Organizational Behavior and Management
MANA 6A32
<mark>***** This is a 100% asynchronous online class *****</mark>
Fall 2017

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Response time will be within 24 hours, excluding weekends and holidays.

        Office Hours: By appointment

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The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

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Course Description:

The goal of this course is to provide students with a more in-depth understanding of the behavior of people in complex organizations and, more specifically, an appreciation of the best practices that can be used in managing those people. The course will focus on principles of management that cover many aspects of organizational life (from selection, training and motivation to teams, leadership and communication), are supported by extensive research, and can be applied in most organizational settings. The hope is that exposure to these principles will give students a more critical perspective on organizations and guidelines for their own activities in current and future work environments.

Textbook:

Edwin Locke (Ed.), <u>Handbook of Principles of Organizational Behavior</u>. 2009 (2nd ed.), Wiley (softcover).

Class Format

  This is an online course. The class will not meet on campus and you do not have to login to the course Blackboard site at any specific time. For the purpose of readings and assignments each week starts on a Monday and ends on a Sunday.

  All topics will be covered during the week they are listed. It is advisable to complete the readings the week before they are listed in order to be prepared to participate online. All assignments are due on the day they are listed.

  Powerpoint slides for each chapter will be provided in Blackboard. These will serve to outline the structure and highlight the major points of each topic. They are not, however, a substitute for having access to and knowledge of the fuller body of information available in the course text.

BLACKBOARD LEARN

Blackboard is a password-protected online course management system. In this course, the instructor will use Blackboard to:

- Facilitate class discussions using Discussion Boards.
- Upload class handouts for students to download.
- Centralize the delivery of assignments.
- Post grades. Each student will view his/her individual grades.

You can access Blackboard Learn in the following ways:
- Go to http://www.uh.edu/blackboard and click on the white Blackboard Learn button. Use your CougarNet ID and password to log in.
- Log in to AccessUH at https://accessuh.uh.edu and enter your CougarNet ID and password.

Course Requirements:

Discussion Participation: We will be doing **4 online discussions**. Online discussions might consist of collective mini-case analysis or providing answer to the instructor's questions related to the topic. Each discussion will be worth **15 points**, for total of **60 points** possible for this kind of activity.

- How will your contribution to the online discussions be assessed? Keep three things in mind: (1) quantity of postings you contribute, (2) quality of postings you contribute, and (3) quantity of postings contributed by others that you read. Here are more details:
- All class members are expected to contribute at least **3 quality postings for each discussion**. A posting can be the start of a thread, or the reply to any thread already started by others. Both count the same.
- We will start the week with questions I post. The number of questions will grow through the week. Students are expected to login to Blackboard several times per

week. As the online conversation develops throughout the week, I will post updates and may suggest videos that will provide extra information to enrich the conversation. Once you have fulfilled the minimum of 3 postings per week, feel free to contribute as much as you would like.
- What is a "quality" posting? The key is to engage others in a conversation and to build on examples, class material, other classes you have taken, research, or your personal and professional experience in order to support your opinions.
- Students are expected to read at least 70% of the postings contributed by others.

Examination: There will be one at-home exam. The exam will take place on **Dec 7th** and students will take it through BlackBoard.

A paper: In order to apply the concepts discussed more fully, one application paper is required. You will select a principle from one of the chapters and write about whether that principle is employed in your present job, how effective it (or the actual practice that exists) seems to be, whether you would modify the current practice and how, and any other reactions you might have. If you are not currently employed, you may discuss situations in previous jobs, or if necessary you may interview someone fully employed outside the home regarding the principle in their position. For example, you might write on the selection process and what factors are looked at during hiring (chapters 1, 2 and/or 3), how performance appraisals are done (chapter 5), or whether and how your organization tries to enhance job satisfaction (chapter 6).
The paper should be at least *5 pages long* (double-spaced, 1" margins all around, 12 point font) and will be due on **Nov 30th**. The paper should be submitted through the assignments tab on BB and will go through TurnitIn system to check for plagiarism. Papers submitted after the deadline will have 5 points deducted from the maximum possible score for each day late.

Case analysis: You are to purchase the following case from www.iveycases.com once you have created a new student user account:
Gravity Payments: $70,000 Minimum Salary Company (Product #9B16C001)
Read the case and address the following questions:
 (1) Who are the stakeholders that are affected by Price's decision?
 (2) What are the consequences of this decision for each stakeholder?
 (3) Price experienced unexpected challenges from various stakeholders. What should he have done before increasing the employees' salaries?
 (4) What would you recommend that Price do in the future?
This analysis should be at least **4 pages long**, using the same format as the application paper above, and will be due on **Nov 21st**. The case analysis should be submitted via assignments tab through Blackboard. Papers submitted after the deadline will have 2 points deducted from the maximum possible score for each day late.

Evaluation:

Grades will be based on the final exam, the application paper, online discussions and case analysis.

Assignment	Points
Discussion participation	60
Case analysis	60
Application paper	80
Exam	80
Total	280 points

A	260+	C+	215-223
A-	252-259	C	204-214
B+	243-251	C-	196-203
B	232-242	D	168-195
B-	224-231	F	167 and below

Date	Topic	Required readings
Week 1 Oct 16 – Oct 22	Introduction to the course	
Week 2 Oct 23 – Oct 29	Selection and Staffing	Chapters 1,2,3 **Discussion 1 question posted on Tuesday with discussion closing on Friday.
Week 3 Oct 30 – Nov 5	Training and Performance Appraisal	Chapters 4,5 **Discussion 2 question posted on Tuesday with discussion closing on Friday.
Week 4 Nov 6 – Nov 12	Turnover and Satisfaction	Chapters 6,7 **Discussion 3 question posted on Tuesday with discussion closing on Friday.
Week 5 Nov 13 – Nov 19	Motivation	Chapters 9,11 **Discussion 4 question posted on Tuesday with discussion closing on Friday.
Week 6 Nov 20 – Nov 26	Team Dynamics	Chapters 15, 16, 17, 18 **Case analysis DUE* on Tuesday, Nov 21st *Happy Thanksgiving!*
Week 7 Nov 27 – Dec 3	Leadership and Communication	Chapters 19, 23 **Application paper DUE* on Thursday, Nov 30th
Dec 7th *Dec 8th*	Final exam (at home via BB) *Official closing date*	

Accommodations for Students with Disabilities:

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

Academic Honesty:

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, which can be reviewed at http://www.uh.edu/dos/studenthandbook. Students are expected to be familiar with this policy.

A Note on Plagiarism: Plagiarism involves the stealing/copying and passing off as your work, the ideas or words of another person. Since researching and writing your paper involves reviewing articles and books written by other people, it is important that you avoid plagiarism. You may do so by: (a) using quotation marks when you are using the exact words of another person (and then giving credit to that person through an appropriate footnote that indicates the author's name, the title of the article and the place and date that the article was published), or (b) summarizing the author's words by paraphrasing (please note that merely changing a few words in a sentence/paragraph is not acceptable paraphrasing – acceptable paraphrasing is accomplished by substantially rewriting the original passage) . If you paraphrase, you must also give credit to that person through an appropriate citation in the text of the paper. I will check for plagiarism using the University's plagiarism software (Turnitin). Since many UH professors use Turnitin, it will likely include papers that you have written for other classes. So, if you have written a paper about a similar topic in the past, I suggest that you avoid using the same wording in the paper you write for this course or that, too, will be considered plagiarism. It is also important to include citations in your paper. Any part of your paper that reflects information from your sources should be cited. **Finally, in preparing the paper you should avoid using more than three direct quotes and no quote should be longer than one or two sentences.**

Course Evaluations:

The Bauer College of Business has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other important decisions. We openly encourage students to provide feedback to instructors and to the Bauer College through the evaluation process.