MISSISSIPPI VALLEY STATE UNIVERSITY

Academic Term and Year	Fall 2022
Course Prefix and Number	BA 340 - E01
Course Title	Organizational Behavior
Credit Hours	Three (3) Credit Hours
CRN:	10407
Day & Time	Online Date Range: Aug 22, 2022 - Dec 09, 2022
Department	Business Administration
Professor's Contact Information	
Name:	Dr. Alvin L. Ward, II
Office Location:	Business Education Building, Office 306
Office Hours:	Mondays and Wednesdays: 9:00 AM – 10:00 AM 1:00 PM – 2:00 PM Tuesdays and Thursdays: 9:00 AM – 12:00 PM
Office Phone Number:	662-254-3608
E-Mail Address:	alvin.ward@mvsu.edu
Course Prerequisites	Undergraduate level BA 211 Minimum Grade of C and Undergraduate level BA 212 Minimum Grade of C
Technology skills:	Basic computer skills, working within Windows system environment, navigating the internet, and familiarity with e-mail.
Course Description	This course will introduce the student to the study of Organizational Behavior (OB). The study of individual behavior and group dynamics in organizations are the cornerstones of all subject matter. The foundation of is human behavior and the study of OB involves understanding workers' behavior in terms of their history and personal value systems and examining the external factors to which a person is subject. Organizational Behavior has grown out of contributions from psychology, sociology, engineering, anthropology, management, and medicine and each of these disciplines relating to the science of Organizational Behavior will be examined.

Expected Student Learning Outcomes	At the end of this course students 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 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(s):	Nelson/Quick - ORGB 6th edition (with ORGB Online, 1 term (6 months) Printed Access Card), 2018. ISBN: 9781337407816
Resources:	**How to access your Cengage course (BA 340)** **What is Cengage?** Thanks to insight from students like you, ORGB6 is built for you to learn YOUR way! Whether you are in class or on your own, explore the course content that interests you, take notes, and collect StudyBits. When it is time to study, the StudyBoard provides the ability to SEARCH related content, build your own FLASHCARDS, read and review your highlights from of the TEXTBOOK, and generate personalized QUIZZES to help you prepare for tests - all in one place AND on any device! ## Registration 1. Connect to: https://www.cengage.com/dashboard/#/course-confirmation/MTPNW72ZRK0V/initial-course-confirmation 2. Follow the prompts to register your course. ## Access Code After registering for your course, you will need to enter an access code using your **Textbook:** When you purchase your textbook, there is an access code bound into the front of the book that you **MUST** use for no additional charge. **Bookstore:** You are able to purchase access to Cengage ORGB6 at your bookstore with the printed. Used textbooks are not acceptable because the one-semester

Free Trial: If you are unable to pay at the start of the semester you may choose to access Cengage 4LTR Press Online during your free trial. After the free trial ends you will be required to enter an access code.

Already registered an access code? Bought Cengage 4LTR Press Online at your bookstore or online? Now use the following course link to register for the class:

This course requires an online homework platform called MindTap. Follow the instructions below to get started.

Register for your MindTap Course
1. Use the course registration link
https://www.cengage.com/dashboard/#/course-confirmation/MTPNW72ZRK0V/initial-course-confirmation

2. Follow the instructions on screen to create your Cengage account and register for this MindTap course.
3. Begin your temporary access* period.

Need help? Visit the Cengage Start Strong Website (https://startstrong.cengage.com) for step-by-step instructions.

*Temporary Access: You can access your MindTap course until 5:00 AM (UTC) on 9/5/2022 for free. At the end of the temporary access period, you will be prompted to purchase access. Your work will be saved and will be available to you again once you've completed your purchase.

NOTE: If the cost of your course materials is included in your tuition, you will not need to purchase access.

MindTap Tips & Training Tools

Learn more about navigating your MindTap course: (https://help.cengage.com/mindtap/mt-student/introduction.html)

Technical Support & Troubleshooting

Our US-based support team delivers answers and advice via 24/7 online chat, Twitter, live phone support (1-800-354-9706) and through support.cengage.com, which includes helpful articles, and tutorials.

If you are having trouble loading MindTap, run the MindTap

	browser check (https://ng.cengage.com/static/browsercheck/index.html) to make sure your browser is compatible or refer to the MindTap
	System Requirements (https://help.cengage.com/mindtap/MindTap-System-Requirements.pdf). If MindTap isn't loading, be sure to visit Techcheck (https://techcheck.cengage.com) to see if there is an outage.
	Please note: At the end of the free trial period, your course access will be suspended until a paid access code has been entered. All your scores and course activity will be saved and will be available to you after you pay for access.
	The course key to register for this course is: **MTPNW72ZRK0V** **There is no exception to this requirement!**
Supplementary materials:	Writable CDs or Flash Drive (Store all Assignments)
Class attendance policy:	Regular and punctual attendance is required for all classes and activities earning credit. The student must comply with class attendance policies set by the professor and complete all work required for each course. Faculty members are obligated to notify students in writing at the beginning of each semester of the policies and procedures on absences and make-up work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. When students know in advance that they will be absent from class, faculty should be notified and arrangements made to secure assignments. Students may obtain from the Vice President of Student Affairs an official excuse from class due to an emergency (illness, accident, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University. An official absence presented to the instructor within seven days from the date of the absence entitles the student to make up any work missed. Faculty members are required to submit absences and Attendance Reports at a designated time via the Banner System. Students who receive Financial Aid awards can only receive funds for "class attendance". The MVSU Attendance

	Policy for Financial Aid includes (NS) No Shows and Unofficial Course Withdrawals. My specific expectations regarding class attendance are: Each student is expected to be on time for every class meeting. This is a three (3) credit hour course. This class meets three times a week for a total of three hours per week. The student is allowed to be absent three (3) session without an official excuse. All unexcused absences after three will result in letter grade reductions. Other absences are grounds for official withdrawal from the course by the instructor. The student is still annotated as AU or AE. It is the instructor's sole discretion as to what he/she shall consider AU or AE.
Submission of Work:	The first session begins on Monday, August 22, 2022. Scheduled assignments must be completed and successfully submitted through ORGB6 - Cengage by all due dates. Assignments automatically become unavailable after the due date/time expires. Any additional assignments must be submitted by using **MS Word** (**.doc** file).
Make-up policy:	The instructor is not obligated to give any "make-up work"; and the student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absence from class is. Earning extra credit is not an option. If you miss an exam or homework assignment due date because of illness, accident, personal or family emergency, you must have the reason for your absence verified by the Vice-President of Student Affairs. Then, and only then will make-up exams be given, at the discretion of the instructor, usually administered at the end of the term as scheduled in the final examinations schedule of the university. If the reason for the absence is not verified, the grade will be "zero". *Official absences presented to the instructor within seven days from the date of the absence will entitle the student to make up any work missed.*

Course Drops/Incompletes:	Students not completing the course for any reason are required to submit official drop notices to the Registrar's Office prior to the deadline date. ***This is the responsibility of the student.*** Failure to comply with the procedure <u>WILL</u> result in your receiving a letter grade of **"F"**. *Not officially withdrawing from the university will impact your financial aid and result in you owing the university.*
Technical Problems:	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 in your course, contact the MVSU Canvas Helpdesk at 662.254.4104. Be sure to notify your professor via MVSU e-mail.
Teaching/Learning Strategies	The primary instructional model for this course is collaborative learning. Specifically, the professor will set course content, course objectives, and methods of classroom assessment. The course may incorporate the following instructional strategies: online activities, assigned readings, cases, and/or individual projects. The students is encouraged to actively participate in activities, ask questions, and contribute comments for discussion. Students are also encouraged to offer input regarding instructional strategies and assignments. 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 submit assignments. 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 MVSU 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.
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."
Special Needs and Accommodations:	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 inside the EMAP Computer Lab in the Social Science Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors. For more information or to schedule an appointment, please contact Kathy Brownlow. via phone or email at 662-254-3443 or kbrownlow@mvsu.edu.
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 attendance, quizzes, and examinations.

Summary of CPC Topics Covered in this Course:	**Contact Hours:**
Accounting	0
Legal Environment of Business	0
Economics	0
Business Ethics	10

Quantitative Techniques	0
Statistics	0
Management	10
Organizational Behavior	35
Comprehensive or Integrating Experience	5
Global Dimension of Business	0
	Total (estimate of contact hours) 60

WEIGHT OF MODULE REQUIREMENTS

The combined following activities are weighted to form the final grade for the course:

Performance Standards/ Grading

Course Grading Scale	
POINTS	**GRADE**
540 and above	A
480 - 539	B
420 - 479	C
360 - 419	D
Fewer than 359	F

ASSESSMENT	NUMBER	POINTS
Student Bio (Attendance Indicator)	1	8
Assignments	4	242
Quizzes	10	200
Exams	2	150
TOTAL:		**600**

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

NOTE: Rubrics' are provided as attachment to this Syllabus. All written and oral assignments must comply with, and will be graded according to these rubrics.

Document Attachments: Attachment 1: Fall 2022 Tentative Course Schedule
                                                                  Attachment 2: BA 340-E01 FA22 Assignments

BA 340 – E01 ORGB   Fall 2022
Assignments

PLATFORM	ASSIGNMENT	DUE DATE
CANVAS	Student Bio	September 15
CENGAGE	Quiz 1: Chapter 1	September 30
CENGAGE	Quiz 2: Chapter 2	September 30
CENGAGE	Quiz 3: Chapter 3	September 30
CENGAGE	Assignment #1 Submission	September 19
CENGAGE	Quiz 4: Chapter 4	September 30
CENGAGE	Quiz 5: Chapter 5	September 30
CENGAGE	Assignment #2 Submission	October 3
CENGAGE	**Mid Term Examination**	October 7
CENGAGE	Quiz 6: Chapter 7	November 4
CENGAGE	Quiz 7: Chapters 8 & 9	November 4
CENGAGE	Assignment #3 Submission	October 17
CENGAGE	Quiz 8: Chapter 10 & 11	November 4
CENGAGE	Quiz 9: Chapter 12	November 4
CENGAGE	Quiz 10: Chapter 16	November 4
CENGAGE	Assignment #4 Submission	November 14
CENGAGE	**Comprehensive Final Examination** (Chapters 1-5, 7-12, and 16)	**December 9**

BA 340-E01: Organizational Behavior   **FALL 2022**

TENTATIVE COURSE SCHEDULE

WEEK OF	TOPIC/ASSIGNMENT	TIME REQUIRED
8/22	Syllabus and Introduction to Course Read Chapter 1	50 minutes 50 minutes
8/29	Read Chapter 2	50 minutes
9/5	Submit ORGB6 – CENGAGE Chapter Quizzes 1 and 2 *(Due Sept 30)* ***Labor Day Holiday (Sept 5)***	60 minutes
9/12	Read Chapter 3 Submit ORGB6 – CENGAGE Chapter Quizzes 3 and 4 *(Due Sept 30)*	50 minutes 60 minutes 180 minutes
9/19	Read Chapter 4 Submit Assignment #1 *(Due Sept 19)* Submit ORGB6 – CENGAGE Chapter Quiz 5 *(Due Sept 30)*	50 minutes 30 minutes
9/26	Read Chapters 5 and 7 Submit ORGB6 – CENGAGE Quiz 6 *(Due Sept 30)*	100 minutes 110 minutes 60 minutes
10/3	Submit Assignment #2 *(Due Oct 3)* Preparation for Mid Term ***MID-TERM EXAMS** (Oct 3 – 7)*	240 minutes 50 minutes -
10/10	Read Chapter 8 and 9 Submit ORGB6 – CENGAGE Chapter Quiz 7 *(Due Nov 4)*	100 minutes 60 minutes
10/17	Read Chapter 10 Submit Assignment #3 *(Due Oct 17)*	50 minutes
10/24	Read Chapter 11 Submit ORGB6 – CENGAGE Chapter Quiz 8 *(Due Nov 4)*	50 minutes 60 minutes
10/29	Read Chapter 12	180 minutes
11/7	Submit ORGB6 – CENGAGE Chapter Quiz 9 *(Due Nov 4)*	50 minutes 30 minutes 110 minutes
11/14	Submit Assignment #4 *(Due Nov 14)*	50 minutes
11/21	***Fall Break** (Nov 21-22) / **Thanksgiving Holidays** (Nov 23- 25) (No Class)*	-
11/28	Read Chapter 16 Submit ORGB6 – CENGAGE Chapter Quiz 10 *(Due Nov 4)*	50 minutes 30 minutes
12/5	Preparation for ***FINAL EXAMS*** ***FINAL EXAMS** (Dec 5 – 9)*	240 minutes 100 minutes
	TOTAL	2250 minutes
Comments:	This syllabus attachment is not a contract. It is only a guideline. The instructor reserves the right to make changes and additions to this syllabus at her/his discretion. If major changes are necessitated during the term of the course, you will be notified of changes via a revised syllabus.	

alw/08.15.22

Attachment 1: Tentative Course Schedule