



EAST TENNESSEE STATE  
UNIVERSITY

College of Business and Technology

Department of Management and Marketing

Organizational Behavior MGMT 3000

**Class Concerns or Questions**

If you have any concerns in the class or questions, please contact your instructor. The officially assigned instructor is the sole authority and decision maker on the ETSU campus for *ALL* aspects of the class.

**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.

ISBN # 978-1337407816 (*You must have electronic access to Cengage's MindTap software for this book. The online book is included when you purchase the online access.*)

**Software needed:** Microsoft Word 1997-2003 or newer, Cengage.com online access to Mindtap software.

**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 is an asynchronous online course comprised of chapter readings, quizzes, media quizzes, chapter assignments, and written assignments. The textbook chapters should be read before beginning any assignments.

### Class Communication

All communication between students and the instructor will occur via the class D2L site. Students will need their Z-name and password in order to log on to the D2L site <http://elearn.etsu.edu>. Please contact OIT with any problems in this area because the instructor does not have the ability to allow you to access the D2L site. *Students are responsible for checking the D2L site frequently for information about class changes, schedule, exam dates, etc. Students are also responsible for checking their ETSU email accounts for e-mails from the instructor. I will not send class communications to any other e-mail address. If you do not know your ETSU email address please contact the university's OIT office immediately at (<http://www.etsu.edu/oit/studentinfo/studenthelpdesk.aspx> or by phone at 423-439-4648*

### 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.

### Late Work

**!!!!NO LATE WORK IS ACCEPTED AND NO ASSIGNMENTS WILL BE REOPENED OR OPENED EARLY!!!!**

### Attendance

Due to the online 24hours a day and 7 days a week format of the course this semester, attendance is defined as your ability to meet the stated due dates for all assignments given this semester. I have very generously timed windows opened for all assignments. However, the stated due dates for the coursework are important and established to ensure that you are making adequate progress throughout the semester. Therefore, the due dates that are established on the syllabus or otherwise communicated will only be reopened or adjusted if there is a legitimate approved absence. Late work is not accepted in this class.

As outlined in the ETSU 'Student Handbook', the faculty member reserves the right to determine the legitimacy of any request of accommodation for circumstances affecting student attendance or missed assignments and will require verification. In the event you have an emergency, some special circumstance, or illness that causes an interruption to your attendance you MUST email me written and verifiable documentation from a licensed medical professional to receive an accommodation for late work. The 'doctor's note' must cover the *entire duration* from the date the assignment was provided

and available (often from the first day of class as listed on the syllabus) through the date the assignment was due. Without written documentation no accommodation or late work will be accepted.

### **Academic Dishonesty**

If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and possibly a failing grade 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.

The first instance of academic dishonesty will result in a grade of 0% or F on the assignment. The second instance of academic dishonesty will result in a grade of F for the course.

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

### **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.

**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 University guidelines.

**Grading**

Chapter Assignment (16@25pts each)	400
Chapter Assignment II (16@20pts each)	320
Media Assignment (16@10pts each)	160
Email Etiquette Assignment	20
OB Movie Summary	100

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 Due 1/26 at 11:59pm to dropbox:** 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.

**Chapter Assignment, 1-16 (25-points each):** The chapter assignments have varying question forms including true/false, multiple choice, and fill in the blank. You will have 30-minutes to complete each chapter assignment.

Chapters 1-8 opens January 19<sup>th</sup> due March 12<sup>th</sup> at 11:59pm  
 Chapters 9-16 opens March 13<sup>th</sup> due April 30<sup>th</sup> at 11:59pm

**Chapter Assignment II, 1-16 (20-points each):** You can take the chapter quizzes two times and you will have 15-minutes for each attempt.

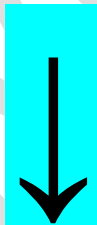
Chapters 1-8 opens January 19<sup>th</sup> due March 12<sup>th</sup> at 11:59pm  
 Chapters 9-16 opens March 13<sup>th</sup> due April 30<sup>th</sup> at 11:59pm

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

Chapters 1-8 opens January 19<sup>th</sup> due March 12<sup>th</sup> at 11:59pm  
 Chapters 9-16 opens March 13<sup>th</sup> due April 30<sup>th</sup> at 11:59pm

**OB Movie Summary (100-points), Due April 30<sup>th</sup> at 11:59pm:** The OB movie summary should be a critical look at some OB concept from class that appears in a movie. The paper should have a title page, 3-pages minimum (not including title page), double spaced, with 1-inch margins, 12-pt Times New Roman font, formatted in APA 6<sup>th</sup> edition format. The paper should discuss the main characters involved in the OB concept, the plot of the movie, and how the OB concept is prevalent and crucial to the movie. The movie must meet the minimum accepted standards of decorum that would be acceptable to be presented during class.

**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 3000.907/908/E01 for the Spring, 2021 semester and that you understand and agree to abide by its contents or enroll in a different section/class. Please sign and return this document to the appropriate D2L dropbox by Tuesday, January 26<sup>th</sup>, 2021.

I have read, understand, and have in my possession a copy of the syllabus for MGMT 3000.907/908/E01. 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.

By signing this document (*manually or electronically*), you also agree to abide by the University, College, and Course behavior and academic misconduct regulations.

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

Signature or E-signature: \_\_\_\_\_

ID # \_\_\_\_\_ Date: \_\_\_\_\_