



COURSE SYLLABUS

Course: BUS 330 - Behavior in Organizations – 3 credit hours

Course Description: An analysis of approaches to managing modern organizations, using organizational theory to evaluate human interactions. The focus is on small group behavior with an emphasis on leadership, perception, communication, diversity, and team building.

BUS 330 Behavior in Organizations fulfills the Engaging Our World requirement of the UPIKE general education curriculum. To that end, the course content will be presented in a manner aimed at providing the student with an experiential learning opportunity. Learning by doing provides students with tangible experiences that they can then use to develop and assess their own norms, values and behaviors while also providing them real-world insight into the factors that influence organizational behavior.

Required Text: **Organizational Behavior: Managing People and Organizations, 13th Edition**

Note: Please ensure you have a copy of the textbook with you during each class meeting.

Ricky W. Griffin; Jean M. Phillips; Stanley M. Gully
ISBN-10: 0-357-04250-6
ISBN-13: 978-0-357-04250-2

This Textbook is a sample and subject to change by the instructor

Statement Regarding Conflicts: Course-specific requirements stated herein are intended to be consistent with, and are subject to, any and all academic policies, procedures and requirements contained in the most current Undergraduate and Graduate Catalog and/or any other relevant UPIKE publication(s). Any inconsistency shall be resolved in favor of the university-wide position.

The UPIKE 2019-2020 Undergraduate and Graduate Catalog is incorporated into the BUS 330 syllabus by reference and may be found at the following link.

<https://www.upike.edu/wp-content/uploads/2019/09/2019-2020-UG-GR-Catalog.pdf>

EVALUATION COMPONENTS AND GRADING SCALE

Component	Points
Quizzes (5 quizzes – 20 points each)	100
Meaningful Engagement	100
Project	100
Exams (Mid-term – 100 points / Final – 100 points)	200
Total	500

The following grade scale will be used based on your percentage of possible points earned:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
< 59%	F

Meaningful Engagement: Meaningful engagement simply means that each student should routinely make genuine efforts to contribute to, and maximize, their own comprehension of Organizational Behavior concepts. Having meaningfully engaged students not only benefits the individual, it also introduces varying perspectives and experiences that will enrich the learning experience for the group. While being prepared, reading assigned materials, attending class and participating in classroom activities is certainly demonstrative of one's meaningful engagement, students are also encouraged to contribute ideas, suggest outside materials that reinforce or challenge OB concepts, etc.

ATTENDANCE

Attendance is recorded for each class meeting. Unexcused absences in excess of two (2) will be factored in to the calculation of a student's overall Meaningful Engagement score. Students should promptly notify me by **email** in the event of an unavoidable absence. Prompt notification is considered to be no later than 15 minutes past class start time or as soon as the student is reasonably able to do so. On a case by case basis, such absences may be deemed excused and any quiz or examination occurring during the absence may be made up at a later date.

Absence-Related Missed Assignments/Quizzes/Examinations: As stated above, an absence may be deemed excused and any quiz or examination missed as a result of the absence may be made up at a later date. Such determinations will be made at my sole discretion and shall be based on the circumstances of the absence. Quizzes missed as a result of **unexcused absence** may not be made up. Rescheduling of missed examinations shall be handled in a like manner in so much as it consistent with University policy on examinations.

Note: In the event of inclement weather, please see the following link for schedule changes and closures.

<http://www.upike.edu/Student-Services/inclementweather>

FN Grade: Failure for Non-Attendance/Non-Participation (FN): For financial aid purposes, students are required to participate (attending, taking exams, turning in work, etc.) in all of their

classes. Failure for Non-Attendance can have serious consequences for students receiving financial aid and/or scholarships.

For BUS 330, subject to the University's policies on attendance, a grade of FN (Failure for Non-Attendance) will be assigned when a student has accrued SEVEN (7) or more absences without having made alternate arrangements with me AND the University.

CORRECTIONS/AMENDMENTS

This BUS 330 syllabus is subject to correction/amendment. Any correction/amendment will become effective upon notice to students listed on the BUS 330 roster of students current at the time of change. Notice will be provided via UPIKE email and will specifically describe the correction(s)/amendment(s) that were made. Students should check their UPIKE email (and Canvas) regularly to ensure they have up-to-date information.

OTHER IMPORTANT INFORMATION FOR UPIKE STUDENTS

The University of Pikeville Student Handbook provides detailed information about the rights and responsibilities of UPIKE students. The student handbook may be found at the following link.

<https://www.upike.edu/wp-content/uploads/2019/08/Student-Handbook-Introduction1.pdf>

The following rights and responsibilities are distinctly important and, as such, merit inclusion herein.

Students with Disabilities:

The University of Pikeville is committed to providing students with disabilities the same educational programs and services offered other students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Students with disabilities requiring accommodations should contact the Disabilities Resources Office located in the Administration Building room ADM 204. Accommodations are made on an individual basis according to documented need. Additional information can be found in the University Catalog and the Student Handbook.

Contact Information:

Kathy Petot, Disabilities Resource Counselor

katherinepetot@upike.edu

(606) 218-5232

Office: ADM 204

Sexual Assault and Harassment Prevention Statement:

The University of Pikeville is committed to providing a supportive learning environment and fostering safe, healthy relationships among our students, faculty and staff. As such, the institution and members of our community will not tolerate the offenses of sexual assault, dating violence, domestic violence, harassment or stalking. To view the UPIKE Sexual Misconduct Policy, please visit:

<http://www.upike.edu/UPike/media/UPike/Documents/Student-Services/Sexual-Misconduct-Policy-11-13-15.pdf>

If you have questions or concerns, please immediately contact your Title IX Coordinators listed below.

Bethany Bowersock
Title IX Coordinator
606-218-5344
bethanybowersock@upike.edu

Michael Pacheco
Deputy Title IX Coordinator
606-218-5216
michaelpacheco@upike.edu

The office of the Title IX Coordinator is located in the Administration Building, Room 203, Pikeville, KY 41501.

The office of the Deputy Title IX Coordinator is located at 165 North Elm Street (Laughlin Cottage), Pikeville, KY 41501.

Academic Honesty:

University of Pikeville is an academic community, and like all other communities, it can function properly only if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct, University of Pikeville has adopted the following policies to deal with cases of academic dishonesty.

Academic dishonesty includes, but is not limited to, the following acts:

- (a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (b) Plagiarism: the deliberate or accidental taking of another's ideas, work, or words as one's own without properly documenting or crediting the original source in any academic exercise.
- (c) Fabrication: the deliberate falsification or invention of any information or citation in an academic exercise.
- (d) Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another violate any provision of this policy.

If an act of academic dishonesty is determined to have occurred, sanctions will be imposed depending on the perceived intent and extent of the offense.

Possible sanctions may include, but are not limited to, the following actions:

- (a) giving a warning;
- (b) reducing the grade for the academic exercise;
- (c) giving an "F" or zero for the academic exercise;
- (d) giving a failing grade in the course with the inability to withdraw;
- (e) reporting the matter to the Dean of the Coleman College of Business for further possible action.

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