

About the Instructor

Professor: Dr. John P. Meriac, Ph.D.

Office: 215 Anheuser-Busch Hall

E-mail: meriacj@umsl.edu

Phone: 314-516-5467

Office Hours: Wed 2:00pm – 4:00pm, or by appointment.

Zoom Link: [Fall 2023 Office Hours](#)



Course Objectives and Overview

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. Same as SOC 3600; 3 Credit Hours.

Prerequisites

Junior standing and a 2.0 overall GPA, or instructor's permission. If you do not meet these requirements, please contact the instructor immediately.

Welcome!

Welcome to our class! My name is Dr. John Meriac, and I am an Associate Professor in the Department of Global Leadership and Management at UMSL. I conduct research on several of the topics we will discuss in the class including work values, personality, attitudes, leadership, job performance, and more. I also have several years of professional experience in administering and developing assessments for hiring, promotion, and leadership development purposes. In addition to this class, I also regularly teach topics including Leadership, Human Resource Management, and Advanced Quantitative Methods at UMSL.

I look forward to working with you over the semester as we discuss Organizational Behavior. I'm confident that you will find that the material is applicable to your work and everyday life in one or many ways. Additionally, this course serves as the foundation for more advanced Management topics that you will learn more about here at UMSL.

Required Textbook (AutoAccess/e-book version)

McShane, S. L., & Von Glinow, M. A. (2024). *Organizational behavior: Emerging knowledge, global reality* (10th ed.). New York, NY: McGraw-Hill.

This course uses McGraw-Hill Connect, and is enrolled in AutoAccess. This will require the use of the smartbook through Connect. Your student account will be charged for the cost of the textbook directly at the lowest cost available through the publisher. You will have access to the material through Canvas on the first day of class. More information is provided in Canvas.

Course Learning Objectives

Upon completion of this course, you should be able to:

- Describe the role of individual processes in organizations, including personality, values, emotions, and attitudes.
- Explain factors that facilitate work motivation and performance.
- Discuss the role of team and group processes in organizations, including communication, conflict, and negotiation.
- Recognize effective influence processes including leader-follower interactions in organizations.
- Explain the role of organizational processes including organizational structures, culture, and change processes.

Tentative Course Schedule

Dates	Topics and Assignments
Module 1 <i>August 21 – September 8</i>	<p><i>Watch Welcome to the Course! Video by August 21</i></p> <p>Read Ch 1 (Introduction to Organizational Behavior) by August 23</p> <p><i>Participate in Voicethread 1 (Introduce Yourself) by August 25</i></p> <p>Read Ch 2 (Individual Differences) and Take Quiz by August 30</p> <p>Complete Personality Assessment by August 30</p> <p><i>Watch Individual Differences Video by August 30</i></p> <p><i>Participate in Discussion 1 (Personality) by August 30 / September 1</i></p> <p>Read Ch 3 (Perceiving Ourselves/Others) and Take Quiz by September 6</p> <p><i>Take Exam 1 September 7-8</i></p>
Module 2 <i>September 11 – October 6</i>	<p>Read Ch 4 (Emotions, Attitudes, Stress) and Take Quiz by September 13</p> <p>Complete Coping With Stress Assessment by September 13</p> <p><i>Participate in Voicethread 2 (Work Attitudes) by September 15</i></p> <p>Read Ch 5 (Employee Motivation) and Take Quiz by September 20</p> <p><i>Watch Work Motivation Video by September 20</i></p> <p>Read Ch 6 (Applied Performance Practices) and Take Quiz by September 27</p> <p>Complete Self-Leadership Assessment by September 27</p> <p><i>Watch Applied Performance Practices Video by September 27</i></p> <p>Read Ch 7 (Decision Making and Creativity) and Take Quiz by October 4</p> <p>Complete Decision-Making Assessment by October 4</p> <p><i>Take Exam 2 October 5-6</i></p>

Dates	Topics and Assignments
Module 3	Read Ch 8 (Team Dynamics) and Take Quiz by October 11 <i>Watch Teams Video by October 11</i>
October 9 – November 3	Read Ch 9 (Organizational Communication) and Take Quiz by October 18 Participate in Voicethread 3 (Communication) by October 18 Read Ch 10 (Power and Influence) and Take Quiz by October 25 <i>Watch Power and Influence Video by October 25</i> Participate in Discussion 2 (Influence Processes) by October 25 / 27 Read Ch 11 (Conflict and Negotiation) and Take Quiz by November 1 Complete Conflict Handling Style Assessment by November 1 Take Exam 3 November 2-3
Module 4	Read Ch 12 (Leadership) and Take Quiz by November 8 Complete Leadership Assessment by November 8
November 6 – December 15	<i>Watch Leadership Video by November 8</i> Participate in Voicethread 4 (Leadership) by November 10 Read Ch 13 (Organizational Structure) and Take Quiz by November 15 *** Fall Break November 18 - 26 *** Read Ch 14 (Organizational Culture) and Take Quiz by November 29 <i>Watch Organizational Culture Video by November 29</i> Read Ch 15 (Change in Organizations) and Take Quiz by December 6 Complete Tolerance for Change Assessment by December 6 Take Exam 4 December 14-15

Please note that the schedule above is tentative, and may be adjusted if necessary. Each week contains readings, chapter quizzes, and other assignments and activities with due dates.

Grading Information

Exams – Four exams will be administered throughout the course. Exams will be administered online through Canvas, and you will have two days to take them. More information about the exams will be provided in a handout approximately a week before each exam.

Exercises and Assessments – Several assessments will be assigned throughout the course. The purpose of assessments and exercises is to provide you with personal insights about how the topics we discuss. Full points will be earned for completing each of them, and due dates are indicated on the schedule of topics above.

Chapter Quizzes – Most chapters will include a short quiz with questions, to be completed after reading it. These are required, and you can take the quizzes as many times as you need to get all answers correct. The purpose of these quizzes is to help you gauge your understanding of the material, but also to serve as practice for the exams.

Voicethreads – Four Voicethread assignments will take place throughout the term. The purpose of these assignments will be to apply the concepts and principles we discuss class to real-world situations and/or examples. The due dates are indicated on the schedule of topics below. More information about the assignments will be provided in Canvas.

Discussion Boards – Another component of this course will be your participation in two discussion boards. Like the Voicethreads, these assignments will require you to apply the concepts we are discussing to real-world examples. Your participation will involve starting a thread and responding to at least two other posts made by your classmates. More information about these assignments will be provided in Canvas.

Extra Credit – A limited number of extra credit points will be available throughout our course. These points can be used to make up some missed participation or late assignment points. More information will be provided about the opportunities via Canvas.

Your grade will be calculated based on the sources indicated below:

Source	Point Value
Exams (4 total, 50 points each)	200
Exercises and Assessments (7 total, 10 points each)	70
Chapter Quizzes (14 total, 5 points each)	70
Voicethreads (4 total, 20 points each)	80
Discussion Boards (2 total, 40 points each)	80
Total Points for Course	500

Grade Calculation – Grades will be computed based on the point values earned on exams, homework assignments, and participation. Letter grades will be assigned to point values in the ranges specified below. The electronic grade sheet on Canvas will be updated throughout the course so you can keep track of your current grade.

Grade	Point Range	Percentage	Grade	Point Range	Percentage
A	463 - 500	93% - 100%	C	363 - 387	73% - 76%
A-	448 - 462	90% - 92%	C-	348 - 362	70% - 72%
B+	433 - 447	87% - 89%	D+	333 - 347	67% - 69%
B	413 - 432	83% - 86%	D	313 - 332	63% - 66%
B-	398 - 412	80% - 82%	D-	298 - 312	60% - 62%
C+	388 - 397	77% - 79%	F	0 - 297	0 - 59%

Computer and Internet Access Requirements

Because this is an online course, you must have access to a computer and reliable internet access to participate. Online materials will include course videos, assessments, discussion boards, and other activities. In addition, assignments and exams will be administered online.

Time Requirements: Please note that this class requires your active participation every week to learn the material. Multiple assignments will be due each week during the semester. You should expect to spend **approximately 8 hours every week** (and up to 10 hours a week) on activities related to this course. If you are worried about your preparation, consider taking the [Online Readiness Survey](#) to help decide if an online course is right for you.

Online Class Netiquette / Appropriate Behavior

It is important that our classroom environment promotes a respectful exchange of ideas. This includes being sensitive to the views and beliefs expressed during discussions whether in class or online. Please review the guidelines below to ensure that you are participating in an effective and respectful way with your classmates.

Be self-reflective before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.

Be constructive. You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

Keep the conversation on topic by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.

Use effective communication.

- Avoid the use of all caps or multiple punctuation elements (e.g., !!!, ???).
- Be polite, understate rather than overstate your point, and use positive language.
- If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand what you mean. Avoid “text-message” acronyms (e.g., LOL, SMH).

Ask for clarification to a point if you feel emotional from a classmate’s post. It could be possible that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

Sign your name. It is easier to build a classroom community when you know to whom you are responding. Sign any posts by stating your name, and introduce yourself verbally on Voicethreads.

Foster community. Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

Define your terms. When using acronyms or terms that are particular to your field (or new to our course), please define them for others.

In discussion boards and Voicethreads, I will not respond to every comment or post but I will participate and be monitoring each discussion. If your comments are of poor quality, off-topic, or violate any of the Netiquette rules above, you will receive a private message with a warning. Repeated offenses will result in a lower discussion grade.

Additional Course Policies and Other Information

Contacting Me and Feedback – Email is the best way to contact me, using your official UMSL email account. It is your responsibility to use and monitor this account. I am available virtually (using Zoom) during office hours, or we can make an appointment if scheduled office hour times do not work for you. In addition, I will send any announcements via Canvas to your UMSL email account. I will do my best to respond to any emails within 24 hours of receiving them. Additionally, I will do my best to grade assignments within 48 hours of the due date. This may take longer in some cases, but is the typical turnaround time for grades. Rubrics will be available in Canvas, and the exams will be graded as soon as you complete them.

Participation – Your participation in this class is based on your postings and contributions to the discussion boards and Voicethreads. You must log in and make a contribution to the assignments by the posted dates on the syllabus. If the date has passed and you have not participated, it will be too late. Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

Late Assignments – If you turn in an assignment late, you will automatically receive a 20% deduction for each day it is late (e.g., if it is a 50-point assignment, the highest grade you could possibly earn after one day late is 40, a score of 30 after two days late, and so on). Assignments must be submitted in Canvas by midnight on the assigned due date.

Taking Exams Early – Exams will be administered online through Canvas. You may take the exam at any time during the 48-hour period it is available. If for any reason this time period does not work for you, you may take an exam early. However, you must let me know about any conflicts in advance so I can make it available for you earlier. Only in extreme circumstances will late exams be considered, and will be in all-essay format.

Intellectual Property – Course materials are available exclusively for your learning. Handouts or assignments may not be distributed without the instructor's written consent. Please speak with me before recording any class activity or sharing any materials outside of our class setting. It is a violation of university policy to make or distribute recordings without prior authorization and the permission of others who are recorded.

Technology Issues – If you have problems logging into Canvas, taking exams online, or using UMSL online resources (e.g., Lockdown Browser, Google Apps, Zoom) or an issue within the course site, please contact the Technology Support Center. For more information, call 314-516-6034 or by visit their website at [UMSL Technology Support Website](#)

Academic Dishonesty – Academic dishonesty includes cheating, plagiarism, and sabotage. In accordance with UMSL policy, if academic dishonesty of any form is suspected it will be investigated and reported. Disciplinary actions may include a failing grade on the assignment for all parties involved, a failing grade in the course, or possible dismissal from the university. If you have questions about what constitutes academic dishonesty, please visit the following website or just ask me. [UMSL Academic Dishonesty Website](#)

Academic Support Services - This course uses MyConnect to help facilitate your success. If it is apparent that you are at risk for failing the course, the Office of Student Enrichment and Achievement will be contacted to help develop strategies for improving your performance. Additionally, if at any point during the class you would like to seek assistance from the Office of Student Enrichment and Achievement, please visit their website for their contact information. [UMSL SEA Office](#)

Disruptive Behavior – You are expected to participate in our discussions, which includes responding to questions and providing examples as we discuss course content. However, if any behavior is perceived as disruptive to the instructor or to other students, you will be asked to stop. If the behavior persists, you will be dismissed from the course or dropped from the roster at the instructor's discretion.

Title IX Mandatory Reporting – Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. [UMSL Title IX Office](#)

Special Accommodations – You must first contact Disability Access Services (DAS). After contacting DAS, please come see me. We will make a reasonable accommodation for you as needed. For more information, call 314-516-6554 or visit their website: [UMSL DAS Office](#)