

**MGNT 6670**  
**Organizational Theory and Behavior**  
**Spring 2020 – Tuesdays, 6:00pm-10:45pm**  
**Newnan Center 186**

**Instructor Information:**

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Office Hours:	By Appointment

**Readings:**

- **(Recommended Textbook)** Managing Behavior in Organizations, Any Edition, Jerald Greenberg.
- **(GALILEO)** There will be several additional articles assigned to you that are available on-line at the UWG library website – <http://www.westga.edu/~library>.

**Course Description:** This course is designed to increase your ability to influence, predict, and understand the behavior of others in the workplace. Throughout the semester, you will learn to apply basic concepts of individual and group behavior to work situations. Additionally, you will be challenged to develop appropriate solutions to problems that practicing managers' face on a daily basis.

**Learning Objectives:**

1. Students will demonstrate an understanding of the major areas of Organizational Behavior including work attitudes, motivation, interpersonal behavior, communication, work teams, decision making, and leadership.
2. Working in groups, students will demonstrate the ability to apply major concepts covered in the field of Organizational Behavior to situations regularly encountered by managers. (MBA 2).
3. Students will demonstrate an understanding of the importance of managing in an ethically and socially responsible manner (MBA 4).

**Credit Hour Policy (3 credit hours):**

For approximately four weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

**How to be Successful in my Class:** First and foremost understand that I am not here to give you a grade, I am here to enhance your knowledge of management and help you become more successful.

1. *Come to class.*

Someone once said that 90% of success is just showing up, I have found there to be a great deal of truth in this statement. So therefore the most important thing is to come to class and make an effort to learn and improve. Do you really want to know less than you do?

2. *Take notes.*

*In class:* Sometimes I follow a book. Sometimes I don't. But I grade on what we have emphasized in class. *In the real world:* In a career, you *must* be prepared for whatever is thrown at you.

3. *If you don't understand a topic and/or don't understand why it's relevant, ASK.*

*In class:* It is my job to find a way to communicate this material to you and help you understand it. If you don't understand a topic, you can't learn. If you don't learn, you don't pass the exams. If you don't pass the exams, you don't earn the degree.

4. *Pay attention and become engaged in class.*

*In class:* I will call on you directly. Instead of going into shock when you hear your name called, be prepared with an answer.

5. *Play fair.*

*In class:* Do not commit academic misconduct and jeopardize your college career and your future. Academic misconduct in this class will result in at least an F in the course.

6. *Mutual Respect.*

The next key and probably most important is that of "mutual respect", which means don't be late for class and don't disrupt the class (i.e. reading the paper, sleeping, talking, texting, etc). **Put Away Your Cell Phones!** Societies #1 fear was public speaking, now it is the fear of losing your cell phone. We will conquer both these fears in my class.

7. You get out what you put in. Just like anything else in life you will get out of this class what you put into it. You decide if you want to improve yourself or not.

8. As corny as this sounds, try to have some fun in learning this stuff.

*In class:* I promise to try hard to make the material relevant and interesting.

#### **Attendance:**

I allow one (1) EXCUSED absence. For every other absence your final average will be lowered by one letter grade. If you are late you are absent.

**Exams:** We will have one exam this semester. The exam will consist of questions taken from class lectures, assigned readings, cases, and group presentations. The specific test format will be announced prior to the exam. Generally, make-up exams **will not** be given. Consideration for rescheduling an exam will be given only if you notify the instructor at the earliest possible time **and** if you can present appropriate documentation regarding your absence.

**Participation:** A portion of your grade will be based on the amount and quality of your participation. I will ask you questions about assigned articles or previous discussions and you will be graded on your feedback. **This grade will also be based on team member evaluations.**

#### **Individual Assignments:**

- **Reflection Paper:** Each student will write a reflection focused on their StrengthsFinders and MBTI results. **Don't just tell me your results**, explain and relate them to you. The paper should be between 1 1/2 and 3 pages. The paper must be typed, single spaced, have a 12-point font, have 1" margins, and have headings and subheadings where necessary. Please note that I expect your paper to be free of misspellings, grammar errors, and ambiguous statements.
- **Article Presentation:** Each student will be chosen at random to present and / or lead the discussion on an article assigned. You will be evaluated by your peers on knowledge, understanding and presentation of content.
- **Leadership Challenge:** Each student will provide written responses **and short justification** to the Leadership Challenge. The responses must be typed, single spaced, have a 12-point font, have 1" margins, and have headings and subheadings where necessary. Please note that I expect your paper to be free of misspellings, grammar errors, and ambiguous statements.
- **Leadership Philosophy:** Each student will present their Leadership Philosophy that they have or they develop in this class. The presentation will last no less than 3 minutes and no more than 5 minutes. You will submit this online.
- **Group Assignments:** One of the three major levels at which Organizational Behavior is studied is at the group level. Thus, to increase your understanding of work group dynamics, you will be required to work in designated groups. If it is felt that one of the members of the group is not contributing a recommendation for termination can be brought to me and this member will be fired from the team (I am the only one that can make the final decision to fire any team member). Those members that are fired from the team will then complete all assignments individually. The group assignments are explained below.
- **Group Presentation:** The presentation will last no less than 6 minutes and no more than 9 minutes. The presentation will be followed by questions from fellow students and the professor. Before the presentation the group must provide a coversheet with the students' names and company chosen. Further guidance can be found on Courseden/D2L.
- **Reading Assignments:** Your reading assignments are provided in the tentative course outline in this syllabus or will be provided shortly after the first day of class. Because of the interactive and applied nature of this course, we may not be able to cover all of the material in the assigned readings. Thus, it is your responsibility to carefully read and study each assignment.

- **Courseden:** You will find Courseden helpful in this class. Many of the PowerPoint overheads used in class are posted here as well as your exam grades. Also, if you lose your syllabus, a copy is posted for your convenience.
- **Grades:** Your final grade will be determined as follows:

Final	75 points	Scale:	A	(90-100)
Participation	50 points		B	(80-89)
Group Presentation	50 points		C	(70-79)
Reflection Paper	50 points		F	(0-69)
Leadership Challenge	25 points			
Leadership Philosophy	25 points			
Article Presentation	25 points			
Total	300 points			

### Student Rights and Responsibilities:

Please carefully review the information at the following link:

[http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf)

### HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [Campus Carry Guidance](#)

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

## TENTATIVE COURSE OUTLINE AND ASSIGNMENTS

DATE	TOPIC	ASSIGNMENT
1/7	What Is Organizational Behavior and Why Does It Matter? <ul style="list-style-type: none"> <li>• What is theory</li> </ul>	Assigned Readings
1/14	<ul style="list-style-type: none"> <li>• Psychological Processes in Organizations</li> <li>• Communication and Conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Readings</li> <li>• <b>1 page Bio due at beginning of class. One side, single space, 12pt Times New Roman. Just name and date on top.</b></li> </ul>
1/21	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Leadership Philosophy</li> <li>• Leadership Challenge</li> </ul>	Assigned Reading and Article Presentations
1/28	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Interpersonal Behavior and Work-Related Attitudes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Leadership Challenge Due in Class</b></li> <li>• Assigned Readings and Article Presentations</li> </ul>
2/4	<ul style="list-style-type: none"> <li>• Myers-Briggs Type Indicator Discussion</li> </ul>	
2/11	<ul style="list-style-type: none"> <li>• StrengthsQuest</li> <li>• Emotions and Stress</li> <li>• Emotional Intelligence</li> </ul>	Assigned Reading and Article Presentations
2/18	<ul style="list-style-type: none"> <li>• Group Processes and Work Teams</li> <li>• Decision Making</li> <li>• Administer Final Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Reading and Article Presentations</li> <li>• <b>Leadership Philosophy Due</b></li> </ul>
2/25	Final Project Presentations	<b>Group Evaluations Due</b>
2/28	Reflection Papers Due	