This syllabus contains the policies and expectations I have established for MGMT 3140 – Management & Organizational Behavior. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

University Catalog 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.

CATT Statement
All core courses in The Belk College of Business Administration are committed to fulfilling one or more of four major competency areas identified by the letters CATT: Communication and Technology Skills, Adaptability to Change, Globalization, and Diversity, Teamwork and Leadership, and Thinking, Integration, and Problem Solving. MGMT 3140 is targeted at the third of these learning outcomes, Teamwork and Leadership.

Learning Objectives
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.

Required Textbook
The following textbook is required for this course:


Other required brief outside readings will be posted to the Moodle site.
Faculty Information & Office Hours

Gregory Berka
Colvard: 3027E (My office is tough to find. It is in a bank of offices and the entrance to them is next to the stairwell)
gcberka@uncc.edu

Office Hours: Mondays & Wednesdays from 12:00 to 1:00pm
*I can meet by appointment as well, please send me an email to schedule an appointment.
*I will also be available before and after class for questions.

Email response policy: My goal is to respond to all student emails within 24 hours (excluding weekends when I am away). If you have not heard back from me within 24 hours, please re-forward me your email as I either didn’t receive it or missed it.

CLASS POLICIES/BUSINESS "BEST PRACTICES" – SYLLABUS CONTRACT

Please note: The class policies and grading criteria are part of your “contract” with me in this class. Once you register for this class, you agree to the terms and conditions of this contract (In other words, please don’t come to me at the end of the semester trying to “renegotiate” the terms and conditions of this contract because of the grade you receive).

1. Attendance Policy

  Daily attendance and active participation in the class are required. Students should view class attendance as they would work attendance and communicate to their peers (project group) and instructor in an appropriate manner. This means that any absences should be communicated to the instructor as much in advance as possible. Absences can only be officially verified and excused by the Dean of Students; see section 2 below.

  Students completing the course with perfect attendance will receive two bonus points on their overall final grade (for example, if you end up with an 88 average and have perfect attendance, your grade will become a 90).

  Students missing one class session will not lose credit, however will be ineligible for the two bonus points mentioned above. Students missing more than two classes without an excused absence (see section 2 below) will have their final grade reduced by 2 points for each additional class missed. (For example, if you end up missing three classes over the semester that are not excused and you end up with an 88 average, the 88 becomes an 84 as you lose 2 points for each unexcused absence over one).

  Note: Attendance is considered being present at the class for the entire class period. If you need to leave prior the end of the class, please inform me ahead of time.

  If you miss any class sessions, you are responsible for getting notes and finding out details about the assignments that have been discussed on that day from your colleagues/classmates.

2. Absences and assignments

  If you miss an exam, in-class assignment, or quiz, you will receive a “zero” unless you have a documented, excused absence verified by the Dean of Students. In the case of an excused absence for an exam, it is up to you to schedule the exam with the instructor and make up the
work. Absences may be excused for personal illness (doctor’s note required) or participating as a University representative in an athletic or out-of-town event.

3. Questions about Grades

Questions about grades must be discussed with me within two class periods after receiving the graded work.

Specific questions on exam grading must be presented to me by email with your explanation / justification of why you should have received more points than you received.

4. Readings & Quizzes

Read assignments before class. If you do not understand certain concepts in the readings, ask questions in class or schedule a time to meet with the professor.

In-class quizzes are common for this course. We will begin many classes with a quiz on that day’s reading. The quizzes are on the key terms and concepts on the reading assigned for that day. The quizzes may take different formats, but will generally be either multiple choice and/or writing an answer to a general question based on the reading(s).

If you are late or absent and miss the quiz, you do not have the opportunity to make it up. However, your lowest quiz grade of the semester will be dropped.

5. Exams

There are three exams: Two during the semester and one during the finals period.

The exams are designed to test your grasp of knowledge from the readings and information presented in class. Any information discussed in-class is something that can be included on the exam. The exams will consist of multiple-choice questions, true-false, and one integrative essay question.

The exams are open notes. This means any prepared notes on paper can be accessed during the exam. You cannot look at your textbook nor photocopied pages of your textbook. You cannot use your laptop during the exam. You can use class slides. It may be advantageous to print slides prior to class and write notes on the slides that you can use during the exams.

Most likely the exams will be administered through moodle and will be taken in a computer lab (as long as I am able to arrange this). If not, we will take the exams in class in paper copy. I prefer moodle as I don't like to waste paper.

You are not permitted to talk to another student while taking the exam, share answers, nor share notes with other students. Any of these activities are considered cheating (see Academic Integrity section below) which will earn you a zero for the exam and potential disciplinary based on the University’s code of conduct.

The final exam is not comprehensive, it is on the material covered during the last 1/3 of the class. See Weekly Schedule file posted on moodle for exam dates and information on each exam.
6. Plagiarism Detection

As a condition of taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. Plagiarism, as defined in the UNC Charlotte code of student academic integrity is:

a. Submitting the work of another as your own.
b. Directly quoting from a source without proper citation or use of quotation marks.
c. Paraphrasing or summarizing another’s work without acknowledging the source.
d. Using facts, figures, graphs, charts, or information without acknowledging the source.
e. Purchasing and/or copying commercial term papers or other course work and submitting as your own.

At the very least, plagiarism will be reported to the Dean of Students or a “zero” on the assignment with the possibility of more severe penalties (failing the course, expulsion from the university, etc.).

As a condition of taking this course, papers that the instructor in good faith suspects are in whole or in part plagiarized may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. Such works will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to Turnitin.com without a student’s written consent and permission. If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper.

7. Late Work

Hard copies of the assignments are collected at the beginning of the class session on the day they are due. Most assignments will be required in hard copy. Emailed assignments or assignments submitted through Moodle are due before the start of class. Assignments turned in late (i.e. turned in anytime after collected at the beginning of the class session) will receive a 10% reduction for each day late. (This means an assignment turned in after they are collected loses 10%, an assignment turned in the day after it is due loses 20%). Assignments more than one week late will not be reviewed at all.

8. Cell Phones and Video Recordings

Please turn off all cell phones during class. Use of cell phones during class and/or video recordings of lectures is prohibited. If there is an emergency situation, please discuss with me prior to class. Violation of this policy without prior approval will hurt your participation grade for the semester.

9. Laptop Computers and Tablets

Laptop computers and tablets are permitted to be used for note taking during classes. However, web-surfing, email, chatting, social networking, and other internet-based uses (i.e. listening to music or watching video clips) are not required for class communication and are prohibited. If you chose to use a laptop or tablet during class, you must send me your notes via email immediately after each class.

Those using computers during class for work not related to the class will result in losing points on your participation grade for the semester.

10. Extra Credit

I do not offer extra credit assignments.
11. 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.

12. Academic Integrity

Students have the responsibility to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity. This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty to the course instructor. All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at: http://www.legal.uncc.edu/policies/ps-105.html

13. Classroom Conduct

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further. In addition, inappropriate conduct (including on-going conversations during class time) will hurt your participation grade for the semester.

14. Revisions to Syllabus

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class and to the written syllabus posted on the moodle site. All changes will be highlighted in a different color font to notate the change.

15. Disability Statement

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

16. Participation Grade Overview

Each student begins the semester with a 95% participation grade. In order to earn 100%, the student needs to demonstrate active participation throughout the semester. I hope that everyone receives 100% in this category as this should help to bring your grade up.

You will lose significant amounts of participation points for using your cell phone / smart phone at anytime during class (including it ringing during class), using your computer for things other than note-taking, sleeping during class, or constant talking or disruptive behavior during class.
# 17. Grading / Assignments

The table below is a summary of all graded assignments and what letter grade your final score earns. All grades are carried out to the tenth of a point.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>20</td>
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<tr>
<td>Exam 2</td>
<td>20</td>
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<tr>
<td>Exam 3</td>
<td>20</td>
</tr>
<tr>
<td><strong>Exams Total</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
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<tr>
<td>Group Ground Rules Project</td>
<td>2</td>
</tr>
<tr>
<td>Group Presentation (Mid-semester)</td>
<td>3</td>
</tr>
<tr>
<td>Group Final Project (or presentation)</td>
<td>10</td>
</tr>
<tr>
<td>Peer Grades - Group Work</td>
<td>5</td>
</tr>
<tr>
<td><strong>Group Project Total</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>Group Presentations (Chapter Topic)</td>
<td>5</td>
</tr>
<tr>
<td>Participation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Course Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
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<tr>
<td>D</td>
<td>60 - 69</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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</table>

See separate file titled “Weekly Schedule” for a list of readings and assignments by day.