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.

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).

**Instructor Information**

Instructor: Haley Woznyj, M.A. | Doctoral Candidate  
Email: hmyers11@uncc.edu  
Office: Colvard 3027 – E (in the stairwell)  
Office hours: By appointment (please email me)

**Email response policy:** My goal is to respond to all student emails within 24 hours (excluding weekends or 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.

**University Catalog Description**

*MGMT 3140 - Management and Organizational Behavior (3 credits). 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.

**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.

The specific learning outcomes identified for the course are that:

- Students will demonstrate a basic understanding of the teamwork skills required of team members.
- Students will demonstrate a basic understanding of the skills required for team leadership.
- Students will demonstrate a basic understanding of leadership theories and models.
- Students should be able to apply leadership theories and models.

**Required Textbook & Readings**

Class Format

This course will consist of textbook and article reading assignments, lecture, discussion, film and in-class and out-of-class activities. The classroom experience is designed to supplement the readings; we’ll review concepts from the text, but class-time will also provide unique information that may be on the test.

Course Assignments & Grading

Assignments:

1. Reading Assignments
   It is expected that students will complete all assigned readings before the class in which they will be discussed (see Class Schedule). If you do not understand certain topics or concepts from the readings, write them down. We will have time in the beginning of class to go over any questions from the readings. Alternatively, you can schedule a meeting with the instructor to discuss anything that is unclear.

   For each topic, I will provide you with questions that will help guide both your reading and our in-class discussion for that topic. Together, these questions will form a study guide that you can use to prepare for the tests. We will discuss some of these questions in class.

2. Weekly Quizzes (12 @ 5 points each)
   Because we meet once per week, it is essential that you keep up with the reading assignments and attend class. If you skip a reading or miss class, you will be missing a large chunk of information. To encourage reading and attendance, you will have a quiz at the beginning of each class (starting on Week 2). These quizzes will ask questions about the material covered in that day’s readings. Questions can take the form of multiple choice, true/false, matching, or short answer. You will take 13 quizzes; your lowest grade will be dropped.

3. Exams (3 @ 50 points each)
   You will have 3 exams for this course, including the final (i.e. 2 during the semester and one during finals week). The two exams during the semester will be non-cumulative. The final exam will be cumulative in the sense that you will need to draw on information from the entire semester to answer some questions. The exams are designed to test your grasp of knowledge from the readings, information presented in class, and assignments. Exams may consist of multiple choice, matching short-answer, and/or essays. More details about exam formatting will be given prior to each exam. Any information discussed in class or the assigned readings may (or may not) be included on the test.

   Exams will be taken on Canvas. Thus, exams will technically be “open-book”. However, they will also be timed tests, so reading through the book for the first time during the test will not be a good strategy. You will have to have knowledge of the material before beginning the test or else you will not finish in time. In addition, you must take these tests by yourself. Cheating is prohibited.

   How Canvas exams work: On the day of the exam, class time will be cut in half. On the day of the exam, you will be responsible for attending class from 6:30pm – 7:45pm. You will also be responsible for completing the exam online (accessible via Canvas) by 11:59pm. The exam will be open all day; you may choose when during the day you’d like to take the exam, but understand all exams must be completed by 11:59pm on the day of the exam. Once the exam is started, you will have exactly the time allotted to finish the exam. You cannot start the exam, stop, and finish it at a later time. The clock begins to countdown as soon as a student opens the exam. If you are still
testing when the exam ends, the exam will close and you will be graded on what you have completed to that point.

NOTE: Malfunctioning technology is YOUR responsibility. To ensure the exam goes smoothly, it is recommended by tech support that you take the exam on campus in available computer labs.

4. **Assignments (2 @ 10 points each)**
   You will have two assignments that you will complete outside of class (see below for more information and the Class Schedule for due dates). These assignments will be due **before class starts** on the day that they are due, as we will discuss them in class. If it’s submitted after class, it will be considered late.

   **Organizational Behavior (OB) in the News:** An objective of this course is for you to learn how topics and concepts we cover in class apply to real-world examples. For this assignment, you will find a news article about a topic of management/organizational behavior that you have encountered in the media recently. You will submit a 1-page (maximum), typed (double-spaced) summary of the article and how the issue relates to management/organizational behavior. More details about this assignment will be given in class and an example provided. **Submit via Canvas.**

   **Article Review Assignment:** The purpose of this assignment for you to learn how to read a research journal article. Research is a very important component of management/organizational behavior – it’s how we know what we know about things! This assignment will not only help your critical thinking skills, but it will help you to understand where all the information in the textbook is coming from. This will also be useful for the group project. More details, along with a primer on how to read a journal article, will be given in class. **Submit via Canvas.**

5. **Group Project (70 points total)**
   Organizations are increasingly using groups and teams to complete work. To help you prepare for this, you will work in groups to complete a project (more specific details will be given in class and posted to Canvas). There will be four components to the project: 1) an outline of your paper to help ensure progress; 2) a group paper, worth 30 points; 3) a group presentation, worth 15 points; and 4) individual contribution to your team’s performance, worth 15 points – this component is an *individual grade* and will be evaluated by you and your teammates. You will have the opportunity to pick your own groups.

   Your final grade will be determined in the following manner:

<table>
<thead>
<tr>
<th><strong>Point Distribution</strong></th>
<th><strong>Grades</strong></th>
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<tbody>
<tr>
<td>3 Exams</td>
<td><strong>A = 90 - 100%</strong></td>
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<tr>
<td>12 Weekly Quizzes</td>
<td><strong>B = 80 - 89%</strong></td>
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<tr>
<td>2 Assignments</td>
<td><strong>C = 70 - 79%</strong></td>
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<tr>
<td>Group Project</td>
<td><strong>D = 60 - 69%</strong></td>
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<tr>
<td>Outline</td>
<td><strong>F = Less than 60%</strong></td>
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<tr>
<td>Paper</td>
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<td>Presentation</td>
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<td>Individual contribution</td>
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<td><strong>TOTAL</strong></td>
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Course Policies

Cell Phones, Laptops & Tablets
The use of cell phones, video recordings, Facebook, Twitter, Instagram, Snapchat, WhatsApp, gchat, HeyTell or any other form of computer-mediated communication during class is not allowed. If there is an emergency situation, please let me know. Otherwise, violating this policy without prior approval may result in being asked to leave the class.

You may use laptops and tablets for note-taking purposes only (in fact, I encourage you to bring an internet-connected device to class). However, note-taking does not involve surfing the web, emailing, chatting, listening to music, etc. If I find that you are using your computer for purposes other than note taking, you will be asked to leave the class grade and you will lose your privilege to use your computer in future classes.

Attendance & Withdrawal
Although there is no formal attendance policy, I expect that you will be on time and present for the entire class period. Please be prepared for class by having read the assigned material prior to our scheduled meeting, and come ready to participate in class activities and discussion. If you have to arrive late to class or leave class early, please inform me ahead of time. It is important that you attend each class in order to get all the information we will cover—especially because in-class material will not be completely redundant with the assigned readings.

I will not take attendance each class period. Instead, the weekly quizzes will serve as an indicator of whether you attended class or not. If you miss class or arrive late without prior approval, you will receive a grade of 0 on the quiz. If you need to miss class/assignments for an extended period of time, please contact the Dean of Students directly at http://uncdso.orgsync.com/academic_accommodations to get a documented excused absence. You are responsible for getting notes and details about assignments and discussion from your classmates from the days that you miss.

Further, it is your responsibility to ensure that you are properly enrolled or withdrawn from this class.

KEY DATES:
January 16th - Last day to add, drop with no grade
March 20th - Last day to withdraw from course(s)

Classroom Conduct & Professional Quality
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—as is the orderly questioning of the ideas of others, including mine. 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 that I expect in this class, you will not be permitted to participate further.

Netiquette is the correct or acceptable way of communicating on the Internet and involves the basic rules of normal etiquette – courtesy, respect, and ethics. I expect professionalism in all communication within this course. All quizzes, written assignments, and exams should be answered completely and with appropriate grammar and spelling. Netiquette is also important to consider when sending emails – to me, other professors, your peers, really anyone! Here’s a few pointers: 1) use the subject line to summarize your message; 2) use correct punctuation, grammar; 3) don’t be over familiar with the recipient – use correct salutations; 4) don’t assume your reader knows what you’re talking about, but keep it concise as...
possible; 5) don’t shout and avoid angry outburst (including using capitals); 6) proofread! This will be an important skill as you start and/or progress through your career and life.

**Make-up Assignments**
If you miss an assignment, exam, or quiz, you will receive a “zero”. This means that **no make-up work will be given unless you have a documented, excused absence** (see Dean of Students contact above). If you need to schedule a make-up exam, it is up to you, as the student, to schedule the exam with the instructor in order to make up the work.

**Late Work**
Unless otherwise specified, all assignments are due at the **beginning of class** (if submitted via hard copy) or **before the start of class** (if submitted online) on the day that they are due. Out of class assignments that are turned in late (after the start of class) will receive a 10% reduction for each day the assignment is late. **Assignments more than 3 days late will not be accepted.**

**Questions about Grades**
If you have any questions about a grade you received, you must **discuss them with the instructor within two days** 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. Final grades will be rounded using normal rounding rules (above .5 will round up; below .5 will round down).

**Extra Credit**
There will be no extra credit assignments available.

**University Policies**

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**Academic Integrity**
All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity (CSAI), including plagiarism, will result in disciplinary action as provided in the CSAI. Definitions and examples of plagiarism are in the CSAI and can be found at: [http://www.legal.uncc.edu/policies/ps-105.html](http://www.legal.uncc.edu/policies/ps-105.html)

Academic integrity and honesty are essential to the existence and growth of an academic community. The work you turn in is to be your own. If two assignments are identical, it will be assumed that the students involved did not complete their own assignments. You may work together on assignments and answers may be similar, but what you turn in MUST reflect your own interpretation of each activity. Online assignments and exams are subject to the same standards of academic integrity as any other assignment or exam. **EXAMS MUST BE COMPLETED ALONE.**

**Diversity Statement**
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.

**Accommodations**
Students in this course seeking accommodations to known disabilities must consult with the Office of Disability Services and follow the instructions of the office for obtaining accommodations. For more information regarding accommodations, please contact the Office of Disability Services at (704) 687-4355 or stop by their office in 230 Fretwell. Students who are requesting a special accommodation must
do so by the second class meeting. I am eager to provide you with support. Please let me know if you are seeking accommodations.

**Inclement Weather Policy**
The University rarely closes because of bad weather. When such a closing occurs, it will be announced over local television and radio stations, on the University home page ([www.uncc.edu](http://www.uncc.edu)) and on the University inclement weather hotline: 704-687-2877. There may be times when the University remains open officially, but bad weather in the region makes it unsafe or unwise for faculty or students to travel, particularly in the evening. If I am unable to make a class, I will attempt to email you and will notify the Departmental Office (704-687-8772). If you cannot travel to class because of bad weather, please let me know. As always, if class is conducted, it is the student’s responsibility to obtain information from missed classes from fellow students.

**Religious Observances**
This class will make accommodations for students whose religious affiliations require them to be absent on a day of class. Written notification of such absences is required using the Request for Religious Accommodation form. This form and additional information is available at [http://legal.uncc.edu/policies/ps-134.html](http://legal.uncc.edu/policies/ps-134.html) The form must be submitted to me BEFORE census day, which is Wednesday, May 22, 2013. Please feel free to contact the instructor with any questions or concerns.

**Grade of Incomplete**
A grade of Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control. Such reasons are assumed to include: illness of student or members of the student’s immediate family, extraordinary financial problems, loss of outside position, and other exigencies.