per semester, the same workshops could be used for various courses.
- Students need to attend a workshop lasting at least one hour to complete one activity. For example, if a student decides to take a half hour session in an on-campus workshop, she/he then needs to take an additional half hour session on something else to complete one required activity.

D. There will be three in-class exams: The exams will consist of multiple choice questions, matching questions, and essays. The objective of these tests will be to assess the student’s knowledge of the topic areas covered in class and further identify particular strengths and weaknesses. The questions for the tests will be based on the lectures, textbook chapters, and assigned readings/cases discussed in class. No electronic devices, such as cell phone, computers, and tablets will be allowed during the exams. No make-up exams are allowed due to absence from class. However, in case of documented emergency, arrangements can be made prior to the exam date (48 hours prior to the exam date). Without documentation, there will be no make-up tests.

E. The grade of “F” will be awarded in the case of academic dishonesty, such as plagiarism and cheating on the examination. It may also be given in cases where the student demonstrates no effort/preparation and obvious lack of participation. In this latter case, such students will have fair warning they are on this track and given the opportunity to improve, before "F" is awarded. This course is not designed to promote student failure; just the opposite, to promote student success. Therefore, to do well in this course, the formula is simple and straightforward: read assigned chapters, cases, and articles, come to class and be ready to discuss assigned readings, and do well on the exams.

11. Student Grading Processes:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Weekly In-Class Quizzes/Exercises</td>
<td>A: 100 points – 94 points</td>
</tr>
<tr>
<td>5</td>
<td>Attendance</td>
<td>A-: 93 points – 90 points</td>
</tr>
<tr>
<td>3</td>
<td>Small Tasks for Small Scores</td>
<td>B+: 89 points – 87 points</td>
</tr>
<tr>
<td>20</td>
<td>Exam 1</td>
<td>B: 86 points – 84 points</td>
</tr>
<tr>
<td>20</td>
<td>Exam 2</td>
<td>B-: 83 points – 80 points</td>
</tr>
<tr>
<td>30</td>
<td>Final Exam</td>
<td>C+: 79 points – 77 points</td>
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<td></td>
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<td>C: 76 points – 74 points</td>
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Available Support Services:

1. Library Resources: [http://www.stthom.edu/library_research/index.aqf](http://www.stthom.edu/library_research/index.aqf)

2. Tutorial Services Center (TSC): The Tutorial Services Center offers assistance to all current UST students in a variety of content areas, including academic subjects, general concepts, and writing skills. Tutors are available anytime the center is open. The TSC offers on-site tutoring, online tutoring, and tutorial workshops. Office hours and schedules can be found at [http://www.stthom.edu/public/index.asp?page_ID=100289](http://www.stthom.edu/public/index.asp?page_ID=100289). Please contact the center at 713-525-3878 or [tutoring@stthom.edu](mailto:tutoring@stthom.edu).

3. CSB Tutorials: The Cameron School of Business offers tutoring in business subjects. Please visit [http://libguides.stthom.edu/cameron](http://libguides.stthom.edu/cameron) (under the “CSB Tutorial Services” tab) for the most current tutorial schedule and available subjects.

4. Information Technology Services: The UST IT Solution Center offers assistance with technical issues related to general computer issues, software, email, passwords, MyStThom, and blackboard. Manuals, contact information, and discounted software and hardware purchase information may be found at [http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf](http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf).

**Please note that students are encouraged to consult with tutors at the Tutorial Services Center when completing assignments for this course. Based on the instructor's assessment of the student's work, the student may be required to work with the tutors at the Center to improve the student's skills.**
The Cameron School of Business at the University of St. Thomas

MISSION STATEMENT

Inspired by the Basilian Fathers’ motto of Goodness, Discipline and Knowledge, the Cameron School of Business provides a comprehensive, high quality, ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.

ACADEMIC HONESTY

Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual’s honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

The tests/exams will be individual efforts. Student may work together on homework assignments, but must submit their own assignments.

The penalty for an incident of academic dishonesty is, at the discretion of the professor, either a mark of zero for the work in question or the grade of F for the course.

ACCOMMODATIONS

The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162. Any student with a documented disability needing academic adjustments or accommodations is requested to speak with me during the first two weeks of class. All discussions will remain confidential.