



**MGMT 1105
Organizational Behavior
COURSE SYLLABUS
Online
Spring Semester 2017**

Semester: Spring 2017
Course Title: Organizational Behavior
Course Number: MGMT 1105
Credit Hours/ Minutes: 3/2250

Class Location: GVTC/Blackboard
Class Meets: Via Internet / 15 weeks
CRN: 40021

Instructor: Vicki Spivey
Office Hours: 10:00—11:30 and 2:00—4:00 Monday-Thursday
Office Location: Office 831 Gillis Building
Email Address: vspivey@southeasterntech.edu (Preferred communication from students)
Phone: 912-538-3175
Fax Number: 912-538-3106

REQUIRED TEXT: ORG 5, Nelson/Quick, 2017, Cengage, 978-1-305-66392-3

REQUIRED SUPPLIES & SOFTWARE: Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to **not** rely on these devices to take an online course.

COURSE DESCRIPTION: Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment.

MAJOR COURSE COMPETENCIES: Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

PREREQUISITE(S): Provisional Admission

COURSE OUTLINE:

1. Employee Relations Principles
2. Problem-Solving and Decision Making
3. Leadership Techniques to Develop Employee Morale
4. Human Values and Attitudes
5. Organizational Communications
6. Interpersonal Communications
7. Employee Conflict

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online): Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday**. Books are required on the **first day** of the semester.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and homework assignments are due before 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT(S) (Online): In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored exam for this class is April 5, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or April 6, Thursday, at 2:30 pm Building 2 Room 2113 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 9-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.

EXIT EXAM: All students are required to take the Exit Exam during their last semester.

MAKEUP GUIDELINES: **No make-up exams are allowed and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of

information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer | Title VI - Title IX (Employees) - EEOC Officer |
|---|--|
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu | Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu |

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

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| Homework Assignments | 40% |
| Discussion Board | 10% |
| Tests | 25% |
| Proctored Exam | 20% |
| Work Ethics | 5% |

GRADING SCALE

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|-----------|
| A: 90-100 |
| B: 80-89 |
| C: 70-79 |
| D: 60-69 |
| F: 0-59 |

TCSG GUARANTEE/WARRANTY

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

DISCUSSION BOARD GRADING RUBRIC

| <u>No. of Posts</u> | <u>No. of Replies</u> | <u>Initial Grade</u> | <u>Errors</u> | <u>Point Reduction</u> |
|---------------------|-----------------------|----------------------|------------------------------------|------------------------|
| 1 or more | 1 or more | 100 | Spelling | -5 each |
| 1 or more | 0 | 50 | Grammatical | -5 each |
| 0 | 0 | 0 | Length (4-5 min over 7 words each) | -20 per sentence |
| | | | Thoughtful Content | -20 per sentence |

**MGMT 1105 ORGANIZATIONAL BEHAVIOR
SPRING SEMESTER 2016 LESSON PLAN**

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|-------|------|--|---|---------------|
| Jan 9 | Ch 1 | Organizational Behavior and Opportunity Human Behavior in Organizations Behavior in Times of Change The Organizational Context The Formal and Informal Organization Diversity of Organizations Change Creates Opportunities Learning about Organizational Behavior | Type Student Pledge Type Student Introduction Work on Chapter 1 Homework Work on Ch 1 Discussion Board | A, C |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 16 | Ch 2 | Challenges for Managers Competing in the Global Economy Cultural Differences and Work-Related Attitudes The Diverse Workforce Ethics, Character, and Personal Integrity Ethical Dilemmas Facing the Modern Organization Technological Innovation and Today's Workforce | Chapter 1 Homework & Discussion Board Due Work on Chapter 2 Homework Work on Ch 2 Discussion Board | A, C 1, 2 |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | A, C, 1, 4 |
| 23 | Ch 3 | Personality, Perception, and Attribution Individual Differences and Organizational Behavior Personality and Organizations Application of Personality in Organizations Social Perception Barriers to Social Perception Attribution to Organizations | Chapters 1-2 Test posted 01/23—01/30 Chapter 2 Homework & Discussion Board Due Work on Chapter 3 Homework Work on Ch 3 Discussion Board | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 30 | Ch 4 | Attitudes, Emotions, and Ethics Attitudes Attitude Formation Job Satisfaction Organizational Citizenship versus Workplace Deviance Persuasion and Attitude Change Emotions at Work Ethical Behavior Factors that Affect Ethical Behavior | Chapter 3 Homework & Discussion Board Due Work on Chapter 4 Homework Work on Chapter 4 Discussion Board | A, C, 3, 6, 7 |
| 31 | | | | |
| Feb 1 | | | | |
| 2 | | | | |
| 6 | Ch 5 | Motivation at Work Motivation and Work Behavior | Chapter 3-4 Test posted 02/06—02/13 | A, C, 1, 2 |

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|-------|-------|---|--|------------|
| | | Maslow's Need Hierarchy McClelland's Need Theory Herzberg's Two-Factor Theory Two New Ideas in Motivation Social Exchange and Equity Theory Expectancy Theory of Motivation Cultural Differences in Motivation | Ch 4 Homework & Discussion Board Due Work on Chapter 5 Homework Work on Ch 5 Discussion Board | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 13 | Ch 7 | Stress and Well Being At Work What Is Stress? Four Approaches to Stress The Stress Response Sources of Work Stress The Consequences of Stress Individual Differences in the Stress-Strain Relationship Preventive Stress Management | Chapter 5 Homework & Discussion Board Due Work on Chapter 7 Homework | A, C, 2, 5 |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 20 | Ch 8 | Communication Interpersonal Communication Communication Skills for Effective Managers Barriers and Gateways to Communication Defensive and Nondefensive Communication Nonverbal Communication Positive, Healthy Communication Communicating through New Technologies | Chapters 5 & 7 Test posted 02/20--02/27 Chapter 7 Homework Due Work on Chapter 8 Homework | A, C, 5, 6 |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 27 | Ch 11 | Power and Political Behavior The Concept of Power Forms and Sources of Power in Organizations Using Power Ethically Symbols of Power Political Behavior in Organizations Managing Political Behavior in Organizations | Chapter 8 Homework Due Work on Chapter 11 Homework | A, C, 1, 2 |
| 28 | | | | |
| Mar 1 | | | | |
| 2 | | | | |
| 6 | Ch 13 | Conflict and Negotiation The Nature of Conflicts in Organizations Causes of Conflict in Organizations Forms of Group Conflict in Organizations Individual Conflict in Organizations Conflict Management Strategies and Techniques Conflict Management Styles | Chapter 8 & 11 Test posted 03/06--03/13 Chapter 11 Homework Due Work on Chapter 13 Homework | A, C, 7 |
| 7 | | | | |

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|-------|-------|---|--|------------------|
| 8 | | | | |
| 9 | | | | |
| 13 | Ch 14 | Jobs and Design of Work Work in Organizations Traditional Approaches to Job Design Alternative Approaches to Job Design Contemporary Issues in the Design of Work | Chapter 13 Homework Due Work on Chapter 14 Homework | A, C, 1, 2 |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 20 | Ch 16 | Work on Work Ethics Assignment Read only | Chapter 14 Due | A, C, 3 |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | | | | |
| 30 | | | | |
| Apr 3 | | | | |
| 4 | | | | |
| 5 | | Proctored Exam: 8:30 am on the Vidalia campus (see syllabus for details) | Chapters 13-14 | A, C, 1-7 |
| 6 | | Proctored Exam: 2:30 pm on the Swainsboro campus (see syllabus for details) | Chapters 13-14 | A, C, 1-7 |
| 10 | | Work on Work Ethics Assignment | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 17 | Ch 16 | Read only | | A, C, 2, 4, 5 |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 24 | Ch 17 | Read Only | Work Ethics Assignment Due | |
| 25 | | | | |
| 26 | Ch 18 | Read Only | | |
| 27 | | | | |
| May 1 | | SEMESTER ENDS | | |

Instructor reserves the right to make any changes needed to the syllabus and lesson plan.

*** Competency Areas:**

1. Employee Relations Principles
2. Problem-Solving and Decision Making
3. Leadership Techniques to Develop Employee Morale
4. Human Values and Attitudes
5. Organizational Communications
6. Interpersonal Communications
7. Employee Conflict

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.