

**Instructor:** Jimmy Mundell, M.A.  
**Email:** jtmmt9@mail.ums.edu  
**Office:** Tower 1010  
**Office Hours:** Monday, 11:00 AM – 12:00 PM (or by appointment)  
**Mailbox:** Tower 1007 (*door is often locked; secretary's office is in SSB 440H*)

**Required text:** McShane, S. L., & Von Glinow, M. A. (2012). Organizational behavior: Emerging knowledge, global reality. (7<sup>th</sup> edition). Boston: McGraw-Hill. ISBN: 9780077862589  
**6<sup>th</sup> Edition will also work**  
**E-books will work as well**

### Course Description:

This course involves the study of the behavior of individuals and groups in an organizational setting. Specific topics examined include: motivation, leadership, organizational design, and conflict resolution, as well as basic coverage of management principles. In covering these topics, both “classic” and current perspectives are provided.

### Learning Objectives:

By the conclusion of this course, students will:

- Understand how to motivate an individual employee
- Understand how to effectively manage a team
- Understand factors that result in effective organizational change
- Know how to successfully influence others

### Ways to be Successful in this Class:

Success in this course can be achieved by:

- Attending class regularly and taking notes. You are responsible for reading all assignments, but material that I focus on in class is *likely to be on exams*.
- Asking a classmate for the notes if you are unable to attend a class\*
- Completing all of the assigned reading. Oftentimes if you are confused about a concept, reading the textbook can answer many of those questions. Please complete assigned readings *before* class.
- Participating in class discussions and activities.
- Thoroughly studying notes, book, and discussion materials prior to exams.
- Checking Canvas and your assigned UMSL email address frequently
- Following the instructions for assignments. I recommend thoroughly reading through the assignment instructions completely before starting.
- Studying in small group, going over notes and making study guides together (Dropbox and Google drive are great for this!)
- Keeping a calendar (paper or electronic): Track exam dates and due dates, and schedule work/study time beforehand. Do this at the beginning of the semester with the schedule at the end of the syllabus.
- Utilizing campus resources! (reference librarians, writing center, disability access services, counseling services, health center). You have already paid for these services through student fees, take advantage of them!

*\*Note: I will not provide notes for missed classes. If you miss class, please be sure to ask a classmate for notes. I recommend getting the phone numbers/e-mail addresses of a few classmates just in case you miss class.*

**Canvas:** This course will utilize Canvas. I will post assignment documents, PowerPoints, extra credit opportunities, as well as announcements regarding test dates, due dates, schedule changes, and grades. It is important that you check the site frequently. You should become familiar with the program if you have not already.

Additionally, Canvas uses your **UMSL assigned e-mail address** to contact you. I will use this email address to contact you through the Canvas system. All email communication will go to your UMSL e-mail. You will need to check this email on a regular basis (about twice weekly). I cannot communicate with you about this class through other non-UMSL e-mail addresses.

**Office Hours:** Regular office hours are scheduled in Tower 1010, but I am understanding that these office hours may not work with everyone's schedule. If you cannot make it to my office hours, please contact me and we can see if we can work out a time for us to meet.

**Grade Composition:** This class has a total of 440 points and is comprised as follows:

**Unit Exams:**

Three unit exams will be given. Exams will consist of multiple choice and short answer questions. Any material covered in class, the textbook, or additional materials could be included on the exams. *Thus, it is highly recommended that you attend class and read the textbook.* Each exam is worth 100 points for a total of 300 exam points.

This course is designed so that a student can replace their lowest test score by taking the Final Exam. For this reason, make-up exams will be given **for excused absences only and documentation (e.g., doctor note) will be required.** Prompt communication with me is expected (i.e., contact me well in advance of the exam) and be prepared with documentation. If you do not communicate with me about excused absences ahead of time, then we will not be able to make-up exams. Depending on instructor and student availability, the campus testing center may be used to facilitate completion of the exam.

**Final exam (optional):**

A comprehensive final exam will be offered on **Monday, May 7th from 7:45 AM – 9:45 AM for Section 001 or Wednesday, May 9<sup>th</sup> from 7:45 AM – 9:45 AM for Section 002.** This exam is optional and may be used to replace your lowest unit exam score. If you perform worse on the final than on your lowest unit exam, then the final exam score *will not* count toward your grade. Basically, this is one last opportunity for you to improve your grade by demonstrating that you have mastered the course material, *but it cannot hurt your grade.*

**Team assignment:**

Working in a team is an important part of being in an organization and we will spend a lot of time learning about it. Students will participate in a team to accomplish a project consisting of three pieces due at different times during the semester. More specific information about this assignment will be provided, and details will be posted on Canvas. The team assignment is worth a total of 100 points. **Papers turned in after the deadline will not be accepted.**

**In-Class Assignments and/or Activities:**

In-Class Assignments and/or Activities will take place periodically throughout the semester. These exercises take the place of attendance points and you must be **in class** to earn them. Consistent attendance is thus imperative. There will be a total of **10 in-class assignments and/or activities worth 5 points each, 8 of which will count toward your final grade for a total of 40 points.** As there are two extra exercises allotted, make-up exercises will not be offered. Students who attend all 10 in-class exercises will receive a bonus 10 points. Bottom line: You will not be penalized if you miss 2, but if you come to nine or all ten of them you will receive extra credit points for those.

### Extra Credit:

Additional extra credit opportunities may be offered throughout the semester. A maximum of 20 extra credit points can be earned (excluding any extra credit on the exams or other assignments). Details will follow as extra credit opportunities arise. Extra credit due dates are not negotiable. The number and availability of extra credit opportunities are not guaranteed for the entire semester; therefore, *you are encouraged to participate early and often as opportunities present themselves.*

### Grading System:

GRADING:	Points Earned	Points Possible
Exam 1		100
Exam 2		100
Exam 3		100
Final exam (to replace one of the above)		---
Team assignment (4 parts)		100
Classroom exercises (best 8 @ 5 pts each)*		40
Extra credit (up to 20 pts)		---
<b>TOTAL:</b>		<b>440</b>

\*I will give up to 10 point bonus to those who participate in all 10 in-class exercises.

### Grades:

I am happy to discuss concerns about your grade during office hours or a special appointment. *University and Federal laws prohibit me from discussing any aspect of your grade in any method other than in person. As such, I cannot discuss grades over e-mail.* Please be aware that your grades will be available to you on Canvas as soon as I have finished them. Check there first if you are looking for a grade. NOTE: If you have a concern/question about your grade, please contact me no later than 7 days after you receive your grade. I will not be open to discussing grades to assignments after this time period has passed.

The +/- grading system will be used. The following indicates the range of total points you must earn for that grade (the percentage ranges are listed in parentheses). *Please note that I follow the points and not necessarily the percentages when assigning grades.*

A	407+	(~ 93-100%)	C	319-336	(~ 73-76%)
A-	394-406	(~ 90-92%)	C-	306-318	(~ 70-72%)
B+	381-393	(~ 87-89%)	D+	293-305	(~ 67-69%)
B	363-380	(~ 83-86%)	D	275-292	(~ 63-66%)
B-	350-362	(~ 80-82%)	D-	262-274	(~ 60-62%)
C+	337-349	(~ 77-79%)	F	< 262	(~ < 60%)

### Important Dates\* to Note:

	Due Date	Notes
Last day to drop a course without receiving a grade	February 12	
Exam 1 (Unit 1: Chapters 1-5)	February 26	
Exam 2 (Unit 2: Chapters 6-10)	April 4	
Exam 3 (Unit 3: Chapters 11-12, 13-15)	April 30	
Final Exam (Chapters 1-12, 14-15)	May 7 or 9	Optional (Replaces lowest exam)
<b>Team Project:</b> Team Expectations Agreement Outline Final Paper	January 31 February 21 March 21	

\*Note: dates subject to change

# Course Policies

## Class Expectations:

Disruptive behavior will not be tolerated. Examples of disruptive behavior include, but are not limited to, discussing unrelated material, phones ringing in class, wearing ear buds/headphones during class, and text messaging.

Please help create a climate of learning and respect by adhering to the *Student Conduct Code* (<http://www.umsl.edu/~studentplanner/Policies%20and%20Procedures/conductcode.html>) and displaying appropriate classroom etiquette. As this class concerns how people behave in organizations, I expect you to display the same courtesy to your classmates and to me as you would in the workplace. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Respect for everyone in the classroom is of the utmost importance. Disrespect to myself or other students will not be tolerated.

- **Silence your cellphone and other electronic devices.**
- Remove your ear buds/headphones when class begins.
- Use of computers is permitted for class-related activities (e.g., taking notes). Do not use class time for other online activities, as it is distracting to others.
- Please note the start time and length of this course. If you must come in late or leave early, please tell me ahead of time and choose a seat near the door so as not to disturb others.
- Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- **If you have a question about class/assignments**, please use the following procedure:
  1. Check the syllabus, an updated copy will always be available on Canvas.
  2. Check the announcements and assignments posted on Canvas.
  3. Ask a classmate (I strongly recommend exchanging email addresses/and or phone numbers with at least two classmates).
  4. Email me or visit during office hours.

## Academic Integrity/Plagiarism:

You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University's Student Conduct Code. Academic dishonesty is a serious offense that may lead to probation, suspension, or dismissal from the University.

One form of academic dishonesty is plagiarism – the use of an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by copying information from another student. Plagiarism and cheating will not be tolerated.

Academic dishonesty must be reported to the Office of Academic Affairs for possible action. The instructor shall make an academic judgment about the student's grade on that work and in that course. The campus process regarding academic dishonesty is described in the "Policies" section of the Academic Affairs website:

<http://www.umsl.edu/services/academic/policy/academic-dishonesty.html>

## Access, Disability and Communication:

If you have a documented disability that may have an impact upon your work in this class, please contact **Disability Access Services (DAS)** immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to

inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- o 144 Millennium Student Center
- o Phone: (314) 516-6554
- o Email: [linder@umsl.edu](mailto:linder@umsl.edu)
- o Web: <http://www.umsl.edu/services/disability>

If you have difficulty communicating in English with the instructor of this course, contact the **Office of International Students and Scholar Services** (<http://www.umsl.edu/~intelstu/contact.html>, 516-5229; [iss@umsl.edu](mailto:iss@umsl.edu))

### **E-mail and Technology:**

All course-related information will be communicated through Canvas and your UMSL e-mail account. *Check these accounts frequently.*

### **Absences:**

If you miss a class, then you did miss something important. For example, you may miss two of the classroom exercises. **I will not give individual tutorials to make up for an absence.** It is recommended that you review all available PowerPoints and information from Canvas and get any additional notes from your classmates if you miss a class.

## **Student Support and Services**

### **Technical Support:**

Canvas: If you have problems logging into your course, or an issue within the course site, please contact the **Technology Support Center** (<http://www.umsl.edu/technology/tsc/>):

Contact: (314) 516-6034; [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu)

### **Academic Support:**

**The Writing Lab:** Writing consultants are available to meet with you and provide feedback on your writing for free. Please note that you may need to schedule an appointment. You can meet in person with a writing consultant or correspond online using avatars or chat features.

The writing lab website also has various resources that you may find helpful. There are links to tips on how to outline and paraphrase content in your own words to avoid plagiarism. There are also resources on how to cite your sources within a paper.

Location: SSB 222, website: <http://www.umsl.edu/~umslenglish/Writing%20Lab/index.html>

### **Title IX Policies**

**Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are required to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Title IX Coordinator. The Title IX Office connects students with available resources, which include trained counselors and professionals. Note: There are several offices at UMSL whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services).

# Tentative Course Schedule

**COURSE SCHEDULE:** Please note that this class schedule is tentative and *subject to change at my discretion*. Chapters may take more or fewer days than allotted. I will notify you of changes to the schedule in class and/or on Canvas.

Unit	Date	Content Covered	Notes/Assignment(s) Due
	M Jan 15	No class	<b>Martin Luther King Day</b>
	W Jan 17	Course Introduction	
Unit 1	M Jan 22	Chapter 1	
	W Jan 24	Chapter 2	<b>Form Teams for Team Project Review Team Project Expectations Agreement</b>
	M Jan 29	Chapter 2	
	W Jan 31	Chapter 3	<b>Team Project Expectations Agreement Due Review Team Project Outline Assignment</b>
	M Feb 5	Chapter 3	
	W Feb 7	Chapter 4	
	M Feb 12	Chapter 4	
	W Feb 14	Chapter 5	
	M Feb 19	Chapter 5	
	W Feb 21	<i>Review Day</i>	<b>Team Project Outline Due by 11:59 PM Review Team Project Final Paper Assignment</b>
	<b>M Feb 26</b>	<b>Exam 1 (Chapter 1-5)</b>	
Unit 2	W Feb 28	Chapter 6	
	M Mar 5	Chapter 6	
	W Mar 7	Chapter 7	
	M Mar 12	Chapter 8	
	W Mar 14	Chapter 8	
	M Mar 19	Chapter 9	
	W Mar 21	Chapter 10	<b>Team Project Final Paper Due by 11:59pm</b>
	M Mar 26	No class	<b>Spring Break</b>
	W Mar 28	No class	<b>Spring Break</b>
	M Apr 2	<i>Review Day</i>	
		<b>W Apr 4</b>	<b>Exam 2 (Chapters 6-10)</b>
Unit 3	M Apr 9	Chapter 11	
	W Apr 11	Chapter 12	
	M Apr 16	Chapter 12	
	W Apr 18	Chapter 14	
	M Apr 23	Chapter 15	
	W Apr 25	<i>Review Day</i>	
		<b>M Apr 30</b>	<b>Exam 3 (Chapters 11-12, 14-15)</b>
	W May 2	<i>Review Day</i>	
	<b>M May 7</b> OR <b>W May 9</b>	<b>Final Exam (Chapters 1-12, 14-15)</b> <i>Optional</i>	<b>7:45 AM - 9:45 AM in SSB 00133</b> <b>7:45 AM - 9:45 PM in SSB 00202</b>