
Management & Organizational Behavior
MGMT 3140 – 008
Spring 2020

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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.

Course Objectives:

Management & Organizational Behavior is a survey course that concerns the scientific study of people's attitudes and behavior that occur in work settings. The most successful employees are those who not only have the technical skills to do their jobs but understand how individuals, groups, and organizations behave. This course has been designed to provide you, as prospective managers and organization members, with the personal, interpersonal and group skills necessary to effectively contribute to the success of the organizations you join.

Although some consider the topics covered in this class "common sense", many people and organizations do not practice these principles. Further, you will learn to rely on research-based evidence, rather than common sense, in making effective decisions. We will use classic and contemporary research and theory regarding organizational behavior so that you can (i) better manage yourself and relationships with others in a work environment, (ii) develop evidence-based knowledge regarding effective management practice and (iii) make the best decisions possible when working with and managing people in organizations.

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.

REQUIRED TEXTBOOK

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

Bateman, Thomas S. and Snell, Scott S. (2018). Management: Leading & Collaborating in a Competitive World 13th Edition. New York: McGraw-Hill Irwin. (ISBN: 978-1-259-92764-5)

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

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) 4 classroom examinations @ 20% each = 80%
- 2) LearnSmart assignments @ 10% = 10%
- 3) Experiential Exercises @ 10% = 10%

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 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, exams, or assignments.**

Experiential Exercises

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 may be included in the exams.

Absolutely no makeup for missed exercises. No requests will be entertained in this regard. Some exercises will require that you complete them prior to coming to class. Other exercises will take place in class. For some exercises you will get full credit for having done them whereas others will be graded based upon quality. Your ability to relate the exercise back to course topics will determine your points on these exercises. **You can drop your lowest/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.

LearnSmart Assignments

For each chapter from the textbook, there will be a corresponding LearnSmart assignment. These assignment are designed to ensure that you read and understand the textbook material prior to coming to class. These assignments are graded on a completed/not completed basis. They are designed to take about 30 minutes in addition to reading the textbook. Like the experiential exercises, **you will be able to drop your lowest/missed assignment.**

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. 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.

Classroom recordings:

Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Academic Integrity

As a student in this course, you are bound to abide by the Code of Student Academic Integrity. 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 socioeconomic status.

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.

Disability Accommodations:

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please send me your accommodation letter as early as possible. You are encouraged to meet with me to discuss the accommodations outlined in your letter. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 (Fretwell 230).

Copyright Notice:

My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.

Week	1	Topic	Readings (to be completed prior to class):
Wednesday	January	8 Introduction to the Course	No in-person meeting
Week 2			
Monday	January	13 What is OB	Ch1 + Appendix A,
Wednesday	January	15 The Science of Management	Ch2
Week 3			
Monday	January	20 No Class - MLK Day	
Wednesday	January	22 Personality & Values	Readings on Canvas
Week 4			
Monday	January	27 Job Satisfaction	Readings on Canvas
Wednesday	January	29 Attitudes	Readings on Canvas
Week 5			
Monday	February	3 Motivation	Ch13
Wednesday	February	5 Catch-up/review	
Week 6			
Monday	February	10 Exam 1	
Wednesday	February	12 HRM	Ch 10
Week 7			
Monday	February	17 HRM (cont)	
Wednesday	February	19 Decision Making	Ch 3
Week 8			
Monday	February	24 Managing the Diverse Workforce	Ch 11
Wednesday	February	26 Managing Global Organizations	Ch 6
Week 9			
Monday	March	2 No Class - Spring Recess	
Wednesday	March	4 No Class - Spring Recess	
Week 10			
Monday	March	9 Managing Conflict	
Wednesday	March	11 Catch-up/review	

Week 11				
Monday	March	16	Exam 2	
Wednesday	March	18	Teamwork	Ch 14
Week 12				
			Being an Effective Team	
Monday	March	23	Member	
Wednesday	March	25	Leadership	Ch 12
Week 13				
Monday	April	30	Leadership (continued)	
Wednesday	April	1	Fairness & Ethics	Ch 5
Week 14				
Monday	April	6	TBD	
Wednesday	April	8	Catch-up/review	
Week 15				
Monday	April	13	Exam 3	Study
Wednesday	April	15	Take a stand	Readings on Canvas
Week 16				
Monday	April	20	Putting it all into action	
			Building your manager	
Wednesday	April	22	toolbox	Readings on Canvas
Week 17				
Monday	April	27	Being a first time manager	Readings on Canvas
Final Exam	May	4		Review for final