

Instructor: Andie Preuss, M.A.
Email: apreuss@mail.ums.edu
Office: Tower 1010
Office Hours: Monday, 11:00 – 1:00 pm; and by appointment (please email)
Mailbox: Tower 1007 (**door is often locked; secretary's office is in Tower 1107*)

Required text: McShane, S. L., & Von Glinow, M. A. (2012). Organizational behavior: Emerging knowledge. Global reality. (7th edition). Boston: McGraw-Hill. ISBN: 9780077862589

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 – material that I cover in class is likely the material that I think is most important
- Asking a classmate for the notes if you are unable to attend a class*
- Completing assigned readings *before* class. You will be responsible for more than just what's covered in class.
- Checking MyGateway and your assigned UMSL email address frequently
- Participating in class discussions and activities
- Following the instructions for assignments!!
- Thoroughly studying notes, book, and discussion materials prior to exams
- 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.
- 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.*

My Gateway: This course will utilize My Gateway. I will post assignments, notes, class exercises, as well as announcements regarding test dates, due dates, schedule changes, and grades. **It will be critical that you check the site frequently.** You should become familiar with the program if you have not already.

Additionally, My Gateway uses your **UMSL assigned e-mail address** to contact you. I will use this email address to contact you through the My Gateway system. **All email communication will go to your UMSL email.** You will need to check this email on a regular basis (at least twice weekly).

Office Hours: Regular office hours are in Tower 1010, but I am very willing to make appointments with students who cannot attend regular office hours. You need to contact me to make an appointment. Additionally, I do use Blackboard Instant Messenger (provided by UMSL), and can arrange to meet via chat. You can download Blackboard Instant Messenger from the MyGateway main page, or use this link directly:

<https://www.blackboardim.com/user/faces/settings.xhtml>. My contact information (as well as all of the class) will automatically load.

Grade Composition:

This class has a total of 500 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 (do not wait days after the exam) and be prepared with documentation. 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 9th from 7:45 – 9:45 am**. 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.

Case study assignment:

Students will use material covered in class (discussion and lecture) as well as the textbook to analyze a case presented in the text book. This assignment will provide students with the opportunity to apply their knowledge and view course concepts in an applied setting. This is an independent assignment and having a textbook will be critical. This assignment is worth 60 points.

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 MyGateway. The team assignment is worth a total of 100 points.

Papers turned in after the grace period deadlines will NOT be accepted.

Classroom exercises and quizzes:

Classroom exercises and quizzes will take place periodically throughout the semester. These In-class 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 exercises and quizzes worth 5 points each, 8 of which will count toward your final grade for a total of 40 points**. As there is an extra exercise/quiz 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 get all of them you will get the bonus.

Extra credit:

Extra credit opportunities will be offered throughout the semester. A maximum of 20 extra credit points can be earned (this includes 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:	Points earned	Points possible
Exam 1		100
Exam 2		100
Exam 3		100
Final exam (to replace one of the above)		---
Case study		60
Team assignment (3 parts)		100
Classroom exercises (best 8 @ 5 pts each)*		40
Extra credit (up to 20 pts)		---
TOTAL:		500

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

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.

- **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.
- Please note the start time and length of this course. If you must come in late or leave early, please 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, a copy is uploaded to MyGateway.

2. Check the announcements and assignments posted on MyGateway.
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:

Students requiring special accommodations should arrange to meet with me as soon as possible so we can discuss how to meet your needs this semester. Prior to our meeting, be sure you have met with someone in **Disability Access Services** (144 Millennium Student Center, 516-6554).

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)

E-mail and Technology:

ALL COURSE-RELATED INFORMATION WILL BE COMMUNICATED THROUGH MYGATEWAY 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 one of the classroom exercises. **I will not give individual tutorials to make up for an absence.** It is recommended that you review all available notes from MyGateway and get any additional notes from your classmates if you miss a class.

Grace Periods:

You will notice that assignments are given a due date and a grace period date. The due date is quite literally the date they are due. It is the official due date. In addition to the due date, I have built in an additional period of time during which you can turn in an assignment late but without penalty. This is the grace period date. **Extensions after the grace period date will not be given.**

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.* Please be aware that your grades will be available to you on MyGateway 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 the percentages when assigning grades.

A	462.5 +	(~ 93-100%)	C	362.5-382.49	(~ 73-76%)
A-	447.5-462.49	(~ 90-92%)	C-	347.5-362.49	(~ 70-72%)
B+	432.5-447.49	(~ 87-89%)	D+	332.5-347.49	(~ 67-69%)
B	412.5-432.49	(~ 83-86%)	D	312.5-332.49	(~ 63-66%)
B-	397.5-412.49	(~ 80-82%)	D-	297.5-312.49	(~ 60-62%)
C+	382.5-397.49	(~ 77-79%)	F	< 297.49	(~ < 60%)

Student Support and Services

Technical Support:

My Gateway: 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

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>

Important Dates* to Note :

	DATE	Notes
Last day to drop a course without receiving a grade	February 15	
Exam 1 (Unit 1: Chapters 1-5)	February 17	
Exam 2 (Unit 2: Chapters 6-10)	March 23	
Exam 3 (Unit 3: Chapters 11-15)	May 2	
Final Exam (chapters 1-15) - optional	May 9	optional, replaces lowest test
Case Study	March 2	Grace period till March 7
Team Assignment :		
Team Agreement	February 22	Grace period till February 24
Outline	April 4	Grace period till April 6
Final Paper	April 25	Grace period till April 27

*Note: dates subject to change

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 or on MyGateway.

Unit	Date	Material
Unit 1	We January 20	Class Introduction
	Mo January 25	Chapter 1 & 2
	We January 27	Chapter 2
	Mo February 1	Chapters 3
	We February 3	Chapter 4 (get into teams, pass out agreements)
	Mo February 8	Chapter 4 & 5
	We February 10	Chapter 5
	Mo February 15	Review of Chapters 1-5
	We February 17	Exam 1 (Chapters 1-5)
Unit 2	Mo February 22	Chapter 6 Team Agreements Due (grace period till 2/24)
	We February 24	Chapters 6 & 7 (pass out/review outline portion)
	Mo February 29	Chapter 7
	We March 2	Chapter 8 Case Study Due (grace period till 3/7)
	Mo March 7	Chapters 8 & 9
	We March 9	Chapter 9
	Mo March 14	Chapters 9 & 10
	We March 16	Chapter 10 Team Outline Due (grace period till 3/21)
	Mo March 21	Review of Chapters 6-10 (pass out/review final paper portion)
	We March 23	Exam 2 (Chapters 6-10)
	<i>March 28-April 1</i>	<i>Spring Break</i>
Unit 3	Mo April 4	Chapter 11
	We April 6	Chapter 12
	Mo April 11	Chapters 12 & 13
	We April 13	Chapter 13
	Mo April 18	Chapter 14
	We April 20	Chapters 14 & 15
	Mo April 25	Chapter 15 Final Team Paper Due (grace period till 4/27)
	We April 27	Review 11-15
	Mo May 2	Exam 3
	We May 4	Buffer Day
	May 9	Final Exam (Chapters 1-15) optional – 7:45 am!!