BA 340 –E01 ORGANIZATIONAL BEHAVIOR
ACADEMIC YEAR/TERM: FALL 2023 (Online)
CRN: 10512
CREDIT HRS: 3 Credit Hr. Course
PROGRAM: BUSINESS ADMINISTRATION

MISSISSIPPI VALLEY STATE
UNIVERSITY ®

INSTRUCTOR INFORMATION:
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Office Hours: By Appointment Only

COURSE DESCRIPTION AND LEARNING OUTCOMES:

Organizational Behavior is a complex subject and is often difficult to understand due to human behavior. Organizational Behavior is defined as the study of individual behavior and group dynamics in organizations. The study Organizational Behavior is primarily concerned with the psychological, interpersonal, and behavioral dynamics in organizations. The organizational variables that affect human behavior at work are relevant to the study of organizational behavior. 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.

COURSE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. Describe the historical perspective of the science 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

COURSE PREREQUISTIES:

BA 314 – Management

REQUIRED TEXTBOOK AND MATERIALS:

Nelson/Quick - ORGB 6, 6ᵗʰ Edition (with MindTap 1 term Printed Access Card).

ISBN: 9781337407816

** This is an Access Card which allows access to an eBook and all course material.

RESOURCES:

The materials required for this course are included in a Cengage Unlimited subscription (think Netflix or Apple Music) that gives you access to all your Cengage access codes, online textbooks, study guides, and an optional print rental for one price (+$7.99 for the print rental). You can purchase access to Cengage Unlimited in the bookstore, where you can use your financial aid and see what other courses use Cengage and are included in your subscription. Please also consider what courses you may be taking next semester and if a one year subscription would save you money.

Instant Access Codes (IACs)	Cengage Unlimited options:
9780357700006	$119.99 / Cengage Unlimited - 4 months / one term or semester
9780357700013	$179.99 / Cengage Unlimited –12 months / one-year
9780357700020	$239.99 / Cengage Unlimited –24 months / two-years

You should **NOT** purchase BOTH the Course Materials **AND** a Cengage Unlimited subscription; only **ONE** purchase is required.

You also 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) than by purchasing the Cengage Unlimited Access Card.
There is noexception to this requirement!

The student should:

1. Go to MVSU Main page to access Canvas in the top left corner.
2. Click the CANVAS TAB.
3. Follow the instructions provided on the MVSU site to obtain access to Canvas.

COURSE EXPECTATIONS AND FORMAT

- o **CLASS FORMAT**: You will be expected to be highly involved in daily class activities and structured exercises. This may include group discussions, guest speakers *(virtual videos)*, individual and group activities, projects, and presentations. Active student participation is essential for class success.

- o **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. Therefore, the format necessitates class attendance.

Each student is required to participate by using Canvas Learning Management System (LMS) Communication Tools, completing online assignments, quizzes, and exams in *HR5 – 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, Instructor Comments, and view course materials.

Student(s) who fail to submit the first assignment in CANVAS, MindTap, and participate in the online course during a course week will be annotated as <u>absent un-excused</u> (AU), unless the professor has been informed beforehand and deemed the absence as <u>absent excused</u> (AE). The professor shall report all absences to the Office of Student Records as required. A student who has not participated for 7 consecutive days regardless 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'.

- o **ATTENDANCE INDICATORS – SPRING 2022 SEMESTER:** For each student whose name is listed on the GradeRoster (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. For this course the activity assigned is a *"INTRODUCTION DISCUSSION".*

- o **CLASSROOM DECORUM ONLINE LEARNING PLATFORM:** As a member of the University community, you are expected to treat faculty, staff, and other students with respect. During discussions, if you disagree with an issue, you may express your disagreement, but you may not attack the person expressing the opinions. As voluntary members of the University, students are expected to act with respect towards self, others and the community, in order to foster and promote an educational environment conducive to the University's mission.

COURSE POLICY

- o **ACADEMIC INTEGRITY**: 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, 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.

  To address the situation of academic integrity, the university has implemented *Turnitin* to fight plagiarism and improve reading, writing, and research skills. *Turnitin* is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all student's work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet. Plagiarism will result in at least a failing grade for the assignment(s) and/or the course.

  Refer to MVSU Undergraduate Catalog for "Cheating and plagiarism policy."

o **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.*"**

o **ONLINE COMMUNICATION OBSERVATION OF NETIQUETTE:** The student must use Canvas LMS e-mail for contact with 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 on your level of professionalism. Only questions or comments related to this course are to be used in Canvas email.

o **ADA STATEMENT:** Mississippi Valley State University is committed to providing reasonable accommodations 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 contact Mrs. Kathy Brownlow, via phone or email at 662-254-3443 or kbrownlow@mvsu.edu.

o **MODIFICAITONS TO SYLLABUS**: The syllabus is subject to modifications. Any changes will be announced in class. It is your responsibility to keep up with changes. If you miss a class, you are strongly encouraged to contact another student to see what you may have missed.

o **TECHNICAL ISSUES:** If you experience technical/computer difficulties (need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while active in your online course), contact the MVSU Distance Learning Administrator, Mr. Mack Pendleton or Mr. George Huntley at 662.254.3114. Notify your professor via official MVSU e-mail.

  Cengage Support: Please contact 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 (screen shots 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.

o **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, quizzes, and exams), in addition to required 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 in the Course Discussion Board or via Canvas email. 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 which they have learned through their reading. All discussion responses must be well developed to include the students' 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.

ASSIGNMENTS

INTRODUCTORY DISCUSSION *(20pts)*: This discussion is designed to that students in the cohort may become familiar with their colleagues and the Professor. Also, this assists the Professor for the course to submit the required attendance indicators within the time allotted by the Registrar's Office.

CANVAS NAVIGATION QUIZ *(15pts)*: This is an introductory quiz that helps the student learn to navigate CANVAS.

CHAPTER QUIZZES *(15 @ 20pts – 300 pts)*: Each chapter will be accompanied by a Chapter Quiz to test the student's knowledge, understanding and ability to apply the chapter content.

MEDIA QUIZZES *(15 @ 5pts – 75 pts)*: These activities are short video quizzes that will assist the student with apply the course content in realtime. The media quizzes will demonstrate via video principles of how organizations in our world behave.

DISCUSSIONS *(5 @ 10pts – 50 pts)*: These discussions are designed to drive interaction and critical thinking and engagement from students discussing Organizational Behavior concepts and theories. The will supplement the learning process for this course.

MIDTERM *(50pts)*: Midterm exam will cover Chapters 1 -6.

FINAL PRESENTATION *(100pts)*: Students will record a 5-7 minute "Ted Talk" and accompanying PowerPoint covering any Organizational Behavior concept of choice.

SUBMISSION OF WORK: The student *MUST* complete all assignments on the due date assigned within the Canvas LMS. Late submissions *(if allowed at discretion of professor)* 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 LMS platform by sliding them under the instructors' door or by placing them in the department mail box.

MAKE-UP POLICY: Student engagement and time management are critical for success in the online environment. Time management is also 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 student 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. Two (2) Attempts are granted for each assignment and quiz submission.

After the assignments due date, NO other attempts will be granted. 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.

EXTRA CREDIT: *(OPTIONAL) Virtual Class Meeting* – I will host 2 virtual class meetings. These virtual meetings will be no more than one hour in duration and will provide an opportunity to meet with your classmates and professor in real-time conference format. Students can earn up to 20 pts. maximum for attending both meetings.

EVALUATION AND GRADING SCALE Your grade for **BA 315 HR MGMT** will be based on the assignments andpoints listed below*:

Course Grading Scale	
POINTS	**GRADE**
549 and above	A
548 - 488	B
487 - 427	C
426 – 366	D
365 and below	F

> *Any student who fails to complete Quizzes and the Final Examinations will receive a grade of "F".*

WEIGHT OF MODULE REQUIREMENTS
The combined following activities are weighted to form the final grade for the course:

ACTIVITY	LMS	POINTS
Intro Discussion	Canvas	20
Canvas Navigation Quiz		15
Chapter Quizzes (15 @ 20 pts each)	Canvas	300
Media Quizzes (15@ 5pts each)	Canvas	75
Discussion (5@ 10pts each)	Canvas	50
Midterm	Canvas	50
Final Presentation	Canvas	100
	TOTAL	**610**

- o **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.

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 via a revised syllabus.

BA 340 E01 ORGANIZATIONAL BEHAVIOR
Fall 2023 Assignment Schedule

PLATFORM	ASSIGNMENT	DUE DATE
Canvas LMS	*Introduction/Navigation Quiz*	**Sunday Aug. 27th @ 11:59 p.m.**
Canvas LMS	**Chapter 1 Reading/ Chap. Quiz/Media Quiz** – *Org. Behavior & Opp.*	**Sunday, Aug. 27th @11:59 p.m.**
Canvas LMS	**Chapter 2 Reading/ Chap. Quiz/Media Quiz** – *Challengesfor Mangers* **DISCUSSION #1**	**Sunday, Sept. 3rd @ 11:59 p.m.** **Monday, Sept. 4th @ 11:59 p.m.**
Canvas LMS	**Chapter 3 Reading/ Chap. Quiz/Media Quiz** – *Personality, Perception, andAttribution*	**Sunday, Sept. 10th @11:59 p.m.**
Canvas LMS	**Chapter 4 Reading/ Chap. Quiz/Media Quiz** – *Attitude, Emotions, and Ethics* **DISCUSSION #2**	**Sunday, Sept. 17th @11:59 p.m.** **Monday, Sept. 18th @ 11:59 p.m.**
Canvas LMS	**Chapter 5 Reading/ Chap. Quiz/Media Quiz** – *Motivation At Work*	**Sunday, Sept. 24th @ 11:59 p.m.**
Canvas LMS	**Chapter 6 Reading/ Chap. Quiz/Media Quiz** – *Learning & Performance Management*	**Sunday, Oct. 1st @ 11:59 p.m.**
MIDTERMS **October 2nd – 6th, 2023** **DUE OCT. 6 @ 11:59 P.M.**		

Canvas LMS	**Chapter 7 Reading/ Chap. Quiz/Media Quiz** – *Stress &Well-being at Work* **DISCUSSION #3**	**Sunday, Oct. 15th @ 11:59 p.m.** **Monday, Oct. 16th @ 11:59 p.m.**
Canvas LMS	**Chapter 8 Reading/ Chap. Quiz/Media Quiz** – *Communication* **Chapter 9 Reading/ Chap. Quiz/Media Quiz** – *Work Teams& Groups*	**Sunday, Oct. 22nd @ 11:59 p.m.**
Canvas LMS	**Chapter 10 Reading/ Chap. Quiz/Media Quiz** – *Decision Making by Individuals & Groups* **DISCUSSION #4**	**Sunday, Oct. 29th @ 11:59p.m.** **Monday, Oct. 16th @ 11:59 p.m.**
Canvas LMS	**Chapter 12 Reading/ Chap. Quiz/Media Quiz** – *Leadership& Followership*	**Sunday, Nov. 5th @ 11:59 p.m.**
Canvas LMS	**Chapter 13 Reading/ Chap. Quiz/Media Quiz** – *Conflict & Negotiation*	**Sunday, Nov. 12th @ 11:59 p.m.**
Canvas LMS	**Chapter 14 Reading/ Chap. Quiz/Media Quiz** – *Jobs & the Design of Work*	**Sunday, Nov. 19th @ 11:59 p.m.**
Canvas LMS	**Chapter 15 Reading/ Chap. Quiz/Media Quiz** – *Organizational Design & Structure* **DISCUSSION #5**	**Sunday, Dec. 3rd @ 11:59p.m.** **Monday, Dec. 4th @ 11:59 p.m.**
Canvas LMS	**Chapter 16 Reading/ Chap. Quiz/Media Quiz** – *Organizational Culture*	**Sunday, Dec. 10th @11:59p.m.**

FINAL PRESENTATIONS
DUE FRIDAY DEC. 15 @ 11:59 P.M.

DUE WEDNESDAY DEC. 6TH @ 11:59
(SENIORS)