MGT 3813:
Organizational Behavior

June 2009 • MTWRF 10:00-11:50 am
McCool Hall 113

Instructor: D’Lisa McKee
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Course Site: http://misweb.cbi.msstate.edu
Click on D’Lisa McKee
Office Hours: Feel free to contact me via e-mail or stop by my office 1:00 – 3:00 or by appointment.

To do list for first day of class:
1. Purchase textbook (see FAQ #4)
2. Register for MISWEB (see FAQ #6)
3. Complete Syllabus Quiz
4. Read Chapter 2 pp. 42-65

List of frequently asked questions (FAQs) about this course:
1. What will I learn in MGT 3813?
2. How should I contact Ms. McKee?
3. How do I inform Ms. McKee that I have special needs?
4. Do I need a book for this course? Where can I get the book?
5. How should I prepare for class?
6. How do I register for MISWEB? How will I use MISWEB for MGT 3813?
7. How will I be graded in MGT 3813? How do I calculate my grade?
8. How should I study for exams and quizzes?
9. What happens if I miss an exam or quiz? May I take an exam early or a make-up?
10. How is my participation grade calculated? Why did my participation grade decrease?
11. What happens if I miss class? What is considered an excused absence?
12. What happens if I’m late for class or if I leave early?
13. What happens if my cell phone rings in class?
14. What is your policy on academic honesty?
1. What will I learn in MGT 3813?
   - This survey course in organizational behavior is designed to provide you with a foundation in the role that individuals, groups, and organizational structures have in business. We will address topics such as the following:
     - Personality and attitudes
     - Decision making
     - Motivation
     - Work teams, and
     - Much more!!!

2. How should I contact Ms. McKee?
   - Feel free to e-mail or stop by my office anytime.
   - Email is STRONGLY PREFERRED over phone calls – (I check my email more than I do my voicemails)
   - If you send me an e-mail, please include “MGT 3813” in the subject line and please include your name in the e-mail.

3. How do I inform Ms. McKee that I have special needs?
   - If you have special needs due to a physical, emotional, sensory, learning, or other disability, contact the office of Student Support Services in Room 01 Montgomery Hall (325-3335). I will accommodate students’ special needs to the best of my abilities, so please notify me in advance.

4. Do I need a book for this course? Where can I get the book?
   - Yes, you will need the textbook for this course! In fact, you’ll need it to prepare for every class meeting.
   - The bookstore on campus has new and used copies of the 13th edition.
   - Also, you can purchase the 13th edition online. While there may be small differences in content and page numbers, an earlier recent edition of the textbook (i.e. 11th or 12th) may be available.

5. How should I prepare for class?
   - Review the course schedule (pages 7 & 8) to see what material we’ll be covering.
   - Go to MISWEB; log-in to online grades to access course slides. They will NOT be posted on the general website (see FAQ #6 for instructions on MISWEB).
   - You should prepare for class discussions each day by answering discussion questions that are on the posted slides in advance (use your book to find answers). You will be called upon during class to answer assigned discussion questions.
A question mark in the lower right-hand corner of a PowerPoint slide indicates that you need to answer the discussion questions on the slide.

The question mark means you need to answer question using your book. You will be called upon during class to answer these questions.

Examples of Unusual Benefits --
Homework

Class examples: Each student should be able to provide an example of an unusual benefit offered by a company.

The “H” means you need to complete a brief homework assignment. Most of these assignments will involve personal examples from your own work experience or experiences of others you know. Some assignments may require research using the Internet.

Also, you will have several additional homework assignments throughout the semester. An “H” in the lower right-hand corner of a PowerPoint slide indicates that you need to do the homework assignment explained on the slide.
6. How do I register for MISWEB? How will I use MISWEB for MGT 3813?

- To register for MISWEB, go to [http://misweb.cbi.msstate.edu/editor](http://misweb.cbi.msstate.edu/editor). When you register for MISWEB, you must complete the information under the first link, “main information.” You MUST provide a valid e-mail address. Without your correct e-mail address, you will NOT receive course e-mails.

- If your e-mail address changes during the semester simply update your e-mail address at: [http://misweb.cbi.msstate.edu/editor](http://misweb.cbi.msstate.edu/editor). It is your responsibility to maintain the correct contact information.

- You will use MISWEB to access your grades, absences, e-mail archives, or the course web-site with downloadable PowerPoint slides (with discussion questions & homework assignments), and other course documents. Go to the COBI web-site: [http://misweb.cbi.msstate.edu](http://misweb.cbi.msstate.edu), and click on your instructor’s name, for this course, D’Lisa McKee. Scroll down the page to the section Courses Taught. Select your course, MGT 3813, and click on the link for Online Grades. You will check your grades using the password that you selected when you registered for MISWEB.

7. How will I be graded in MGT 3813? How do I calculate my grade?

- Grades are based on your individual and group performance rather than effort, personality, potential, or need.

- No student’s final grade will be increased for any reason other than calculation error. In other words, if you are 1 point away from earning an A, you will earn a B; you will not be “bumped up.”

- Final grades are based upon the amount of points you earn during the course and will be determined using the scale below.

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Grade Determination Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Exams (100 points each)</td>
<td>90-100% = A</td>
</tr>
<tr>
<td>5 Quizzes (10 points each)</td>
<td>80-89% = B</td>
</tr>
<tr>
<td>Course project</td>
<td>70-79% = C</td>
</tr>
<tr>
<td>Participation and</td>
<td>60-69% = D</td>
</tr>
<tr>
<td>Professionalism</td>
<td>0-59% = F</td>
</tr>
<tr>
<td>Total points</td>
<td></td>
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<td></td>
<td>500</td>
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</tbody>
</table>

Exams, Quizzes, & Course Project

- Each exam will consist of questions covering topics discussed in class. Exams will be given at the start of the class on the scheduled dates. Please note that you will NOT be allowed to take the exam if you are more than 10 minutes late for class.

- There will be 5 quizzes, 4 of which will be administered at the beginning of class. Quiz 1 will be completed online. The in-class quizzes will cover material that you have prepared for that day’s class.

- Part of working in an organization often requires working as part of a work group or team. For your course project, you will be assigned to a group. In addition to in-class
group exercises, each group will be expected to conduct a presentation based on one of the course topics. Additional details about the course project will be provided.

8. How should I study for exams and quizzes?
   ▪ Study suggestions are posted on MISWEB.

9. What happens if I miss an exam or quiz? May I take an exam early or a make-up?
   ▪ No exams or quizzes will be given early.
   ▪ Make up exams and quizzes will only be given if exam or quiz was missed due to excused absence (see #11). Arrangements to make up exams and quizzes must be made the day the student returns to class.

10. How is my participation and professionalism grade calculated? Why did my participation grade decrease?
    ▪ You will be given 25 points at the beginning of the semester for participation and professionalism, and this will be evaluated each time the class meets.
    ▪ Each time you miss an activity, 1 point will be deducted from your grade.
      Participation grades will be updated on MISWEB periodically (not after each class).
    ▪ Class participation consists of the following activities: registering for MISWEB, giving correct answers to assigned discussion questions on slides, completing homework assignments, and participating in class activities that I ask you to turn in at the end of the class period.
    ▪ Class professionalism consists of the following activities: Respecting others (shows respect and regard in language and manner to other individuals and groups), Taking ownership (accepts responsibility and shows willingness to learn from feedback; does not shift blame to others or the situation), and Following through on commitments (Makes and keeps commitments to others; meets deadlines; keeps others apprised of progress)
    ▪ Please note that we are likely to have more than 1 participation activity per day. So, missing one class period may result in losing several participation points.
    ▪ Each student will receive one “free pass” for participation activities. In other words, you may miss 1 participation activity without being penalized. Excused absences will not count towards your free pass.

11. What happens if I miss class? What is considered an excused absence?
    ▪ You will be counted absent if you miss class, if you are late, or leave class early. You will miss lecture/discussion on material that will be on your exam. Also, you will lose 1 participation point if you are called upon, as well as 1 participation point for each missed activity.
    ▪ Please be sure to sit in your assigned seat, so that you will be marked as present.
- If you are absent, you are responsible for anything you miss. You should ask a classmate about the material/activities you missed. I'll be happy to answer specific questions regarding the material.
- **If you have more than 3 unexcused absences, you will receive an “F” in the course regardless of your other grades.**
- **Excused absences include the following reasons:** participation in an authorized university activity, death or major illness in a student’s immediate family, illness of a dependent family member, participation in legal proceedings or administrative procedures that require a student’s presence, religious holy day, illness that is too severe or contagious for the student to attend class, required participation in military duties, or mandatory admission interviews for professional or graduate school which cannot be rescheduled. Reasons such as having to work, sleeping late, etc. do not qualify as excused absences.
- **If you have an excused absence, please complete the absence form at the end of the syllabus.** You must present it the form to me within 1 day of your absence. If you wait beyond the 1-day time limit, you will not be allowed to schedule make-up work and will receive a 0 for any missed participation activities, quiz, exam, or course project.

12. What if I’m late for class or if I leave early?
- You will be counted absent, so please arrive on time and do not leave early.
- You will be responsible for finding out what material/announcements you missed.
- If you need to arrive late or leave early, please let the instructor know before class.

13. What happens if my cell phone rings in class?
- If your cell phone rings or audibly vibrates, 10 points will be deducted from your total course points. If my cell phone rings, each of you will receive 10 points!
- In accordance with university policy, the use of cell phones or any other electronic devices (e.g., MP3 players) is not allowed during class. Therefore, I expect that cell phones and any other electronic devices will be turned off and put away during class.
- Also, please do not text message during class. Would you want your client or boss to see you sending text messages during a workplace meeting? If I see you texting or otherwise using your cell phone in class, it will result in a loss of professionalism points.

14. What is your policy on academic honesty (aka... what if I get caught cheating)?
- I expect that you will adhere to the University’s honor code: “As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”
- I strictly enforce the University’s policy on academic honesty and expect that you will never knowingly violate the policy. Students who engage in academic dishonesty are subject to disciplinary penalties. Please refer to
Course Schedule

This schedule is tentative and subject to change throughout the term.
Go to [http://misweb.cbi.msstate.edu](http://misweb.cbi.msstate.edu) to access notes through MISWEB (see FAQ #6)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Textbook Reading Assignment</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 2</td>
<td>Syllabus</td>
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<tr>
<td></td>
<td>What is OB??</td>
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<tr>
<td>Wednesday, June 3</td>
<td>Individual Behavior</td>
<td>Chapter 2 pp. 42-65</td>
<td>Quiz 1: Syllabus — complete online by 10:00am &amp; register for MISWEB by 10:00am Bring course project document to class (It's posted on MISWEB).</td>
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<tr>
<td>Thursday, June 4</td>
<td>Attitudes and Job Satisfaction</td>
<td>Chapter 3 pp. 72-92</td>
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<tr>
<td>Friday, June 5</td>
<td>Personality and Values</td>
<td>Chapter 4 pp. 102-127</td>
<td>Quiz 2: Ch. 4</td>
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<tr>
<td>Monday, June 8</td>
<td>Emotions and Moods</td>
<td>Chapter 8 pp. 248-272</td>
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<tr>
<td>Tuesday, June 9</td>
<td>Perception and Individual Decision Making</td>
<td>Chapter 5 pp. 136-162</td>
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<tr>
<td>Wednesday, June 10</td>
<td><strong>TEST 1</strong></td>
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<tr>
<td>Thursday, June 11</td>
<td>Motivation</td>
<td>Chapter 6 pp. 172-203</td>
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<tr>
<td>Friday, June 12</td>
<td>Motivation Application</td>
<td>Chapter 7 pp. 212-239</td>
<td>Quiz 3: Ch. 6 &amp; 7 Last day to have project topic approved.</td>
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<tr>
<td>Monday, June 15</td>
<td>Leadership</td>
<td>Chapter 12 pp. 282-438</td>
<td>Quiz 4: Ch. 12</td>
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<tr>
<td>Tuesday, June 16</td>
<td>Power and Politics</td>
<td>Chapter 14 pp. 448-473</td>
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<tr>
<td>Wednesday, June 17</td>
<td>Conflict and Negotiation</td>
<td>Chapter 15 pp. 482-507</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Textbook Reading Assignment</td>
<td>Due Dates</td>
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<tr>
<td>Thursday, June 18</td>
<td>TEST 2</td>
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<tr>
<td>Friday, June 19</td>
<td>Group Behavior</td>
<td>Chapter 9 pp. 282-311</td>
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<tr>
<td>Monday, June 22</td>
<td>Work Teams</td>
<td>Chapter 10 pp. 320-340</td>
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<td>Tuesday, June 23</td>
<td>Organization Structure</td>
<td>Chapter 16 pp. 516-542</td>
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<td>Wednesday, June 24</td>
<td>Organizational Culture</td>
<td>Chapter 17 pp. 548-574</td>
<td>Quiz 5: Ch. 17</td>
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<td>Thursday, June 25</td>
<td>Organizational Change and Stress Management</td>
<td>Chapter 19 pp. 616-649</td>
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<tr>
<td>Friday, June 26</td>
<td>Group Project Presentations</td>
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<td>Monday, June 29</td>
<td>Group Project Presentations</td>
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<td>Tuesday, June 30</td>
<td>No Class: Reading Day</td>
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<tr>
<td>Wednesday, July 1</td>
<td>FINAL</td>
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Honor Code:

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

I _________________________ agree to abide by the Mississippi State University Honor code. I understand that if I violate the honor code and/or use materials for this course that are not approved by the instructor, I may be subject to any and all sanctions deemed appropriate by the instructor and the university.

This is YOUR copy to keep.

________________________________________  ________
Signature                                      Date
Excused Absence/Lateness Form

Please complete this form if you have an excused absence to ensure that we keep accurate records of your attendance and participation.

If you have a valid, written excuse for your absence, you must present it to me with this form within 2 days of your missed assignment. If you wait beyond the 2-day time limit, you will not be allowed to schedule make-up work and will receive a 0 for any missed participation activities, quizzes, exams, or course project.

Name:

Date of missed class period:

Today’s date:

Reason for excused absence: Please check one

- Participation in an authorized university activity.
- Death or major illness in a student’s immediate family. *
- Illness of a dependent family member. *
- Participation in legal proceedings or administrative procedures that require a student’s presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Please remember to attach documentation verifying your excused absence.

* “It is the student’s responsibility to secure documentation of an illness from a physician. The documentation must contain the date and time the student sought treatment. Based upon the documentation, the instructor will decide whether makeup work will be allowed.”

(http://www.students.msstate.edu/faqs/#absent)

Approved by instructor: Yes □ No □