



## **COURSE SYLLABUS**

**Course: MGMT 3563 Management Concepts and Organizational Behavior**

Note: Students may not receive credit for both WCOB 2033 and MGMT 3563. Non degree credit for business majors.

### **Course Description:**

This course will introduce fundamental concepts in management and organizational behavior including individual characteristics and mechanisms and group mechanisms with a special focus on two important outcomes, job performance and organizational commitment.

### **Course Objectives:**

This course is designed to inform students about management concepts and to understand human behavior in the workplace. Specific objectives of this course include:

- Teaching students to understand management concepts, including ways to control and change human behavior in the workplace
- Empowering students to view their world through a "management lens", allowing them to apply management concepts to their lives and the world around them
- Facilitating group discussion in ways that allow for the application of management concepts to the diverse experiences and viewpoints of each group member
- Improving students' writing and public speaking skills

### **Required Text:**

Colquitt, J. A., Lepine, J. A., & Wesson, M. J. 2012. Organizational behavior: Improving performance and commitment in the workplace. Ed 3. McGraw-Hill Book Company. ISBN:9780078029356

### **Class Format:**

Almost every class will begin with a short 5 -6 question quiz. Following the quiz, students will have an opportunity to ask questions about the reading assignments. A brief lecture by the instructor will follow, highlighting important sections from the text or supplemental information from recent research or current events. Students will then have time for structured group discussion/activities. Finally, class will end with a brief 5 – 10 presentation by one of the groups chosen at random. This typical format may be altered at any time to allow for other classroom activities.

**Attendance Policy:**

Attendance is imperative for success in this class. However, attendance is not mandatory. As a percentage of your course grade is based on in-class quizzes and in-class group activities, discussions, and presentations, you should make every effort to be present in class.

**Disruptive Behavior:**

Appropriate classroom etiquette and conduct are expected of all students during class time. Disruptive behaviors will immediately be reported to the Dean of Students for further investigation and possible sanctions. Cell phones should be on silent or turned off during class time. Students are not permitted to use their cell phones to answer calls or send and/or receive text messages during class. Any behavior that disrupts the learning of other students will not be tolerated.

**Students with Disabilities:**

*University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit <http://cea.uark.edu> for more information on registration procedures).*

**Academic Integrity:**

Academic integrity is expected of all students in the class. Academic dishonesty will not be tolerated. If academic dishonesty is suspected, it will be reported to the chair of the management department, the judicial coordinator, and the all university judicial board. If you do not know what academic dishonesty is, then it is your responsibility to find out. If you are not sure whether a certain action is academic dishonesty then ask me, or err on the side of caution and don't do it. If you read this line in the syllabus, email me the code 0915 for five extra credit points. Ignorance is not an excuse for any form of Academic dishonesty. Students are expected to read the University policy on academic dishonesty, which will be strictly enforced. The University's academic policy can be found at <http://catalogofstudies.uark.edu/2882.php>.

**Evaluation:**

Grades will be based on the number of points earned on the following assignments and examinations listed below. Grades are non-negotiable and must be earned by the student.

**Quizzes:**

Quizzes will be administered in the beginning of almost every class. Quizzes will not be administered to students who arrive late for class or to students who are absent from class. Quizzes will consist of 5 – 6 questions, usually multiple choice or true/false. Students will have a limited amount of time to complete each quiz and when time is called must turn in their quiz. Each quiz will be worth 7 – 8 points (1 point per question and 2 points for completing the quiz). The total amount of points that can be earned for all quizzes combined is 200. A student will be able to miss about 3 quizzes without penalty.

### **Group Presentations:**

A large portion of class time will be devoted to group discussion and group activities. At the end of almost every class, one group will be randomly chosen to give a presentation to the rest of the class. This presentation should consist of topics the group discussed during class and questions that were raised during discussion. Every member of the group must speak during the presentation. Each member of the group will be given an individual score. Therefore, if your group is selected to present on a day you are absent from class, you will earn zero points, but your group members will still be eligible for points. In the unlikely event that all members of the group are absent on a day they are chosen to present, all group members will earn zero points. The maximum number of points that can be earned for the total number of group presentations is 100. It is likely that each group will have the opportunity to present 7 – 10 times during the semester (depending on number of groups). This means that each presentation could be worth anywhere from 10 – 14 points each.

### **Journal Entries:**

Once a week, students will be required to write a journal entry that relates concepts from class to the lives, current events, or popular media. Journal entries may be hand written or typed. Journal entries should be kept together in the same notebook or binder, and should not be intermixed with class notes. Journal entries will be graded periodically throughout the semester in sets of 3 – 4 entries. Each entry will be graded for completion and is worth a maximum of 4 points. Journal entries should be at least 2 paragraphs in length and no longer than 1 page (typed). Hand written journal entries can be slightly longer to allow for different handwriting styles. Any media article or website link that inspired the journal entry should also be included with the entry. Students will be required to submit 15 journal entries over the course of the semester worth a maximum of 60 points total.

### **Revised Journal Entry:**

Each student will select one journal entry to revise and resubmit for grading at the end of the semester. Students will be required to meet with a writing instructor at the writing center in WCOB. Based on the recommendations of the writing center, students should revise their journal entry. These entries will be read and graded for content and quality. The revised journal entry will be worth up to 70 points.

### **Movie Critique:**

Over the course of the semester, 3 – 4 movies will be shown in class in order to demonstrate management concepts from the book. Each student must write 1 movie critique for 1 of the movies shown. The critique should discuss how management concepts related to the movie. The critique should be 1 – 2 pages typed. Students must also meet with a writing instructor in the WCOB writing center and make improvements to their critique based on the instructor's recommendations. The final assignment should include a rough draft and a final draft of the critique. The movie critique is worth up to 70 points.

**Exams:**

Three exams will be given throughout the semester worth 83 – 84 points each. Questions usually be multiple choice or true/false. Scantrons and pencils will be needed to take the exams. All three exams are worth up to 250 points.

**Final Exam:**

The final exam is comprehensive, with special emphasis on any chapters covered after exam 3. The final will require a scantron and pencils. Questions will be multiple choice or true/false. The final exam is worth up to 250 points, 25% of your final grade. The exam is scheduled for Wednesday, December 12<sup>th</sup> at 8 AM – 10 AM.

**Summary of Evaluation:**

| Assignment            | Points | % of Total Grade |
|-----------------------|--------|------------------|
| 25 Quizzes            | 200    | 20               |
| Group Presentations   | 100    | 10               |
| 15 Journal Entries    | 60     | 6                |
| Revised Journal Entry | 70     | 7                |
| Movie Critique        | 70     | 7                |
| 3 Exams               | 250    | 25               |
| Final Exam            | 250    | 25               |
| Total                 | 1000   | 100              |

**A** = 1000 – 900, **B** = 899 – 800, **C** = 799 – 700, **D** = 699 – 600, **F** = 599 – 0

**Tentative Schedule: The following syllabus is subject to change at the discretion of the instructor**

| Date   | Day       | Textbook Reading Assignment                               | Important Dates                              |
|--------|-----------|---|--|
| 20-Aug | Monday    |   |  |
| 22-Aug | Wednesday | Chapter 1 All   |  |
| 24-Aug | Friday    | Chapter 2 Pages 32 - 40                                   |  |
| 27-Aug | Monday    | Chapter 2 Pages 41 - 46                                   |  |
| 29-Aug | Wednesday | Chapter 2 Pages 47 - 53                                   |  |
| 31-Aug | Friday    | Chapter 3 Pages 62 - 70                                   |  |
| 3-Sep  | Monday    | LABOR DAY   | LABOR DAY                                    |
| 5-Sep  | Wednesday | Chapter 3 Pages 71 - 76                                   |  |
| 7-Sep  | Friday    | Chapter 3 Pages 76 - 83                                   |  |
| 10-Sep | Monday    | Study/Review Ch 1 - 3                                     | Journal Entries 1 – 3 Due                    |
| 12-Sep | Wednesday | Study/Review Ch 1 - 3                                     |  |
| 14-Sep | Friday    | Study/Review Ch 1 - 3                                     | EXAM 1                                       |
| 17-Sep | Monday    | Chapter 4 Pages 96 – 106 Skim 107 - 112                   |  |
| 19-Sep | Wednesday | Chapter 4 Pages 113 - 121                                 |  |
| 21-Sep | Friday    | Chapter 6 Pages 164 - 170                                 |  |
| 24-Sep | Monday    | Chapter 6 Pages 171 - 180                                 |  |
| 26-Sep | Wednesday | Chapter 6 Pages 181 - 190                                 |  |
| 28-Sep | Friday    | Chapter 7 Pages 200 - 207                                 |  |
| 1-Oct  | Monday    | Chapter 7 Pages 208 - 213                                 |  |
| 3-Oct  | Wednesday | Chapter 7 Pages 213 - 224                                 |  |
| 5-Oct  | Friday    | Chapter 8 Skim All Focus on learning goals and bold words |  |
| 8-Oct  | Monday    | Study/Review Ch 4 - 8                                     | Journal Entries 4 – 7 Due                    |
| 10-Oct | Wednesday | Study/Review Ch 4 - 8                                     |  |
| 12-Oct | Friday    | Study/Review Ch 4 - 8                                     | EXAM 2                                       |
| 15-Oct | Monday    | FALL BREAK  | FALL BREAK                                   |
| 17-Oct | Wednesday | Chapter 9 Pages 272 - 278                                 |  |
| 19-Oct | Friday    | Chapter 9 Pages 278 - 290                                 |  |
| 22-Oct | Monday    | Chapter 9 Pages 290 - 296                                 |  |
| 24-Oct | Wednesday | Chapter 10 Pages 312 - 318                                |  |
| 26-Oct | Friday    | Chapter 10 Pages 318 - 328                                |  |
| 29-Oct | Monday    | Chapter 10 Pages 328 - 333                                |  |
| 31-Oct | Wednesday | Chapter 11 Pages 346 - 360                                |  |
| 2-Nov  | Friday    | Chapter 11 Pages 360 - 367                                |  |
| 2-Nov  | Monday    | Study/Review Ch 9 - 11                                    | Journal Entries 8 – 11 Due                   |
| 7-Nov  | Wednesday | Study/Review Ch 9 - 11                                    |  |
| 9-Nov  | Friday    | Study/Review Ch 9 - 11                                    | EXAM 3                                       |
| 12-Nov | Monday    | Chapter 12 Pages 382 - 398                                |  |
| 14-Nov | Wednesday | Chapter 12 Pages 398 - 403                                |  |
| 16-Nov | Friday    | Chapter 13 Pages 418 - 426                                |  |
| 19-Nov | Monday    | Chapter 13 pages 427 - 438                                |  |
| 21-Nov | Wednesday | THANKSGIVING BREAK  | THANKSGIVING BREAK                           |
| 23-Nov | Friday    | THANKSGIVING BREAK  | THANKSGIVING BREAK                           |
| 26-Nov | Monday    | Inclement Weather Day Reading Assignment TBD              |  |
| 28-Nov | Wednesday | Inclement Weather Day Reading Assignment TBD              |  |
| 30-Nov | Friday    | Study/Review Ch 12 and 13                                 | Journal Entries 12 – 15 Due                  |
| 3-Dec  | Monday    | Study/Review Ch 12 and 13                                 |  |
| 5-Dec  | Wednesday | Study/Review All Class Material                           | Movie Critique and Revised Journal Entry Due |
| 7-Dec  | Friday    | DEAD DAY  | DEAD DAY                                     |
| 12-Dec | Wednesday | FINAL EXAM 8 AM - 10 AM                                   | FINAL EXAM 8 AM - 10 AM                      |

## **Grading Rubrics:**

### **Group Presentations**

| <b>Aspect of Presentation</b>                | <b>Percentage of Total Points</b> |
|--|-----------------------------------|
| Presence – Were you there?                   | 25%                               |
| Contribution – Did you speak?                | 25%                               |
| Content – Did you cover appropriate topics?  | 25%                               |
| Style – Were you competent and professional? | 25%                               |

### **Journal Entry**

| <b>Aspect of Journal Entry</b>                    | <b>Number of Points</b> |
|---|-------------------------|
| Completion – Did you write a journal entry?       | 1                       |
| Effort – Is the entry an appropriate length?      | 1                       |
| Content – Are you discussing management concepts? | 2                       |

### **Revised Journal Entry**

| <b>Aspect of Revised Journal Entry</b>  | <b>Number of Points</b> |
|---|-------------------------|
| Rough Draft – Included with final draft   | 10                      |
| Signed form from Writing Center   | 10                      |
| Writing Improvement – Made improvements to rough draft  | 20                      |
| Content – Discussion of how a management concept relates to your life, current events, or popular media | 15                      |
| Style – Grammar, spelling, overall quality of writing, and professional formatting                      | 15                      |

### **Movie Critique**

| <b>Aspect of Movie Critique</b>  | <b>Number of Points</b> |
|--|-------------------------|
| Rough Draft – Included with final draft  | 10                      |
| Signed form from Writing Center  | 10                      |
| Writing Improvement – Made improvements to rough draft                               | 20                      |
| Content – Discussion of how management concepts relate to the movie watched in class | 15                      |
| Style – Grammar, spelling, overall quality of writing, and professional formatting   | 15                      |

### **Writing Center Information**

**Website:** <http://waltoncollege.uark.edu/writingcenter/>

**Location:** WCOB 254

**Phone:** (479) 575-5211

**Hours:** Mon - Fri 8am - 5pm

Appointments and drop-ins are welcome







