

**Management and Organizational Behavior**  
**MGMT 3140 - 004**  
**Spring 2017, Class on MW: 9.30 - 10.45, Friday 142**

**PROFESSOR:** Dr. Janaki Gooty  
**OFFICE:** Friday building, Room 244A  
**HOURS:** Wednesday 1-2 pm  
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**WEB PAGE:** Moodle class page  
**TEACHING ASSISTANT:** Courtney Guler

Contact information and office hours for TA will be posted to Moodle.

**Important:** If you ask me a question that can be answered by reading the syllabus, I will not answer it. It is your responsibility to read the syllabus. So, please be sure to do so.

### **UNIVERSITY DEADLINES AND REQUIREMENTS**

**PLEASE REFER TO THE UNIVERSITY DEADLINES FOR ADD/DROP AND OTHER STUDENT REQUIREMENTS IN YOUR HANDBOOK.**

### **COURSE DESCRIPTION**

MGMT 3140. Management and Organizational Behavior (3) Prerequisites: ACCT 2121, 2122; ECON 2101, 2102, INFO 2130; junior standing. A study of the role of manager with an emphasis on understanding the behavioral and administrative theories and concepts needed to succeed in contemporary organizations. Topics covered in the course include motivation, leadership, managing teams, and teamwork.

### **REQUIRED TEXTBOOK**

The following text is **required** in this course:

Bateman, Thomas S. and Snell, Scott S. (2017). Management: Leading & Collaborating in a Competitive World 12th Edition. New York: McGraw-Hill Irwin. (ISBN: 978-1-259-54694-5)

In addition, there will be a number of readings posted to Moodle each week under that week's course materials. You are required to read those as well.

### **OBJECTIVES OF COURSE**

The objectives of the course are to develop a basic understanding of the theories and concepts of management and organizational behavior (OB), demonstrate the ability to apply management theory and concepts to organizational problems, develop the basic interpersonal, analytical, critical thinking, teamwork and decision-making skills required of managers, and develop an awareness of current issues and trends in management.

Four 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 personality, influence, power, and leadership.
3. To learn about small group behavior through intragroup and intergroup processes.
4. To learn about organizational behavior through the above topics.

**Syllabus changes:**

I reserve the right to change the course syllabus at any time during the semester. Please log into Moodle daily to check for any changes that may occur.

**Grading:**

Everyone begins the semester with zero points. You can earn the grade of your choice depending on how hard you are willing to work. Your total number of points determines your final grade. Any grade dispute requires written notification to your assigned TA within 24 hours of the posting of the grade on Moodle. An e-mail to your TA outlining the basis for the grade dispute will serve as a written notification. Do not present any grade disputes to me, as your TA will initiate a grade dispute resolution process with me, and I will review each case individually, after reviewing each case with your TA. There will be no exceptions to this process. Your TA will contact you if there is a need to provide additional supporting materials to make your case.

Rounding of decimal points (on final grades) for the total score (not percentages) will occur in a standard statistical format where scores equal to or below .49 are rounded to the lower whole number, and scores equal to or above .50 are rounded to the higher whole number.

***Lastly, no changes will be made to final grades, and no additional points will be awarded to any student on the "margin" of a higher grade range. You are in complete control of your grade destiny from the beginning of the semester. Make each exam and assignment count.***

**COURSE REQUIREMENTS:**

- 1) 3 classroom examinations @ 100 points each = 300 points
- 2) 10 experiential exercises @ 10 points each = 100 points

**Total Available Points = 400 points (100%)**

Letter grades are assigned based percentage of total points:

90-100%: **A**

80-89%: **B**

70-79%: **C**

60-69%: **D**

Less than 60%: **F**

**DETAILED EXPLANATION OF COURSE REQUIREMENTS****Classroom Examinations**

The examinations will consist of 50 multiple-choice questions. They will cover ALL material up to the date of the exam, including text and supplemental readings, lectures, and experiential exercises. Exam dates will not change. However, depending on how the course progresses, content might be covered under slightly different sections than is presented in the course outline. Also, there is the possibility that I will cover some additional topics throughout the course, if time permits.

THERE ARE NO MAKE-UP EXAMS. If you have a problem, you must contact me before the examination. Please note that if you miss an exam and only notify me of illness, injury etc. after the exam, I am not obliged to give you a make up. I will not give you a make up if you miss an exam without notifying me in advance. You are expected to complete your exam UNAIDED. Failure to do so will result in an F for you and for anyone who is foolish enough to help you.

**I have zero tolerance for cheating on quizzes or exams. You can be rest assured that you will receive an F in the course if I ever suspect you of cheating. This includes looking at someone else's exam or any behavior that is deemed suspicious by me or my TA. To avoid putting yourself in such positions, do not look around or at others' exams/quizzes.**

## **Experiential Exercises (Carry note cards with you throughout the semester)**

The purpose of the experiential exercises is to have the student come to understand the material in the course on a personal level. The learning that comes from the experiential exercises will be highly individualistic; therefore, it is important for the student to actively participate in each exercise. Experiential exercises will be conducted throughout the course of the semester and will be included in the exams.

**Absolutely no makeup for missed exercises.** No requests will be entertained in this regard. Each exercise is worth 10 points and at the end of each exercise, I will ask you to turn in a note card with a short description of what you learned from the exercise and how it related to course topics. Your ability to relate the exercise back to course topics will determine your points on these exercises. **We will complete 11 in class exercises and you can drop your lowest/missed exercise.** You get one “free” card for a missed exercise. It is your responsibility to manage your time, schedule and obligations such that you can make it to class for these exercises. This includes absences related to interviews, any school club’s activity, etc.

## **ATTENDANCE, PARTICIPATION AND PROFESSIONAL CONDUCT**

You are expected to (1) come to every class meeting and (2) be prepared to answer questions about the assigned material. In addition, you are expected to (3) conduct yourself in a professional, courteous manner during class. Reading the newspaper, text messaging, sleeping or anything unrelated to class activity will be considered unprofessional conduct. If you have to miss class, it will be your responsibility to get any material you miss from one of your classmates. I do not make my lecture notes available to students who miss class. There will be no make-ups for experiential exercises or any in class activities. No requests in this regard will be entertained.

IMPORTANT: This is a behavioral class. Even though it is a large section, we will have lots of discussion and interactions in class. If you are in class, you will be expected to be ready to participate. If you want to be a passive participant, this class is not for you.

## **Academic Integrity**

As a student in this course, you are bound to abide by the Code of Student Academic Integrity. **The minimum penalty for violating the Code of Student Academic Integrity in this class would be an ‘F’ for the course.**

The following information is taken from the current UNC Charlotte catalog and is provided for your information:

### **THE UNC CHARLOTTE CODE OF STUDENT ACADEMIC INTEGRITY**

The UNC Charlotte Code of Student Academic Integrity governs the responsibility of students to maintain integrity in academic work, defines violations of the standards, describes procedures for handling alleged violations of the standards, and lists applicable penalties. The following conduct is prohibited in that Code as violating those standards:

- A. Cheating. Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- B. Fabrication and Falsification. Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.
- C. Multiple Submission. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.
- D. Plagiarism. Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
- E. Abuse of Academic Materials. Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.
- F. Complicity in Academic Dishonesty. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course will be adversely affected by academic dishonesty. Students who violate the code can be expelled from UNC Charlotte. The normal penalty for a first offense is zero credit on the work involving dishonesty and further reduction of the course grade. In almost all cases the course grade is reduced to F.

**Belk College of Business Statement on Diversity**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Tentative\* Schedule**

<b>TOPIC</b>	<b>TENTATIVE DATES</b>	<b>Readings</b>
Managing and Performing The External and Internal Business Environments	Self-directed reading	Chapters 1 & 2
Foundations of individual behavior - Introduction	January 11 <sup>th</sup>	No readings/Class notes
Personality	January 18 <sup>th</sup>	Assigned readings from Moodle
Attitudes: Job satisfaction and Commitment	January 23 <sup>rd</sup> & 25 <sup>th</sup>	Assigned readings from Moodle
Motivating for Performance	January 30 <sup>th</sup> & February 1 <sup>st</sup>	Chapter 13
Catch up & Review	February 6 <sup>th</sup>	Chapter 1, 2, 13 and assigned readings from Moodle
<b>Exam 1</b>	<b>February 8<sup>th</sup></b>	Chapter 1, 2, 13 and assigned readings from Moodle
Human Resources Management	February 13 <sup>th</sup> & February 15 <sup>th</sup>	Chapter 10
Managing the Diverse workforce	February 20 <sup>th</sup> & February 22 <sup>nd</sup>	Chapter 11
Managerial Decision Making	February 27 <sup>th</sup> & March 1 <sup>st</sup>	Chapter 3
Spring Recess	Mar 6 <sup>th</sup> & Mar 8 <sup>th</sup>	No class
Catch up & Review	Mar 13 <sup>th</sup>	Chapters 3, 10, 11 and assigned readings
<b>Exam 2</b>	<b>March 15<sup>th</sup></b>	Chapters 3, 10, 11 and assigned readings
Teamwork	March 20 <sup>th</sup> & 22 <sup>nd</sup>	Chapter 14
Power and politics	March 27 <sup>th</sup> & 29 <sup>th</sup>	Assigned readings from Moodle
Leadership	April 3 <sup>rd</sup> & 5 <sup>th</sup>	Chapter 12
Current topics in Leadership	April 10 <sup>th</sup> & 12 <sup>th</sup>	Chapter 12 and Assigned readings from Moodle
Creating and Leading Change	April 17 <sup>th</sup> & 19 <sup>th</sup>	Chapter 18
Catch up and Review	April 24 & 26 <sup>th</sup>	Chapters 12, 14, 18 and assigned readings from Moodle.
<b>Final Exam</b>	<b>May 10<sup>th</sup>: 8-10.30am.</b>	Chapters 12, 14, 18 and assigned readings from Moodle.

\* We will go faster or slower depending on how in class activities progress. This is not a set schedule but just a road map.