

**Course Syllabus**  
**College of Business and Technology**  
**Organizational Behavior**  
**MGMT 3000.001 & 088**  
**Fall 2021**

**Instructor:** Dr. Tom Moore                      **Class Time:** TR 8:15 AM to 9:35 AM  
**E-Mail:** [mooretw@etsu.edu](mailto:mooretw@etsu.edu)                      **Classroom:** 315  
**Office:** 102    **Phone:** (423) 439-4439  
**Student Conference Hours:** T&R 7:30am-8:15am & by appointment

**Class Concerns or Questions:** If you have any concerns in the class or questions, please contact your instructor.

**Modifications:** The instructor reserves the right to modify the course calendar, dates of exams, assignments, assignment due dates, office hours, and all other components of the syllabus and course as he believes to be necessary without prior notice or explanation to students.

**Course Updates and Information:** Can be found at <https://elearn.etsu.edu/> under MGMT 3000.

**Required Materials:** Nelson & Quick. *ORGB (6th Edition)* Cengage Learning, Mason, OH. *(You must have electronic access to Cengage's MindTap software for this book. The online book is included when you purchase the online access).*

**Additional Course Requirements:** Students must have access to a laptop or computer with a working camera for use with the Respondus Monitor feature in D2L. You will also be required to present your ETSU issued student identification card.

**Software needed:** Students may also need Microsoft Word 1997-2003 or newer, Excel, and PowerPoint.

**Course Communication:** I will NOT respond to any emails that are originated from a non-ETSU email. Please do not send emails to me from your personal off-campus accounts. All communication between students and the instructor will occur via the class D2L site.

**Course Description:** Introduction to the factors influencing individual and group behavior in organizations. From the field of organizational behavior, topics covered include individual differences and diversity, work attitudes, stress, work motivation, power and influence, decision making, negotiation, teams, leadership, organizational culture, and organizational research.

**Course Learning Objectives:**

1. Students will discover the importance of studying organizational behavior (OB) terminology, concepts, principles, and theories.
2. Students will show a basic understanding of the field of OB including such topics as personality, learning, perception, motivation, individual differences, and leadership.

3. Students will be able to apply knowledge of OB topics to identify strategies, methods and processes to increase the effectiveness of management processes.
4. Students will be able to apply knowledge of OB topics to better understand why individuals, groups, teams, and organizations behave as they do.
5. Students will be able to explain the linkage between individual and group behavior and effectiveness in business, civic, and professional organizational cultures.

**Methods of Instruction:** The class periods will be comprised of instructor and/or student led discussions and analyses of chapter topics. The assigned material should be read before class and students are expected to participate in class discussions.

**COVID-19 Considerations:** While the current format of the class includes classroom time, the format can change any time for any duration if ETSU or the instructor determines that circumstances warrant transitioning the class to a hybrid or online format.

At present, face coverings are required while in the classroom. Please refer to the ETSU COVID-19 response website below for additional information. [https://www.etsu.edu/bucs-are-back?utm\\_source=OU+Campus&utm\\_medium=OU+COVID+Focus+Item&utm\\_campaign=Coronaviruses+Alerts&utm\\_content=Focus+Item+Notification+Message](https://www.etsu.edu/bucs-are-back?utm_source=OU+Campus&utm_medium=OU+COVID+Focus+Item&utm_campaign=Coronaviruses+Alerts&utm_content=Focus+Item+Notification+Message)

**Student Counseling:** The ETSU Counseling Center provides many counseling services to meet student needs. **Walk-in Needs Assessment hours** for arranging counseling sessions are: Mondays-Thursdays, 10:00am-11:30am & 2:00pm-3:30pm. The Counseling Center also offers **Single Session Therapy:** Mondays-Thursdays, 10:00am-11:30am & 2:00pm-3:30pm. **Let's Talk** consultations are held in the Counseling Center, Sherrod Library Room 328, BUCSports, and the Millennium Center: see [website](#) for days and times. **BucsPress2**, a 24/7/365 mental health helpline, can be reached by calling 423-439-4841, then press "2". All services above are FREE to currently enrolled ETSU students. The ETSU Counseling Center is located in Nell Dossett Hall, 3rd Floor, 423-439-3333. Find out more at <https://www.etsu.edu/students/counseling/>

**Attendance:** Regular attendance for each scheduled class meeting is expected. *A college education is a privilege, not a right or entitlement, and you should behave accordingly.*

**Participation:** You are expected to participate in class. This includes being prepared for each class meeting (*completing the assigned readings before class*) and participating in the class discussions. If the class is not participating in discussions, I reserve the right to institute pop quizzes to ensure that the students are preparing for class and able to participate in the discussions. Points will be awarded at the discretion of the instructor.

**ADA Policy:** If you have an established disability through the ETSU Disability Services office, you must provide written documentation (provided by the Disability Services office) to receive any type of accommodation.

**Academic Dishonesty:** If you engage in academic dishonesty related to this class, you will receive a grade of 0% on the test or assignment. The second occurrence will result in a grade of 'F' in the course. In addition, the case will be referred to student affairs and or the Dean of Students for appropriate

disciplinary action. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests of other academic material belonging to a faculty member or staff of the university; (4) presenting information that is different than what was turned in for an assignment.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers or other academic materials.

Failure to properly cite is considered plagiarism. Ignorance of proper referencing and citing, motive, and intent are not evaluated or considered as justification for any plagiarism.

**WARNING! THE DETERMINATION OF ACADEMIC DISHONESTY IS NOT DEPENDENT UPON WHAT OTHERS DO OR TURN IN. THE STANDARD ABOVE IS APPLIED TO EACH ASSIGNMENT TURNED IN AND/OR EACH CLASS MEETING/INTERACTION ACCORDING TO THE SOLE DISCRETION OF THE INSTRUCTOR.**

**Late or Past Due Assignments:** I will NOT accept any late assignments or reopen any past due assignments unless the reason for the late assignment qualifies as an acceptable ETSU excuse per the Student Handbook. I also will NOT respond to any such requests unless evidence supporting a qualified ETSU excuse is submitted to me in writing. Technical difficulties that cannot be accounted for and substantiated by ETSU's OIT and E-learning departments, or Cengage are not considered valid reasons for accepting late or past due assignments.

**WEEP Policy:** The College of Business and Technology enforces a WEEP (Written Error Elimination Policy). You can find more information about the WEEP policy on D2L.

**Electronic Devices:** Any noise emanating from cell phones, or other electronic devices, is disruptive to classroom instruction and therefore prohibited. Make certain that cell phones, and other devices, are turned OFF. **Under no circumstances are these devices to be used during class.** While it is ETSU's policy to allow laptop computers in the classroom, the student is required to use their computer for class purposes only. Playing games, instant messaging, and surfing the web are very rude and additional potential distractions to other students and are cause to be asked to leave the class. Such activities will not be tolerated. Use of electronic devices during examinations will result in immediate failure of that exam.

**Recording Devices (electronic, audio, visual, cave drawings, etc.):** Electronic devices may NOT be used to record a lecture, presentation, interview or similar activity without prior WRITTEN permission of the Professor. This permission extends to others who may be present (therefore you need expressed written permission of all parties that are present - every single classmate). Absence of permission may constitute copyright infringement for which criminal and/or civil action may be taken against you. In addition, a student will be brought up on academic misconduct if the student has utilized unauthorized electronic devices to record, copy, photograph, or otherwise transmit related course materials. In

accordance with ADA applicable policies and laws, students with a disability with proper documentation from the Office of Disability Services may be able to utilize recording devices pursuant to ETSU guidelines.

**Grading:**

Email Etiquette Assignment	Pass/Fail
Exams (4@125pts each)	500
Chapter Assignments (16@15pts each)	240
Media Assignment (16@10pts each)	160
<u>Team TQEs Presentations (2@50pts each)</u>	<u>100</u>
Total	1000 points

**Grading Scale:**

A	950-1000 points
A-	900-949 points
B+	867-899 points
B	834-866 points
B-	800-833 points
C+	767-799 points
C	734-766 points
C-	700-733 points
D+	651-699 points
D	600-650 points
F	599-points and below

**Email Etiquette Assignment:** The directions for this assignment can be found in the ‘Content’ area in D2L. You will not be able to access this assignment until you have uploaded a signed syllabus to the proper dropbox. You must also complete this assignment to gain access to the ORGB-6 Mindtap link in the ‘Content’ area. Students who do not complete this assignment will be given an ‘Incomplete’ for their final grade until the assignment is completed.

**!!ALL ASSIGNMENTS MUST BE ACCESSED THROUGH D2L TO BE ACCEPTED!!**

**Chapter Assignments 1-16 (15-points each):** The chapter assignments have varying question forms including true/false, multiple choice, and fill in the blank.

**Chapter Media Assignments 1-16 (10-points each):** You will watch a short video and have two attempts to answer questions about the video.

**Class Discussion of TQEs (50-points each), due at beginning of class to dropbox:** On class discussion days teams will be given 10-minutes to present the team’s most compelling thoughts, questions, or epiphanies (TQEs) regarding the assigned chapters, lecture slides, or other additional material supplied by the instructor. Teams must have a minimum of two TQEs for each chapter they are

assigned. The purpose of this assignment is for the teams presenting to create and facilitate in-depth class discussion on the course materials to bolster student learning. Team deliverables include a brief PowerPoint presentation and any supporting materials they wish to use. The assignment is a completion grade if all requirements are met. If a student assigned to a team that is scheduled to present cannot attend class that day, in addition to providing evidence of an ETSU excused absence, they must complete the alternative TQE assignment discussed below.

Teams 1, 2, & 3 – Chapters 1-4 and 9-12

Teams 4, 5, & 6 – Chapters 5-8 and 13-16

**Alternative TQE Assignment (50-points each):** If students are not present for their scheduled class TQE presentation they will need to turn in an individual two-page paper discussing their TQEs for the chapters they missed. The paper must be a full 2-pages in length, double spaced, 1-inch margins, 12-pt Times New Roman font, following Student APA 7<sup>th</sup> edition formatting (please refer to the link below for help on APA formatting). Grades on the TQE papers may be reduced by up to 50% for not meeting the minimum length and/or formatting requirements.

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

**Exams:** There will be four examinations given throughout the course. Exams will come from class chapter readings, discussions, and other materials covered in the class. Exams are 75-minutes each, delivered via D2L and contain 50-questions multiple choice and or true/false.

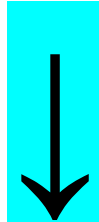
**ALL students are required to download the Respondus Lockdown Browser and enable their laptop/computer camera for the Respondus Monitor.** You must also present your ETSU issued student identification card at the beginning of the exam for the Respondus Monitor.

The recordings of each student's exam will be reviewed. No time extensions or makeups of any kind will be permitted on the exams.

**FOR HONORS STUDENTS ONLY, Works Cited (Pass/Fail):** For this assignment you will need to put together a works cited page with at least 15-research articles from journals found in Cabells. The works cited page should include the citation for the article and below the citation a brief synopsis of the article. Each article should work with the other articles to help build some theoretical construct about the concept from class you choose to focus on. The very last thing on the works cited page should be a brief summary of your theoretical construct.

NOTE: Cabells is NOT a search engine for articles, it is merely a way to verify that the journal articles you find have at least a minimum level of quality. Contact the Sherrod Library for help searching for research articles using such databases as ABI-Inform and PsychInfo.

**ALL STUDENTS MUST SIGN THE AGREEMENT BELOW TO CONTINUE IN THE CLASS AND OBTAIN ACCESS TO THE 'CONTENT' AREA IN D2L.**



**A syllabus is similar to an employee handbook or policy manual that many employers give to new employees during their orientation. A common part of these handbooks is a "sign-off" statement in which the employee states that he/she understands and agrees to follow the employer's policies.**

**Similarly, the following statement acknowledges that you have received and read a copy of the syllabus for MGMT 3000 for the Fall, 2021 semester and that you understand and agree to abide by its contents. Please sign and return this document to the Dropbox.**

I have read, understand, and have in my possession a copy of the syllabus for MGMT 3000. I understand the requirements of this course as outlined in the syllabus, and I agree to abide by the policies contained in this document. I also understand that if I do not understand something contained in the syllabus, I will ask my instructor, Dr. Tom Moore, for clarification.

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ ID # \_\_\_\_\_

Date \_\_\_\_\_