Management and Organizational Behavior
MGMT 3140 - 001
First Summer 2019
M-F: 9:30 a.m. – 11:00 p.m. in Smith 306

PROFESSOR: Allison Toth
OFFICE: Colvard 3050A
HOURS: Wednesdays, 11-12, By appointment
EMAIL: atoth3@uncc.edu

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:


In addition, there will be a number of readings posted to Canvas 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 Canvas 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 within 24 hours of the posting of the grade on Canvas. An e-mail outlining the basis for the grade dispute will serve as a written notification. I will review each case individually. There will be no exceptions to this process. I 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. Exams are NOT cumulative. Each exam will cover all material from the previous exam 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 exams. This includes looking at someone else’s exam or any behavior that is deemed suspicious by me. To avoid putting yourself in such positions, do not look around or at others’ exams.

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. Use of electronics, 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. No electronic devices may be used without explicit permission from me. All note taking and reading in class will need to be on paper.

Special thanks to Dr. Janaki Gooty for use of her syllabus.

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.

Belk College of Business Statement on Disability Accommodations
UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

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<thead>
<tr>
<th>Tentative Dates</th>
<th>Topic</th>
<th>Readings</th>
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<tbody>
<tr>
<td>M 5/20</td>
<td>NO CLASS TODAY</td>
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<tr>
<td>T 5/21</td>
<td>Course Introduction &amp; Foundations for Individual Behavior</td>
<td>No readings</td>
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<tr>
<td>W 5/22</td>
<td>Managing and Performing</td>
<td>Chapter 1</td>
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<td>R 5/23</td>
<td>The External &amp; Internal Business Environments</td>
<td>Chapter 2</td>
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<tr>
<td>F 5/24</td>
<td>Personality &amp; Emotions</td>
<td>Assigned readings from Canvas</td>
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<tr>
<td>M 5/27</td>
<td>MEMORIAL DAY – NO CLASS</td>
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<tr>
<td>T 5/28</td>
<td>Personality &amp; Emotions (continued)</td>
<td>Assigned readings from Canvas</td>
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<tr>
<td>W 5/29</td>
<td>Attitudes: Job Satisfaction</td>
<td>Assigned readings from Canvas</td>
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<td>R 5/30</td>
<td>Attitudes: Organizational Commitment</td>
<td>Assigned readings from Canvas</td>
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<td>F 5/31</td>
<td>Motivating for Performance</td>
<td>Chapter 13</td>
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<tr>
<td>M 6/3</td>
<td>Motivating for Performance (continued)</td>
<td>Chapter 13</td>
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<tr>
<td>T 6/4</td>
<td><strong>Exam 1</strong></td>
<td>Covers chapters 1, 2, 13, and assigned readings from Canvas</td>
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<tr>
<td>W 6/5</td>
<td>Managerial Decision Making</td>
<td>Chapter 3</td>
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<tr>
<td>R 6/6</td>
<td>Managerial Decision Making (continued)</td>
<td>Chapter 3</td>
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<tr>
<td>F 6/7</td>
<td>Human Resources Management</td>
<td>Chapter 10</td>
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<tr>
<td>M 6/10</td>
<td>Human Resources Management (continued)</td>
<td>Chapter 10</td>
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<td>T 6/11</td>
<td>Managing the Diverse Workforce</td>
<td>Chapter 11</td>
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<tr>
<td>W 6/12</td>
<td>Managing the Diverse Workforce (continued)</td>
<td>Chapter 11</td>
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<tr>
<td>R 6/13</td>
<td>Teamwork</td>
<td>Chapter 14</td>
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<td>F 6/14</td>
<td>Teamwork (continued)</td>
<td>Chapter 14</td>
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<tr>
<td>M 6/17</td>
<td><strong>Exam 2</strong></td>
<td>Covers chapters 3, 10, 11, and 14</td>
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<td>T 6/18</td>
<td>Power &amp; Politics</td>
<td>Assigned readings from Canvas</td>
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<tr>
<td>W 6/19</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<tr>
<td>R 6/20</td>
<td>Leadership (continued)</td>
<td>Chapter 12</td>
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<tr>
<td>F 6/21</td>
<td>Creating and Leading Change</td>
<td>Chapter 18</td>
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<tr>
<td>M 6/24</td>
<td>Current Topics in Leadership: Leader-Member Exchange</td>
<td>Assigned readings from Canvas</td>
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<tr>
<td>T 6/25</td>
<td><strong>Final Exam – 8:00-10:30 a.m.</strong></td>
<td>Covers chapters 12, 18, and assigned readings from Canvas</td>
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*We will go faster or slower depending on how in-class activities progress. This is not a set schedule but just a road map.*