

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Course Outline ORGD 6320 – Organizational Behavior
Instructor: See Blackboard for more information
Text: See Blackboard for more information Prerequisite: Admission to Graduate Program

Course Description: This course will provide an overview of the discipline of Organizational Behavior (OB), The ethics and values of the O.D. professional and self-assessment will be an integrative theme and experience during the semester.

Course Objectives/Outcomes/Assessments

1. To understand the genesis and evolution of OB.
2. To understand OB professional values and ethics
3. To introduce the student to a variety of OB topics and issues, and to illustrate the applicability and use of OB theories and concepts.
4. Through the use of discussion, application exercises, and the case study method illustrate to the student how understanding OB is essential to managerial and organizational success.
5. Develop systems thinking skills
6. Develop written communication skills
7. Develop capabilities for critical thinking, reflection and planned application of course content.

Course Assignments will include weekly discussion questions that you initially post, your response(s) to other students and a Final Exam & Reflection on the course.

- IV. **Class Meeting Schedule/Matrix** includes the topics, readings, and/or assignments for each date the class meets (**please note, this schedule is subject to change as term progresses**): Each week you will notice a number in parenthesis. This is the Alternative Learning Equivalencies for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic each week. *Its primary purpose is for accreditation.*

Week	Topics And Chapter Readings	Assignments
Week #1	Ch. 1 – 2 Organizational Behavior & Managerial Challenges	<ul style="list-style-type: none">• Discussion – Write and post short biography. Add List of jobs, best, worst & why.• Read Chapters & Review Chapter PowerPoint(s) [3]• Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Week # 2	Ch. 3 - 4 Personality & Attitudes	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) and complete Surveys [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #3 March 20 – 30	Ch. 5, 6, 7 Motivation at Work, Learning & Performance Mgt; (Stress & Well-Being)	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #4	Ch. 8 – 9 Communication; Work Teams & Groups	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #5	Ch. 10 - 11 Decision Making; Power & Political Behavior	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #6	Ch. 12 – 13 Leadership & Followership; Conflict and Negotiation	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #7	Ch. 16 & 18 Org. Culture Organizational Change	<ul style="list-style-type: none"> Read Chapters & Review Chapter PowerPoint(s) [3] Discussion: Post your reply to the weekly discussion question(s) AND respond to a minimum of ONE other student's response [3]
Week #8	FINAL EXAM	Take Home Exam and Reflection on Entire Course [4] (30%) <u>No late work will be accepted!</u>

****Schedule is subject to change at Professor's discretion.**

VI. Grading Activities, Criteria and Guidelines

Discussion Questions (DQ) 7 DQ assignments at 10% each	70%	
Final Exam, Reflection & Planned Application	30%	

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Total	100%		
Extra Credit may be included in any assignment at the discretion of the Professor			

A	93 – 100	B-	80 - 82
A-	90 – 92	C	70 - 79
B+	87 – 89	F	69 and Below
B	83 – 86		

"A" and "A-" – indicate a superior grasp of the subject matter of the course, initiative and originality in assessing problems and ability to relate knowledge to new situations. "B+" and "B" indicate satisfactory performance in control of the subject matter and ability to apply principles with intelligence. "B-" and "C" indicate less than satisfactory performance, and may disqualify the student from further study.

UNIVERSITY OF THE INCARNATE WORD

School of Professional Studies

COURSE DELIVERABLES AND EXPECTATIONS

The **Weekly Lessons Folder** in Blackboard contains folders for Week One – Week Eight. Each Weekly Folder contains four subfolders:

- The **Class Notes** folder contains PowerPoint slides for that week's chapters and may also contain Lecture Notes. Videos (YouTube) are almost always contained in the PowerPoint slides at the place it is desirable to view them.
- The **Media Links** folder may contain videos selected to enhance your understanding of the assigned chapters for that week. Most or all will be in the PowerPoint Slides.
- The **Assessment** folder will NOT be used in this course. Sometimes quizzes or case studies are included here.
- The **Discussion** folder will contain weekly questions, or threads that require your response. See details below.

Weekly Discussion Questions(s).

Discussions will be posted at the beginning of each week. Each student will be expected to **research, read, and share facts and/or their opinions** – depending on the nature of the questions. **Discussion closes for any given week at 9AM on Monday. Discussions are two parts, part 1 is due by Wednesday midnight; part 2 is due by Monday, 9AM.**

Part 1 (Monday - Wednesday) is your *independent, original response* to the discussion question. Your discussion remarks reflect your ability to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing. Your discussions and assignments should be done as if they were to be given to an executive for review. An overview of requirements:

- Each post may be up to 300+ words. **Everyone must post by Wednesday at 11:59 PM.**
- An 'original' response (answer to question posted by professor) accounts for 60% of the Discussion Grade for that week

Part 2 (Thursday 12:01AM – Monday 9AM) is your *response, reaction, critique, comments or analysis of original posts by other students* from (Monday – Wednesday). Obviously 'me too', 'I agree', etc. types of responses don't count toward total input. Be thorough, insightful, and respectful, elaborate on what others wrote, and be sure that it is tied to the specific theories and concepts from that week, or tied to other weeks, and perhaps to your experiences.

- You must reply to a minimum **ONE student**. Replying to more students is encouraged and earn a better grade if the quality merits it. Your post (response) to each student may be up to 150 + words.
- This response to a classmate accounts for 30% of the Discussion Grade for that week.
- Your organization, clarity of writing, use of grammar, and timeliness account for 10% of the total, weekly grade.

For Both Parts 1 and 2:

- Support your contributions with in depth analysis, facts and references.
- Provide informative, substantive, and well thought-out input. Use examples as appropriate.
- Use appropriate language and *Netiquette*.
- **DO NOT CUT AND PASTE** from external sources or from the work of others without analysis and citations and.
- **Please stay on track, learning with and from each other is essential.**

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Discussion does not mean answering the question without analyzing the information. Analysis is a detailed examination of a topic, it is the process of separating something into different parts and analyzing each of the parts; it involves investigation, study, scrutiny, exploration, and interpretation. Discussion is a large percentage of your final grade; failure to respond to discussions WILL have a serious impact on your grade and success of passing the course. Discussion closes for any given week at 9AMmidnight Central on Sunday of each week. Late responses (not posted as scheduled – Mon – Wed / Thurs - Sun) will NOT RECEIVE CREDIT.

Partial answers will earn you partial credit.

Study Objectives/Expectations. The approach in this course is based on textbook study, homework assignments, and meeting cooperative learning requirements. Learning objectives are spelled-out at the beginning of each weekly lesson/tutorial, in the form of lecture notes, PPT's, questions, case studies, etc.. The important thing is that you work along with the book for your own benefit - not just because they might be collected for grading purpose. Regular participation is required in the form of discussion participation and weekly requirements.

On line courses are not self-paced, nor are they open-ended. There is a beginning and ending date for each course with assigned deadlines for homework, reading, quizzes, and on-line discussion. This on-line class will be taught in a somewhat informal lecture and discussion format. All of the discussion and person-to-person contact will be done through BLACKBOARD to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to the professor.

This course is eight weeks long. You will do most of your work off-line, but you will be expected to access Blackboard a minimum of five out of the seven days per week to submit work, retrieve assignments, read lectures, and participate in posted group discussion. This participation is critical to your successful completion of this class and will have a major bearing on your final grade. Be clear that this does not mean you will not pass the course if you are on less than five days but it makes it more difficult for you to complete the course because you will spend more time on course work when you log into BLACKBOARD less often.

The due date for all homework is each MONDAY by 9AM CENTRAL TIME, with the exception of week 8 where assignments are to be turned in by a designated due date, **WEDNESDAY at MIDNIGHT**. All homework must be turned in by the designated due date. If you foresee a problem, or have trouble with an assignment, need help, etc., notify me as soon as possible **before the deadline**. If you encounter any other problems with meeting a given deadline, contact me and I will evaluate your situation on an individual basis.

NO LATE WORK WILL BE ACCEPTED.

If I agree that materials can be submitted late, a letter grade reduction - prior to grading - will be imposed (10 points). Materials submitted after a 'due' date with no notification and agreement will be assigned a grade of zero (0).

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Participation, Punctuality and Attendance: Requirements and Expectations

- Attendance: Abide by the UIW Attendance Policy as stated in the Catalog.
(<http://www.uiw.edu/registrar/documents/UIWUGCATALOG2009-2011--WEBVERSION.pdf>) □
- participation in Virtual courses is expected at least three out of seven separate days.
- Participation in Hybrid courses is expected in class, and two out of seven separate days.
- Eating and Smoking: NOT ALLOWED in class
- Talking and Messaging using mobile devices: NOT ALLOWED in class
- Copies of homework, tests, exams, and e-mail communication: Save for your records
- Assignments and Homework with due dates: Expected to be turned-in on time

* This class is highly participative. The class instruction is collaborative. As a result, the benefit of this type of instruction and interaction with your peers is available only if you are present and ready to participate.

Regular attendance (or on-line interaction) is essential for success in this class. Classes will start on time and you should arrive (log-in) promptly and prepared to participate fully for the entirety of the class

For School of Professional Studies: Advance notice of absence should be discussed with the instructor. In the event you should miss a class you are responsible for the material and assignments covered during your absence.

DROPPING A COURSE

<https://sps.uiw.edu/regISTRATION/course-drop/>

The decision to drop a course can greatly impact a student's success in meeting their educational goals. Reaching out to an academic advisor will assist you in making the best decision for your enrollment. Advisors are available to meet with you in person at our Learning Centers, by phone and connect with you via email. If you are unsure of your assigned advisor, please login to your Degree Works audit tool within the MyWord portal and click on the 'Advisor Name' listed within the 'Student View' section or you may contact us through our general student email at eapadvising@uiwtx.edu or by calling 210-702-2402 to be directed to your advisor. Students must communicate with their advisor to begin the drop process. Deadlines for drops are noted on the Registration page in the Drop/Withdrawal Policy.

- Refund tuition at 100% (minus a \$50 administrative fee per class) if the student drops before the end of the first week of classes (in writing before Friday @ 5:00 pm).

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

- Students may withdraw up to the end of the sixth week (in writing before Friday @ 5:00 pm) without academic penalty. An administrative fee of \$50 per class will be assessed. The student is responsible for full tuition as well. A grade of W will be issued.
- It is not possible to withdraw from a three-semester-hour course after the sixth week.

ARMY Students must drop their course(s) through GoArmyEd. Active duty military students are not charged a drop fee.

Academic Honesty Statement

The highest standards of academic honesty are expected in the course. Forms of academic dishonesty include, but are not limited to cheating, plagiarism, counterfeit work, falsification of academic record, unauthorized reuse of work, theft, collusion. See the (UIW) student handbook for definitions and procedures for investigation of claims of academic dishonesty.

Disability Accommodations:

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

Pregnancy Accommodations:

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services

4301 Broadway CPO 295

Administration Building – Suite 51

San Antonio, TX 78209

(210) 829-3997

(210) 283-6329

www.uiw.edu/sds

UNIVERSITY OF THE INCARNATE WORD
School of Professional Studies

Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit www.uiw.edu/titleix.