

MGMT 3123 Managing Behavior & Organization
DISTANCE
William S. Spears School of Business
Oklahoma State University

INSTRUCTOR: Dr. J. Craig Wallace
Teaching Assistant: TBD

CONTACT INFORMATION:

OFFICE: 306 North Hall (Tulsa)

E-MAIL: craig.wallace@okstate.edu (preferred method of communication). If you email me or the class TA, you MUST put 'MGMT 3123 Online' in the subject line. Failure to do so may not get you a response.

OFFICE HOURS: by appointment

COURSE SITE: Desire2Learn (Online Classroom): <https://oc.okstate.edu/>

ADMINISTRATIVE CONTACT:

Distance Learning Office; Email: spearsdistance@okstate.edu; Phone: 405-744-4048

COURSE OBJECTIVES:

This course focuses on psychosocial and behavioral issues in management. The course is founded upon an interdisciplinary approach, with major inputs coming from psychology, administrative science, engineering, medicine, sociology, and philosophy. The course will center around behavioral analysis and organizational concepts. Five specific course objectives will be approached through the course materials:

1. To learn about individual behavior through motivation, work attitudes, learning, perception, stress, and decision making.
2. To learn about interpersonal behavior through communication, conflict, influence, power, change, culture, and leadership.
3. To learn about groups and teams through intragroup and intergroup behavior.
4. To learn about organizational behavior through the above topics.
5. To improve your written and oral communication skills through examinations and experiential exercises.

REQUIRED MATERIALS:

Text: Colquitt, Jason A., Lepine, Jeffrey A., & Wesson, M. J. Organizational Behavior: Improving Performance and Commitment in the Workplace (3rd or 4th edition Edition). McGraw-Hill/Irwin.

COURSE REQUIREMENTS:

- I) 2 examinations @ 100 points each (200 points)
- II) 5 Discussion posts @ 5 points each (total 25 points)

ESTIMATED GRADING SCALE:

A =	90%+	Outstanding Work
B =	80%+	Very Good Work
C =	70%+	Acceptable Work
D =	60%+	Needs Improvement
F =	60% %	Unacceptable Work

DETAILED EXPLANATION OF COURSE REQUIREMENTS:

I) Online Discussions

There will be 5 online discussion forums that each student is required to participate in. I will facilitate these discussions and will provide my own thought on various student posts. The idea for these discussions is for us to learn together. These discussions might be on extra readings that I assign, or based on questions I pose to you that integrates material covered across class, or additional videos sessions with updated material. These should be fun and we should all learn from them.

II) Examinations

The examinations will consist of multiple choice questions. They will cover material up to the date of the exam. They will be based upon the text, supplemental readings, and video lectures. The exams must be proctored. You are to go to a testing facility to take the exam. If you reside in Stillwater, you can go to the OSU in Stillwater Testing Center at Wes Watkins. A Tulsa resident can go to the OSU in Tulsa Testing Center. Both testing centers will charge your bursar account \$10 each exam. You must complete the testing center proctor agreement form found in step #3 at:

<http://spears.okstate.edu/distance/undergraduate/enroll>.

Then, you may contact the testing facility to make an appointment. The CEPD Distance Learning website has a list of other testing facilities other than Stillwater and Tulsa, OK.

THERE ARE NO MAKE-UP EXAMS. If you have a problem, you must contact the class TA before the examination. **You can complete the exam any time during a given week and can do so with the aide of your book and notes.** Otherwise, you are expected to complete your exam WITHOUT THE HELP OF ANY OTHER PERSON. Failure to do so will result in an F! for you and those who helped you.

PREPARATION AND PROFESSIONAL CONDUCT

You are expected to conduct yourself in a professional, courteous manner for this course class. Engage this class as if you were coming to a 'brick and mortar' classroom!

Teaching Assistant:

The teaching assistant for this course will answer routine questions about grading, dates, technical issues etc... The TA should be your first point of contact for such questions. If you email the TA or myself, you must put MGMT 3123-ONLINE in the subject line so we know what class you are in.

Please note: At the instructor's discretion, borderline grades may be adjusted in the student's favor in exceptional circumstances. This will be based on the student's overall preparation, participation and conduct in class.

IMPORTANT DATES AND OSU POLICIES

Please refer to the Syllabus Attachment for details on important dates and OSU policies (e.g. final exams, attendance). This attachment also has information about IT, the Library, where to go for help, Disability Services and Affirmative Action. Please make sure you are familiar with this document.

Academic Integrity at OSU:

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://osu.okstate.edu/acadaffr/aa/academicintegrity.htm>.

TOPICAL COURSE OUTLINE

TOPICAL LECTURE AND VIDEO	WEEK OF:	READINGS
What is Organizational Behavior (1&2)	2/29 - 3/4	Chapter 1
Job Performance		Chapter 2
Organizational Commitment	3/7 – 3/11	Chapter 3
Job Satisfaction		Chapter 4
Occupational Stress	3/14 – 3/18	Chapter 5
Motivation & Motivation to Lead		Chapter 6
Trust, Justice, & Ethics	3/21 – 3/25	Chapter 7
Learning and Decision Making		Chapter 8
EXAM 1	3/21 – 3/25	Test covers Chapters 1-8
<p>Note: This time period allows you to take the test on 1 of these business days. PLEASE reserve your testing NOW. Yes, NOW!</p> <p>I will reserve the computer lab for mass testing in STW . Waiting on exact time/location for this – stay tuned.</p>		
Personality and Cultural Values	3/28 – 4/1	Chapter 9
Ability & Emotional Intelligence		Chapter 10
Teams Part 1 (Characteristics & Diversity)	4/4 – 4/8	Chapter 11
Teams Part 2 (Processes & Communication)		Chapter 12
Leadership: Power & Negotiation	4/11 – 4/15	Chapter 13
Leadership: Traits, Styles, & Behaviors		Chapter 14
Organizational Structure	4/18 – 4/22	Chapter 15
Organizational Culture		Chapter 16
Occupational Safety		Video only
EXAM 2	4/18 – 4/22	
<p>Note: This time period allows you to take the test on 1 of these business days. PLEASE reserve your testing NOW. Yes, NOW!</p> <p>I will reserve the computer lab for mass testing in STW . Waiting on exact time/location for this – stay tuned.</p>		

I reserve the right to add to or delete from this schedule, as changes may be necessary to accommodate time constraints. Any changes will be communicated with students during classes or via email.