

Spring, 2021 Semester

Organizational Behavior and Management

MANA 6A32, Sections 1 (19124) and 3 (19200)

Instructor: Alan Witt (Witt@uh.edu)

Course Syllabus

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7636806_1&course_id=_142436_1&mode=reset

Course Outcome: A heightened and better-informed interest in and capacity to understand the psychology of the workplace and apply leadership skills accordingly.

Instructional Components: The course consists of five instructional components, all of which you are encouraged to experience:

1. The course textbook (Steven McShane and Mary Von Glinow. 2021. Organizational Behavior: Emerging Knowledge. Global Reality [9th Edition; ISBN10: 1260799557; ISBN13: 9781260799552]).
2. Seven instructional video sessions (for links to the videos, navigate to "Instructional Videos" under "Course Content," which is under "You Need to Know").
3. Fourteen themed groupings of Ted Talks (for links to the Ted Talk groups, navigate to "Ted Talks" under "Course Content," which is under "You Need to Know").
4. Seven self-assessment instruments (for links to the instruments, navigate to "Self-Assessment Instruments" under "Course Content," which is under "You Need to Know").
5. Seven videos explaining the self-assessment instruments (for links to the videos explaining the instruments, navigate to "Self-Assessment Instruments" under "Course Content," which is under "You Need to Know").

Performance Evaluation (Grading)/Assignments: Final course grades will be based on the quality and timeliness of your four submitted assignments. Navigate to both "Assignments" and "Course Schedule" under "You Need to Do" to view details of the assignments and the prescribed schedules for their completion.

Primary Course Policy: The policies and schedule stated in this syllabus are subject to change with notice. Students are responsible for keeping abreast of announcements and fulfilling course requirements on time.

Academic Dishonesty: The university's academic honesty policy can be found at <http://www.uh.edu/provost/academic-affairs/policy-guidelines/honesty-policy/>.

Students with Disabilities: The Bauer College, in accordance with 504/ADA guidelines, is committed to providing reasonable academic accommodations to students who request them. Students seeking accommodation must register with the Center for Students with Disabilities (CSD) 713-743-5400 and present approved documentation to your instructor very early in the semester.

Sexual Misconduct Policy: In accordance with the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which he becomes aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. More information can be found on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

Counseling and Psychological Services: Counseling and Psychological Services (CAPS)—www.uh.edu/caps—are available for students having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS by calling 713-743-5454 during and after business hours for routine appointments, or if you or somebody you know is in crisis. The “Let’s Talk” program provides a drop-in consultation service at convenient locations and hours around campus. <https://uh.edu/caps/outreach/lets-talk/index.php#hours>

Resources for Online Learning: The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Blackboard; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

UH Email: Email communications related to this course will be sent to your [Exchange email account](#), which each University of Houston student receives. The Exchange mail server can be accessed via Outlook, which provides a single location for organizing and managing day-to-day information, from email and calendars to contacts and task lists. Exchange email accounts can be accessed by logging into Office 365 with your Cougarnet credentials or through Access UH. They can also be configured on [IOS](#) and [Android](#) mobile devices. Additional assistance can be found at the [Get Help](#) page.

Honor Code Statement: Students are expected to behave consistent with the following honor code statement as part of submission of any graded work including but not limited to projects, quizzes, and exams: “I understand and agree to abide by the provisions in the [University of Houston Graduate Academic Honesty Policy](#). I understand that academic honesty is taken very seriously and, in the cases of violations, penalties may include suspension or expulsion from the University of Houston.”

Student Code of Conduct: The Student Code of Conduct emphasizes the University’s commitment to promote the freedom, intellectual development, and personal responsibility of its students. It can be found at https://uh.edu/dos/_files/student-code-of-conduct-2019-2020.pdf

Grade Appeal: The University of Houston has a grade appeal and grievance procedure. Students perceiving reception of an inappropriate grade should consider following this process.

Additional Potentially Helpful Information:

- COVID-19 Updates: <https://uh.edu/covid-19/>

- Coogs Care: <https://www.uh.edu/dsaes/coogscare/>
- Laptop Checkout Requests: <https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop>
- Health FAQs: <https://uh.edu/covid-19/faq/health-wellness-prevention-faqs/>
- Student Health Center: <https://uh.edu/class/english/lcc/current-students/student-health-center/index.php>

Course Schedule

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7636802_1&course_id=_142436_1&mode=reset

Session 1

- Date: January 19
- Topic: Introduction to OB and course requirements/expectations
- Chapter: 1
- Self-assessment 1: Hot Buttons
- Instructional Video 1: Personal branding, how to introduce yourself in 60 seconds, and IDP assignment

Session 2

- Date: January 26
- **Assignment 1 due: 60-second introduction video**
- View all 60-second introductions
- Topic: Individual differences
- Chapter: 2
- Self-assessment 2: Personality

Session 3

- Date: February 2
- Topic: Emotions, attitudes, social skills, & stress
- Chapters: 3 and 4
- Self-assessment 3: SSA
- Relevant (optional) Ted Talks Groups: 5a, 5b, 5c, and 8

Session 4

- Date: February 9
- Topic: Managing performance
- Chapters: 5, 6, and 7
- Self-assessment 4: Interpersonal skills
- Video: Running meetings
- Relevant (optional) Ted Talks Groups: 9a and 9b

Session 5

- Date: February 16
- **Assignment 2 due: Critique of OB**
- Topic: Leadership
- Chapter: 12

- Self-assessment 5: Conflict style
- Relevant (optional) Ted Talks Groups: 2 and 7

Session 6

- Date: February 23
- Topic: Power, conflict, politics, and communication
- Chapters: 9, 10, and 11
- Self-assessment 6: communication style
- Relevant (optional) Ted Talks Group: 1

Session 7

- Date: March 2
- **Assignment 3 due: What you learned from the course**
- Topic: Leading teams
- Chapter: 8
- Self-assessment 7: Team relationships

Session 8

- Date: March 9
- **Assignment 4 due: IDP**
- Topic: Organizational culture and change
- Chapters: 14 and 15
- Relevant Ted Talks Group: 6a and 6b

Course Content

Elements of the course are available online:

Assignments/Grading

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7636803_1&course_id=_142436_1&mode=reset

Instructional Videos

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7637093_1&course_id=_142436_1

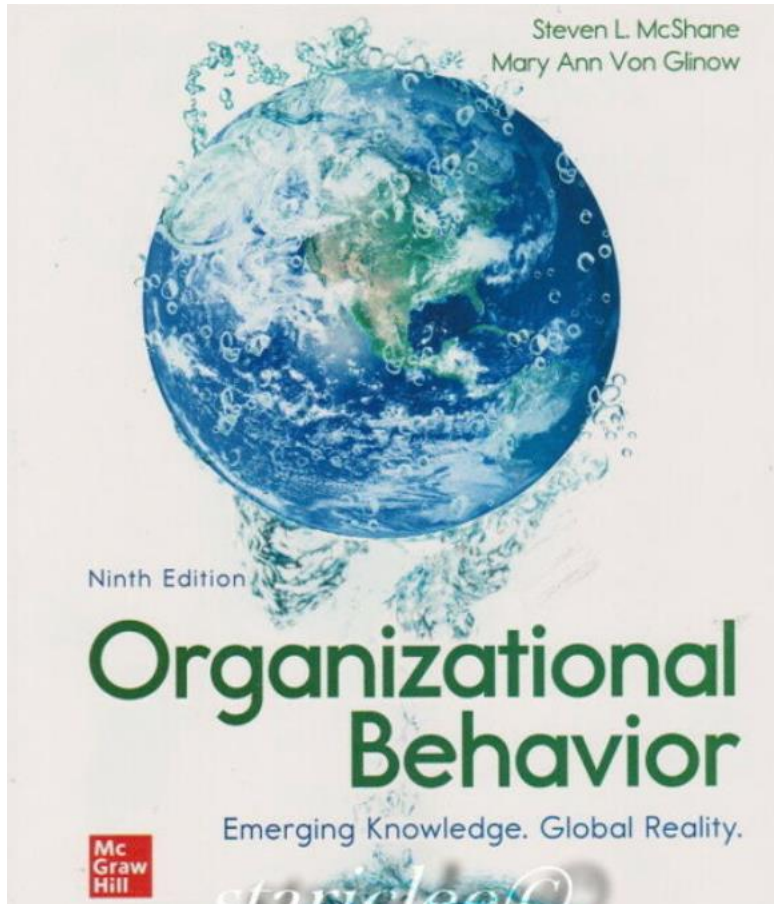
Self-Assessment Instruments

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7636827_1&course_id=_142436_1

Optional Ted Talks

https://elearning.uh.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_7636826_1&course_id=_142436_1

Textbook



UH Campus Bookstore Screenshot:

bkstr.com/houstonstore/course-materials-results?shopBy=course&divisionDisplayName=%7C&departmentDisplayName=MANA%7...

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REQUIRED

Organizational Behavior (RRMCG)
\$64.00 to \$100.00

Edition: 9th
ISBN: 9781260799552
Author: McShane
Publisher: McGraw-Hill (Rental Revenue)
Formats: Hardcover, BlyteWave Format

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