**Taught By:** Dr. Daniel N. Jones, *Associate Professor of Management* **Office:** Ansari Business 401-I **Phone**: 775-682-9411 **Email**: [**djones2@unr.edu**](mailto:djones2@unr.edu) **Office Hours:** Wed 10am, or by appointment.

For ALL emails to me (djones2@unr.edu). Enter **MGT 323** in the subject line. Please allow 48 hours for an email response. If it is urgent – type “**URGENT**” next to “MGT 323” in the subject line and I will ***try*** to respond within 24 hours.

**Textbook:** *Organizational Behavior: A Practical, Problem-Solving Approach*, 3rd Ed., by Angelo Kinicki McGraw-Hill ***WITHOUT a Connect subscription***. You have access to the book now. **If you do not want the book or find it for a cheaper price, YOU MUST OPT OUT**. No problem if you do, but make sure you do immediately, before the very first drop date of any kind (check with McGraw Hill for exact dates).

*\*\*\*\*\*\*\*\*\*\*\*All questions about* ***GRADES*** *go to the Graduate Assistant, Hazma Azumah:* [**hasumah@yahoo.com**](mailto:hasumah@yahoo.com) **Office hours: BY APPOINTMENT \*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

*All questions about* ***content*** *of the course go to me:* [**djones2@unr.edu**](mailto:djones2@unr.edu)

**EXPECTATIONS**

* My goal is that after this class, you THINK about business and employees in a different way. In a data-driven way, not with your “gut.” The goal is to get the concepts and approaches that you learn to affect the way you approach organizational settings.
* My role as a Management Professor is to bring scientific, evidence-based research to the forefront of your mind. No professor can **teach** you if you do not want to **learn**.
* **Learning** is an **active** process. This means that you have responsibilities in learning:
  + I expect you to come to class and to be **prepared**. Do the **reading** & **think** about it.
  + As a learner, you have to **engage** and be willing to **interact with** what you learned through reflections and discussions.
  + Be willing to **contribute** through group activities and writing assignments.

**LEARNING OBJECTIVES:** Organizational Behavior (OB)

OB is one of the most important (if not **THE** most important) business classes you will take. No joke, for all the good skills you will acquire in the College of Business, the skills and methods you learn here are relevant to the widest variety of contexts in organizational settings. These concepts strike at the core of human nature in business. Thus, your future success probably relates more to your knowledge of Org. Behavior than any other thing you will learn.

OB is the study of human behavior at work. You will find as we go through the semester that the concepts and principles we learn apply not only to your job, but also to other “organizations,” such as sports teams, campus clubs (including fraternities & sororities), households, etc.

After you master the concepts in this class, you will be able to:

* Demonstrate understanding of what motivates workers.
* Explain the multiple factors that affect worker performance and prescribe solutions for performance issues.
* Recognize the range of individual differences possessed by workers.
* Recognize the value of attracting, retaining, & promoting a diverse workforce.
* Identify and resolve ethical dilemmas that affect people in organizations.
* Defend the case for using teams in organizations.
* Describe an effective leader, including a diagnosis of personal strengths and growth areas in leadership.
* Apply ***all*** of these principles to different business scenarios.

**GRADES & LEARNING ASSESSMENTS**

Exams (3 plus a comprehensive final exam – you get to drop 1)  **600 points**

Applied Leadership Project (3 components; nothing gets dropped)  **150 points**

Writing Assignments **150 points**

Practica videos  **100 points**

***Total Points for the course*  1000 POINTS**

**GRADING**

* The grade of “A” is reserved for work that is truly exceptional. “A” work is that which I would be comfortable providing to the business community as the “best of the best” that the U of Nevada has to offer. “B” work is of very high quality, while “C” work is acceptable and average.
* To ensure earning a particular grade, please plan early to achieve this grade. I don’t bump grades and there **WILL NOT** be a curve. Opportunities for extra credit are provided.
* Grades are calculated on this scale:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Percent** |  | **Grade** | **Percent** |  | **Grade** | **Percent** |  | **Grade** | **Percent** |
| **A** | 94% |  | **B+** | 88% |  | **C+** | 78% |  | **D** | 65% |
| **A-** | 90% |  | **B** | 84% |  | **C** | 74% |  | **F** | < 65% |
|  |  |  | **B-** | 80% |  | **C-** | 72% |  |  |  |

**COURSE POLICIES**

* **Special Accommodations for Students with Disabilities or for Religious Observances:** Please let me know of any reasonable accommodations requests by beginning of the 2nd week of class. I will make every attempt to work with you. Contact the University’s Disability Resource Center (Pennington Student Achievement Center, Suite 230) for specific resources that are available to students who qualify: <http://www.unr.edu/drc>.
* **Make-up Exams:** When required by university policy, with official documentation, you will be allowed a make-up exam. The Graduate Assistant, with my permission, will administer this make-up. Make-ups are reserved ONLY for documented misses of an exam. They are not meant for trying an exam a second time. If you do not have documentation, or the miss is not a university sanctioned miss, then that will be the exam you drop.
* **Late Work Policy:** There is absolutely NO late work of any kind accepted. Once they are gone, they are **GONE**. The only exception is for the ALP assignment. For every day a deadline is missed, you will lose 5% of your grade.
* **Professionalism:** Professionalism is expected and required.
  + Class is a constructive learning environment. We must respect each other.
  + Show your respect to yourself and your classmates by silencing your phone during class and only using your phone for class. If you have an emergency that requires you to use your cell phone to call, text, or email, please step into the hall to resolve the situation.
  + The research on how adults (like you) learn is clear: Taking notes by hand (vs. electronically) leads to higher retention & learning. If you choose to take notes electronically, please do not distract others by using it for non-class related activities during class.
* **Attendance Policy:** Attendance is expected, but do not come to class if you have the FLU or flulike symptoms. HOWEVER, I DO NOT TAKE ATTENDENCE. Note that more than 50% of exam material will come from material covered in class. If you miss class, please find a study partner/group to exchange notes. ***Do not email us to ask what you missed in class.***
* **E-mail:** Be sure to update your e-mail address in WebCampus & myNevada to ensure that you receive all course-related communication.
  + As you consider sending an email regarding this (or any other course), be sure to edit your email to make sure that it is ***professional and appropriate***.
  + Please do not use email to: Ask about grades (**grades cannot be discussed via email**); Tell me that you are going to miss class; Ask what you missed in class (find a partner to exchange notes). ***We will not reply*** *to any email sent for these reasons.*
* **Academic Conduct:**  All student work must be your own. ***Don’t cheat. JUST don’t.***
  + All work submitted for this course will be checked for plagiarism. You are expected to be familiar with plagiarism rules. <http://www.plagiarism.org/index.html>
  + You are responsible for the content of everything you turn in. Know the University’s **Academic Standards Policy**, <https://www.unr.edu/administrative-manual/6000-6999-curricula-teaching-research/instruction-research-procedures/6502-academic-standards>
  + ***Any instance of academic dishonesty will result in substantial grade penalties, up to and including failing the class with a grade of F,*** as well as an official filing of a charge against the student to the Office of Student Conduct.
* **Academic Success Services:** Your student fees cover usage of the University Writing Center (784-6030 or <http://www.unr.edu/writing_center/>). If English is not your first language, or writing is not your particular strength, please make an appointment with the writing center to edit and advise you on your writing. You will lose points for bad grammar and sloppy sentence construction. Seeking advice on ways to improve your writing will not only help you attain a better grade in this class, but will serve you for the rest of your career. Seeking help outside of class when needed is the sign of a responsible and successful student.
* **Statement on Audio and Video Recording**: “Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy.  This class may be videotaped or audio recorded only with the written permission of the instructor.   In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.” Note that I may record lectures and office hours for quality assurance. Thus, comments and questions will be recorded. If you would like me to turn off a recorder in office hours due to sensitive material, please tell me in advance of your appointment.
* **Note:** This class helps to develop CO12: Ethics. *Students will evaluate the ethical principles in application of specialized knowledge, results of research, creative expression, or design processes. Students will demonstrate an ability to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, consider how ethical principles might be applied to ethical dilemmas, and consider the ramifications of various actions.*
* **Changes:** I may make changes to this syllabus, grading, or schedule during the term – as announced in class and/or posted on WebCampus. I also reserve the right to give unannounced (pop) quizzes during the semester to enhance student accountability and learning.

**TEXTBOOK**

You have direct access to the textbook. You are free to opt out of this access and get the book elsewhere.

**EXAMS**

**Exams (4 total, I drop one);** Of the 3 regular exams and comprehensive final exam, your lowest score is dropped. Thus, if you are happy with your grade after the first three exams, no need to take the final.

**Office Hours:** Before exams, you can ask questions about content, have me look over your note page and give advice, etc. After exams, you can review your exam to look for patterns and trends for questions you missed to improve your exam performance.

**WRITING ASSIGNMENTS**

Writing assignments are reflections or applications of a particular point in class, sometimes accompanied by a survey. They may range from surveys to a few short paragraphs about your attitudes or perspectives. **Put in a basic level of effort and you get 100%.**

**PRACTICA ASSIGNMENTS**

These assignments are similar to the writing assignments in terms of grading – a basic level of effort earns 100%. You will be asked to video tape a role playing scenario applying what you’ve learned in class to a scenario at work. For example, if you learned about the slippery slope of ethics, you can video record a scene of someone falling for the slippery slope. You could also depict someone stepping in (using a technique we learned in class) and stopping the slippery slope (see Canvas for example). One practicum will be due every few chapters **FOR A TOTAL OF FOUR (4)**. The topics can range from demonstrating a personality at work to showing a particular leadership style. You will be working on this in groups of 4. Not all four individuals need to show up in the video, but all 4 must participate in the planning, recording, and execution of the video. I WILL ask for group feedback at the end about the participation of all group members. If 2 or more members of the group indicate that you did not sufficiently contribute, you will lose half your points. So, if your group earns a 100, you will have 50/100 as your final grade. So, no freeloaders!

**APPLIED LEADERSHIP PROJECT**

This assignment is an opportunity to personalize and apply what you learn about organizational behavior to your own life and career. A highlight is being able to discover what leaders/managers encounter in their everyday experiences and roles – in your targeted field. It is also a great opportunity to make contacts and perhaps get a realistic assessment of the career you’re pursuing. The leader interviews have led to internships/job offers every semester. More information will be provided as the semester progresses.

**Overview** – In the ALP, you will: Identify your personal career goal and investigate the job requirements. Complete individual organizational behavior self-assessments. Interview someone in a leadership or supervisory position within the career/industry you are targeting. Write a paper summarizing your self-assessments and the interview, and the insights they provided you.

**EXTRA CREDIT FOR RESEARCH PARTICIPATION (Choose one of these options)**

**EC OPTION 1: SONA System:** You may earn up to **20** points of extra credit (2% on final average) by completing **four** credits using the SONA \*SOCIAL PSYCHOLOGY\* System, participating in IRB-approved research studies conducted by U. of Nevada researchers.

* 1 credit hour is 5 credits. Thus 4 one hour studies = 20 credits.
* **HOWEVER, doing an \*in person\* laboratory study will count for double the credits.**

**Set up an account.** Go to <http://unr-socialresearch.sona-systems.com> and click on the ‘request an account here’ link. Fill in the requested information. Be sure to identify MGT323 & your section to ensure your SONA credits are reported to me. You will be emailed a username/password. You will not receive credit if you sign up for the wrong class – check carefully!

**Review available studies.** Studies change throughout the semester, with some ending and others starting at various times. Check the site regularly to review alternatives. Do not wait until the last minute!

**Sign up for a study:**

1. Log in with your username and password
2. Click on the link for an available study to read more about that study.
3. You will receive an email confirmation, as well as a 24-hour reminder email.
   1. If you need to cancel, you need to provide at least 24-hour notice to the researcher. Log in to the system to cancel and reschedule your appointment.
   2. In the very rare event of a last-minute emergency, send an email to the researcher explaining the circumstances.
4. You must complete your SONA credits **on or before May 4, 2021** to get credit.

CAUTION: Be sure to sign up for the ***Social Research SONA***. **DO NOT USE the Psychology SONA** or you will NOT receive class credit. Use this: <http://unr-socialresearch.sona-systems.com>

**EC OPTION 2: Research Article Summary**

You may instead earn up to 10 points of extra credit by writing a 3-4 page research article summary on an approved class topic. Identify a recent research article (published since 2012) that relates directly to any topic that is covered in class.

***Your article MUST be approved within a reasonable amount of time before the due date before completing the EC or it will not be accepted.***

Read the article carefully and summarize *in your own words*:

* The article’s central concept or idea (1-2 paragraphs)
* How the article relates to class (3-4 paragraphs) (e.g., does it support previous research or reflect a new and different trend, etc.)
* What the article means for practicing managers (1-2 paragraphs) **MGT 323 COURSE SCHEDULE**

**I WILL ACCEPT TWO ARTICLE REVIEWS FOR A MAXIMUM OF 20 POINTS.**

**EC OPTION 3: Career fair.**

***If you attend BOTH The preparation and fair, you will receive an extra 5 points (.5%) on your final average.***

**MAXIMUM EXTRA CREDIT FOR THE COURSE: 25 POINTS OR 2.5%**

**IF AT ANY TIME** You feel that you need personal help, please consider the counseling services here on campus (email): <https://www.unr.edu/counseling> Phone: [(775) 784-4648](tel:(775)%20784-4648) campus extension: 0080. If anything discussed in class, an assignment you get, a feedback you receive, or a reflection you have upsets you, I strongly recommend you make an appointment; they are there to help. Sometimes even stress of college or personal events can distract a student. They can help.

***\*\*This schedule is subject to changes as announced in class\*\****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **CH#** | **Monday** |  | **CH#** | **Wednesday** |
| **Jan 18** | 1a | OB intro | **Jan 20** | 1b | Ch. 1: OB & Me \* |
| **Jan 25** | 2a | Chapter 2: Values & Attitudes 1 | **Jan 27** | 2b | Ch 2: Values & Atts 2 |
| **Feb 1** | 3a | Ch 3: Personality 1 | **Feb 3** |  | Ch 3: Personality 2 |
| **Feb 8** | 4a | Ch 4: Diversity | **Feb 10** | 4b | **Practica 1 due**  **Review for Exam 1** |
| **Feb 15** | 5a | **Exam 1: Ch. 1-4** | **Feb 17** | 5b | Ch 5: Motivation 1 |
| **Feb 22** | 6a | Ch 5: Motivation 2 | **Feb 24** | 6b | Guest Lecture (LinkedIN) |
| **Mar 1** | 7a | **Ch 6: Perf Mgt – Leader Interviewee (ALP1) Due by 12pm** | **Mar 3** | 7b | Ch 7: Positivity & Groups & Teams |
| **Mar 8** | 8a | **Ch. 8: Groups & Teams**  **Practica 2 Due** | **Mar 10** |  | **EXAM REVIEW** |
| **Mar 15** |  | **SPRING BREAK** | **Mar 17** |  | **SPRING BREAK** |
| **Mar 22** |  | **Exam 2: 5, 6, 7, 8** | **Mar 24** | 9a | Chapter 9: Communication I |
| **Mar 29** | 9b | Chapter 9: Communication II | **Mar 31** | 10a | Chapter 10: Conflict & Negotiation 1 |
| **Apr 5** | 10b | Chapter 10: Conflict & Negotiation II  **ALP 2: Due** | **Apr 7** | 11a | Chapter 11: Decision Making & Creativity |
| **Apr 12** | 12 | Ch. 12: Power, Influence & Politics – **Practica 3 due** | **Apr 14** | 13a | Ch13: Leadership 1 |
| **Apr 19** | 13b | **Ch 13: Leadership 2 ALP 3: Due** | **Apr 21** |  | **EXAM REVIEW** |
| **Apr 26** |  | **EXAM 3: 9, 10, 11, 12, 13** | **Apr 28** |  | **FLEX DAY (make up for missed lectures)** |
| **May 3** |  | **FINAL REVIEW** | **May 5** |  | **FINAL EXAM (SAME ROOM)** |

***Guest speakers sometimes cancel or push around dates. Please come prepared for the next lecture even though a guest speaker is scheduled. We may also do an in-class activity. In other words, come to class!***