

**Management and Organizational Behavior**  
**MGMT 3140 - 005**  
**Fall 2019**  
**MW: 2:30 – 3:45 p.m. in Denny 122**

**PROFESSOR:** Ms. Allison Toth  
**OFFICE:** Colvard 3050A  
**HOURS:** Wednesdays, 1-2pm and 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:

Bateman, T.S., Snell, S.A. & Konopaske, R. (2019). Management: Leading & Collaborating in a Competitive World (13th ed.). New York, NY: McGraw-Hill Education. ISBN13: 9781260502107.

NOTE: If you choose to purchase a prior edition of the textbook, you will be responsible for reconciling differences to the current edition.

In addition, for several topics there will be a number of readings posted to Canvas 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. I will announce any syllabus changes both in class and via email.

## 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.

Final grades will be rounded in accordance with standard rounding procedures. For example, a final grade of 89.5 will be rounded up to 90. A final grade of 89.4 will be rounded down to 89.

Other than standard rounding, I WILL **NOT** BUMP UP YOUR GRADE AT THE END OF THE SEMESTER. No additional points will be awarded to any student on the “margin” of a higher grade. **DO NOT EMAIL ME ASKING ME TO BUMP YOU UP TO A HIGHER LETTER GRADE.** I do not “give” you a grade. You earn each grade, and you are in complete control of your grade destiny from the beginning of the semester. Make each exam and assignment count.

## COURSE REQUIREMENTS:

Grade Distribution	
Exam 1	20%
Exam 2	20%
Exam 3	20%
Experiential In-Class Exercises (10 @ 10pts each)	10%
Group Paper	20%
Group Presentation	10%
Course Total	100%

Letter grades are assigned based on the following intervals:

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 be worth 100 points and consist of 50 multiple-choice questions. Please bring a #2 pencil for each exam. I will provide an opscan/scantron. **Exams are NOT cumulative.** See the list of topics at the end of this document for what topics will be covered on each exam. Please note that all material, including textbook readings, readings on Canvas, lectures, and experiential exercises are fair game for each exam. 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 or notebook paper and a writing utensil with you)**

The purpose of the experiential exercises is to have students 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 may be included in the exams.

Your Experiential Exercise grade will consist of 10 exercises given throughout the semester. Each exercise is worth 10 points and is graded as all-or-nothing. However, if you turn in exercises that are poor quality, I reserve the right to give you fewer than 10 points for the assignment. For each exercise, you will be asked to turn in a note card or piece of paper answering questions related to the topic we are covering in class. They will be graded based on your ability to connect course material to your own experiences and engage in critical thinking.

**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. **There will be absolutely no makeup for missed exercises, unless you have an official documented university excused absence (e.g., official doctor's note, message from the Dean of Students).** Because you are able to miss an exercise without penalty, I will not entertain any requests to makeup missed exercises. If you need to miss class/assignments for an extended period of time, please contact the Dean of Students directly at <https://dso.uncc.edu/> to get a documented excused absence.

### **Group Project**

Organizations often rely on groups and teams to complete work tasks. You will work in groups of five\* to complete a project which is comprised of a paper and an in-class presentation. I will assign the groups. Group assignments can be found on Canvas after the add/drop period.

\* There may be several groups with fewer than five, depending on the total number of students

### ***The Paper***

An objective of this course is for you to realize the applicability of the topics and concepts we cover in class. Your group will determine a topic area related to the field of Management and Organizational Behavior that interests you all. You will co-write a paper (approximately 3000 words) with your group members that addresses the following:

#### *Introduce your topic*

- What is your topic?
- What basic concepts or terms are associated with your topic?
- Why is it important to study this topic?

#### *Discuss your topic in terms of a current event or current topic/trend in business practice*

- What has been reported about this issue/event/practice with respect to your topic?
- How does issue/event/practice relate to your topic?

#### *Discuss your topic in terms of academic research*

- What types of questions are researchers asking with regard to your topic?
- How are they studying this topic? In other words, what types of methods are researchers using to address their research questions?
- What are some findings that these researchers have put forth?

#### *Discuss your topic in terms of managerial practice*

- Having reviewed your topic in terms of a current event and in terms of academic research, what do you believe is important for managers to know about this topic?
- Given your review, how do you suggest that managers change or update their practices?

*An electronic copy of your paper must be uploaded to Canvas by 2:30pm on Monday, November 25th.*

*Any paper submitted after the deadline will be penalized 25% of the grade for each day (24-hour period) it is late. Note: This means a paper that is turned in past the deadline but still on the 25<sup>th</sup> will be penalized 25%.*

### ***The Presentation***

You will format the content of your paper for a 10 to 15 minute PowerPoint presentation to the class. I will cut off presentations at the 15 minute mark. Each member of your group is expected to address the class during the presentation. Presentations will take place during the last meetings of the course (see the course schedule page of the syllabus).

More information about the paper and presentation will be posted to Canvas later in the semester.

### ***Individual Contribution to Group***

Part of your grade for the group project will be an assessment of your individual contribution to your team's performance. Your team members will evaluate your contribution to the paper and the presentation. The paper and presentation will each be worth 100 points. 90 points will come from the group product, and 10 points will come from your team members. Team members will indicate how many points they believe each teammate should receive (1-10) based on their contribution to the project. I will average the number of points received from all teammates, and add it to the group product score. Thus, it is possible for students on the same team to receive a different score, depending on their contribution to the project. This is to encourage all members of the team to contribute to the final product and not engage in social loafing.

### **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.

### **Computer Use**

Students are permitted to use computers during class for note-taking and other class-related work only. However, if a student uses a computer for activities unrelated to class and/or is distracting other students around them with their computer use, they will no longer be able to use a computer in class.

Although students are allowed to use a computer during class, previous research has found that taking notes by hand is better for comprehension and retention. Therefore, I do recommend taking notes by hand.

**Source:** <https://www.psychologicalscience.org/news/releases/take-notes-by-hand-for-better-long-term-comprehension.html>

### **Email Policy**

It is my goal to respond to all emails within 24 hours. Please note that I do not respond to emails past 5pm or on weekends (except the weekend before an exam – I will be available via email the weekend before an exam).

Please follow professional email standards when composing emails. I expect emails to have a subject line indicating the purpose of the message, proper grammar and punctuation, and to follow normal email format (e.g., greeting, body of message, closing with your name). Do not send emails as if they were a text message.

### **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.

### **Preferred Gender Pronoun**

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

### **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.

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

### Tentative\* Schedule

Tentative Dates		Topic	Readings
M	8/19	<i>NO CLASS - CONVOCATION</i>	
W	8/21	Course Introduction & Foundations for Individual Behavior	No readings
M	8/26	Managing and Performing	Chapter 1
W	8/28	The External & Internal Business Environments	Chapter 2
M	9/2	<i>NO CLASS – LABOR DAY</i>	
W	9/4	Ethics, Corporate Social Responsibility, and Sustainability	Chapter 5
M	9/9	Human Resources Management	Chapter 10
W	9/11	Human Resources Management (continued)	Chapter 10
M	9/16	<b>Exam 1</b>	Covers chapters 1, 2, 5, and 10
W	9/18	Personality & Emotions	Assigned readings from Canvas
M	9/23	Personality & Emotions (continued)	Assigned readings from Canvas
W	9/25	Attitudes: Job Satisfaction	Assigned readings from Canvas
M	9/30	Attitudes: Organizational Commitment	Assigned readings from Canvas
W	10/2	Motivating for Performance	Chapter 13
M	10/7	<i>NO CLASS – FALL BREAK</i>	
W	10/9	<i>NO FORMAL CLASS</i> - Out of Class Group Project Work Day	Work on Group Project
M	10/14	Motivating for Performance (continued)	Chapter 13
W	10/16	Managerial Decision Making	Chapter 3
M	10/21	Managerial Decision Making (continued)	Chapter 3
W	10/23	<b>Exam 2</b>	Covers chapters 3, 13, and assigned readings from Canvas
M	10/28	<i>NO CLASS</i>	
W	10/30	Teamwork – Guest Lecture	Chapter 14
M	11/4	Teamwork (continued)	Chapter 14
W	11/6	Managing the Diverse Workforce	Chapter 11
M	11/11	Power & Politics	Assigned readings from Canvas
W	11/13	Leadership	Chapter 12
M	11/18	Leadership (continued)	Chapter 12
W	11/20	Creating and Leading Change	Chapter 18
M	11/25	<b>All Group Papers Due at Start of Class Presentations: Groups 1-4</b>	
W	11/27	<i>NO CLASS – THANKSGIVING BREAK</i>	
M	12/2	<b>Presentations: Groups 5-8</b>	
W	12/4	<b>Presentations: Groups 9-12</b>	
M	12/9	<b>Final Exam – 2:00-4:30 p.m.</b>	Covers chapters 11, 12, 14, 18, and assigned readings from Canvas

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