Syllabus

**Academic Term and Year** Fall 2023

**Course Prefix and Number** OMP 330

**Course Title** Organizational Behavior

**CRN**  10516

**Credit Hours**  3 Credit Hours

**Course Location** Canvas Learning Management System

**Course Date** October 30 – November 30, 2023

**Instructor’s Name** Professor Bell

**Office Location** Business Education Building Room 306

**Office Hours** Monday & Wednesday: 10:00 AM – 1:00

Thursday: 9:30 AM – 12:00 PM

Other times by appointment only.

**Office Phone Number** (662)254-3600: Desk (662) 254-3608

**E-Mail Address** lisa.bell@mvsu.edu

**Course Prerequisites** BA 314 (Management) or consent of the instructor.

**Technology skills** Basic computer skills, working within Windows system environment, navigating the internet, and familiarity with e-mail.

**Course Description** Organizational Behavior is a complex subject that often has multiple implications to understand due to the inconsistencies in human behavior. Organizational Behavior is defined as the study of individual behavior and group dynamics in organizations. The study of Organizational Behavior is primarily concerned with the psychological, interpersonal, and behavioral dynamics in organizations. The organizational variables of jobs, the design of work, communication, performance appraisal, and organizational structure will be examined. A deep focus will be on human behavior and understanding the formal and informal elements of the organization.

**Expected Student Learning Outcomes**

At the end of this course, students will be able to:

1. Describe the historical perspective of organizational behavior.

2. Distinguish the disciplinary sciences that influence the science of organizational behavior.

3. Recognize and analyze ethical issues along with organizational and environmental forces that influence ethical behavior within organizations.

4. Understand and utilize organizational behavior concepts relative to both individual and group behavior in a work setting.

Course Requirements

**Required textbook** Nelson/Quick - ORGB 6, 6th Edition (with MindTap 1 term Printed Access Card). ISBN: 9781337407816

**Resources** Cengage Unlimited subscription is included in the course materials.

You will receive the following with your subscription:

o 6 Months Free of Quizlet Plus

o Free 6-Month Access to Evernote Premium

o Free Dashlane Premium so you never lose your passwords

o College Success & Career Resources

o Access to download your e-books offline and more via the Cengage Mobile app

There is no possible way the student can successfully complete this course without secure access to this course (submitting Assignments, Quizzes, or Exams).

 The student should go to the MVSU Main page to access Canvas in the top left corner. Click the CANVAS TAB.

Follow the instructions provided on the MVSU site to obtain access to Canvas.

**Supplementary materials** Writable CDs or Flash Drive (Store all Assignments)

The MVSU URL for Canvas:

 https://www.mvsu.edu/online-students

**Class attendance policy** ATTENDANCE AND PARTICIPATION

In an online learning environment, interaction is foundational to synergy. Therefore, class attendance is required to complete the course. Unlike traditional courses, online courses rely heavily on the dynamics of virtual interaction and group processing in order to integrate and apply the learning of academic content. The course also emphasizes the development and practice of interpersonal communication skills (virtual) and teamwork (e.g., group problem-solving). Therefore, the format necessitates class attendance.

Each student is required to participate by using the Canvas Learning Management System (LMS) Communication Tools, taking online quizzes and exams in ORGB6 - MindTap, and other aspects of Canvas LMS. You are expected to log in regularly (daily, perhaps several times per day) to submit assignments, check announcements and messages, check grades and instructor Comments, and view course materials.

Student(s) who fail to participate in the online course during a course week will be annotated as absent un-excused (AU), unless the professor has been informed beforehand and deemed the absence as absent excused (AE). The professor shall report all absences to the Office of Student Records as required. A student who has not participated for seven (7) consecutive days regardless of if the absences were deemed ‘AU’ or ‘AE’ shall be recommended for administrative withdrawal to the main campus and annotated as (NS) No Show. This is an online course. In a traditional classroom, just because a student contacts the instructor and is excused from a scheduled class meeting does not mean the student is given credit for participation or attendance. The student is still annotated as AU or AE. The online classroom shall be no different in this respect. It is the professor's sole discretion as to what he/she shall consider ‘AU’ or ‘AE’.

For each student whose name is listed on the Grade Roster (via MVSU Banner Web), the student will be indicated “AC” if the student has accessed an online course through Canvas and has submitted an activity assigned by the faculty, the indicator “AC” is to be entered.

Submission of Work: The Fall 2023 academic term officially begins on Monday, October 30, and ends on November 30, 2023. The student MUST complete all assignments on the due date assigned within the Canvas. Late submissions will result in serious point deductions. There will be no last-minute effort of the professor to grade all assignments of a student at one time. This policy is strictly enforced.

Scheduled assignments MUST be successfully submitted by all due dates and times. Under no circumstances will assignments be submitted as an email or outside of the Canvas platform by sliding them under the instructors’ door or by placing them in the department mailbox.

**Make-up policy** Student engagement and time management are critical for success in the online environment. Time management is critical for the professor. The professor has set extended dates for submitting all assignments and quizzes. The Comprehensive Final Exam has a short reveal to the student’s date and due date. With this considered, there will be no opportunities for making up online activities or assignments beyond the due dates set for this course. All assignments and quizzes for this course must be completed on or before the due date.

The student MUST work ahead and not wait until the due date to begin work on the assignment because the degree of intensity for each assignment varies.

**Course Drops/Incompletes** Students not completing the course for any reason are required to submit official drop notices to the Office of Student Records (Registrar’s Office) prior to the deadline date. This is the responsibility of the student. Failure to comply with this procedure will result in a letter grade of “UF”. Additionally, “Not officially withdrawing from the university will impact your financial aid and result in you owing the university.”

**Academic Integrity** Cheating and plagiarism policy:

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, and failing to meet academic and professional requirements, will result in an automatic “F”. The University’s academic honesty and plagiarism policies are enforced in this course.

Refer to MVSU Undergraduate Catalog for “Cheating and plagiarism policy.”

**Online Communication**

Observation of Netiquette: The student must use Canvas e-mail to contact the instructor and other students enrolled in the class. All online communications should be composed with fairness and honesty. This is a BUSINESS course and not social media. The student MUST ensure professional standards are practiced. What you put into the course reflects your level of professionalism.

Only questions or comments related to this course are to be used in Canvas email.

**Technical Problems** If you experience technical/computer difficulties (need help downloading browsers or plug-ins, logging into your course, using your course website tools, or experience errors or problems while active in your online course), contact the MVSU Distance Learning Administrator, at 662.254.3114. Notify your professor via Canvas Communication e-mail.

**Cengage Support** Please contact me if you have any technical or registration issues (Live chat, Twitter, Phone, Online). Even if you create a ticket online you will still need to call in to expedite your solution. Provide as much detail as you can in your case (screenshots of your issue, what course you are in, what you are having issues with, and what you have done like clearing cache and cookies) After you call a case ID is needed to follow up or to report issues to me so please keep your case ID. https://cengage.force.com/s/contact-us and call (800) 354-9706.

Teaching/Learning Strategies The primary instructional model for this course is collaborative learning. Specifically, the instructor will set course content, course objectives, and methods of classroom assessment. The course will incorporate the following instructional strategies: Online activities (assignments, discussions, media videos, quizzes, and exams), and assigned readings.

Students are encouraged to actively participate in activities, ask questions, and contribute comments for discussion. The student is also encouraged to offer input regarding instructional strategies and assignments. You can do this on the Course Discussion Board. Most importantly, students are expected to be active learners and to ask for clarification when they have questions. In order to be successful in the class, it is important that students read the assigned material and use terminology that they have learned through their reading. All discussion responses must be well developed to include the student’s personal reflection, integration of reading content and key terms, and demonstrate critical thinking ability and application. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity.

**Grade Appeals** Any student who believes s/he has been graded unfairly during a semester should work actively and positively with the professor to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved, the student should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available). It is the student’s responsibility to prove that he/she has been graded unfairly.

**Evaluation Procedures**

 The ten-point scale will be used. Since the cumulative system will also be used in the course, the breakdown for letter grades is shown below. The final grade will be based on Canvas Discussions, Assignment grades, Quiz grades, and examinations.

Any student who fails to complete Assignments, Quizzes, AND the Final Comprehensive Examination will receive a grade of “F”.

**Performance Standards/Grading**

A 540 and Above 90%

B 539 - 480 80%

C 479 - 420 70%

D 419 - 360 60%

F Below 360 50%

Assessments # Points

Discussion 5 100

Assignments (Required) 3 150

Chapter Quizzes: 10 150

Media Quiz 5 100

Final Exam: 1 50

Total 550

Any student who fails to complete Assignments, Quizzes, AND the Final Comprehensive Examination will receive a grade of “F”.

**ADA Statement** Mississippi Valley State University is committed to providing reasonable accommodation for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located in the Social Science Building Office 105 to register for the program at the beginning of each semester. For more information or to schedule an appointment, please call 662-254-3443.

**Course Outline** Subject to some changes depending on the needs and level of the class.

**Course Assignments for BA 340 – E01 Organizational Behavior Fall 2020**

CANVAS ASSIGNMENTS ASSIGNMENT POINTS ASSIGNMENTS (BLACKBOARD)

CHAPTERS 1 – 5, 7 – 16, AND 17 - 18 - Read each chapter (before the next assignment’s due date)

Discussion Board 5 100 Discussion (to prevent being reported as a ‘No Show’)

Assignments 3 150 Located in “Modules” in Canvas (by Chapter)

Assignments (Chapter Quiz) 10 150 Located in “Modules” in Canvas (by Chapter)

Assignments (Media Quiz) 5 100 Located in “Modules” in Canvas (by Chapter)

Final Exam 50 The specific due date for Fall 2020 Final Exam is as indicated in Canvas

**TOTAL POINTS FOR THE COURSE**  550 Points Any student who fails to complete Assignments, Quizzes, AND the Final Comprehensive Exam will receive a grade of “F”.

NOTE: This document does not constitute a contract with the University. It is only a guideline. The instructor reserves the right to make changes and additions to this syllabus at his/her discretion. If changes are necessitated during the term of this course, you will be notified.

**A Statement on Course Syllabus**

A course syllabus is a tool that instructors use to inform and guide students enrolled in a course within a specific time period, such as the 2023 Spring semester, Summer I 2023, Fall 2023 semester, or some other terms. According to Top Hat, an Internet source, “A course syllabus is an academic document that communicates information about a specific course and explains the rules, responsibilities, and expectations associated with it”. It goes on to say that it provides students with a comprehensive description of the course goals and objectives, assessment techniques, and learning outcomes; and that it is important that a syllabus communicates all aspects of a course to students. Additionally, it states that different institutions have different standards in the syllabus development process. It notes that while some institutions leave information included in a course syllabus to the instructor’s discretion, some institutions adopt specific standards they expect all syllabi to follow.

NOTE: This is a separate statement on the course syllabus; it is not a part of the course syllabus recommendations.