

Instructor: Sarah Hill, M.A.
Email: sarahhill@mail.umsu.edu
Office: Tower 1004
Office Hours: Before and after class, as time permits, and **by appointment (please email)**
Mailbox: Tower 1007 (**door is often locked; secretary's office is in Tower 1107*)

Required text:

Organizational Behavior, 10th edition. Kreitner, Robert & Kinicki, Angelo (2013). McGraw-Hill Irwin, United States of America

- **You must use the 10th edition of the textbook.**
- **This textbook is required and important for tests.**

Prerequisites:

Junior standing (minimum of 60 credit hours), Grade of C- or higher in BA3600, & an overall GPA of 2.0

Course Description:

Building upon MGMT 3600, course provides a more detailed examination of motivation, leadership, group process, decision making, job design, and organizational development. In addition to providing more detail in terms of content, this course provides the student with considerable practical experience through the use of class exercises, projects, and class discussions.

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: A regular time is not scheduled, but I am very willing to make appointments as necessary if you give me reasonable warning. All you need to do is ask me (in person or email) and we can set up a time. 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.

Instructor/Student Communication:

I encourage all students to contact me via email or in class if there are any issues regarding the class, semester, etc. Here are a few rules/guidelines to optimize email communication:

- a. **You must list the course # (for ex: MGMT3611).** If you are emailing me regarding an assignment, put the assignment title in the subject line

- b. You must save a copy of the email in your Sent Files, in case I don't receive it. If I don't have a copy, I will ONLY accept you sending the copy stored in your Send files. This is especially important if you are sending me an assignment. Most assignments, however, will not be accepted via email.
- c. **Do not put questions or inquiries into an email with an assignment; rather send a separate email, with the course number (MGMT 3611 day) and the term "question" in the subject line.**

I will do my best to return your phone call/email with in 36 hours. I'm generally much faster. If I haven't responded, please email me again or politely approach me in class.

Grade Composition:

This class has a total of 400 points and is comprised as follows.

Exams:

There will be 4 Exams: (72 multiple questions, each exam worth 72 points). Each test is 18% of final grade.

Exams will NOT be taken in class. You will have a 5-day window to take each exam through the **Online-Testing Center (OTC;**

<http://www.umsl.edu/technology/mgwhelp/MyGateway/MyGateway%20System%20Help/stuhelp/otcs.html>).

You must schedule with the **OTC** to take your exams during the 5-day testing window and during the **OTC's** open hours. An assigned exam will not be available after the 5th (last) testing-window day. ***Please note: if you do not take the assigned exam by the 5th (last) testing-window day, you will receive a 0% for that exam grade.***

If you have a conflict with scheduled test-windows, you may take the test earlier than the scheduled test dates:

Taking Exam Early (i.e., Prior to Testing Windows):

- **You are responsible for getting my approval and then scheduling your appointment!**
- **Arrangements with the Campus Testing Center (CTC) in 93 J.C. Penny (314-516-6396) can be made to take exams earlier than scheduled.**
 - You must let me know 1 week in advance from your scheduled time or you can't take the exam early. If I do not know you need to take the exam early, the exam will not be at the CTC!

2 Projects (each worth 56 points). Each project compose 14% of the final grade:

- **Project #1: Cultural Audit of chosen company.** You will do a cultural analysis of a company (includes but not limited to a summary description of organization, discussion of present organizational culture including all cultural artifacts, ETC).
- **Project #2: Change Implementation Analysis for project #1 company.** Your second project is based on the following hypothetical scenario: your company (from project #1) is going through significant structural change. Your job as a change agent is to propose to upper management how to encourage the employees of your company to embrace the upcoming changes. The project #2 write-up should consist of your analysis of the effects of significant change on the organization's workforce and the proposed actions to address the change impact on employee attitudes and behaviors.

Extra credit:

- **Attendance and participation:** To encourage attendance and participation, attendance points will be given for some classes and will be considered extra credit. **The classes for which participation will count for extra credit will NOT be announced, and please do not ask me.** Students can earn up to 30 points of extra credit from attendance.

- **If you believe you attended a class and should have gotten credit, you will need to be able to tell me exactly what we covered that day and any activities we did.**
- Attendance extra credit will be regularly posted. It is the student's responsibility to regularly monitor MyGateway for this.
- As a rule, attendance extra credit can not be made up.
- **Research Participation:** Extra credit research participation opportunities will be offered throughout the semester. A maximum of 15 extra credit points can be earned (excluding any extra credit on the exams or attendance). Details will follow as extra credit opportunities arise. **The number and availability of extra credit opportunities are not guaranteed for the entire semester; therefore, I encouraged you to participate early and often as opportunities present themselves.**

GRADING:	Points earned	Points possible
Exam 1		72
Exam 2		72
Exam 3		72
Exam 4		72
Project #2		56
Project #2		56
Attendance extra credit (up to 30 pts)*		---
Extra credit (up to 15 pts)		---
TOTAL:		400

*I will give a 5 point bonus to those who get all 30 of these points.

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, eating food that is especially noisy or smelly, and text messaging. Please be considerate of your fellow students and me.

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 contact info with at least two classmates).
4. Email me or visit during office hours.

Absences:

I respect you and your ability to decide whether to come to class or not. However, if you miss a class, then you did miss something important. It is recommended that you review all available notes from MyGateway and get any additional notes from your classmates if you miss a class. **I will not give individual tutorials to make up for an absence and I will not provide notes for classes you miss.**

Late Paper Policy

Papers submitted late will be penalized 5 points per day that they are late. This means that a project paper (worth 56 points) that is submitted 1 day late will be worth up to 51, and two days late will be worth up to 46 points. Papers submitted the same day but after the due date will be penalized 3 points.

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 percentage ranges you must earn for that grade. I reserve the right to use +/- for borderline grades, and I will determine what constitutes a borderline grade.

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	< 60%

Grading Scale: The UMSL Grading System is on a four-point scale and the grade value for each letter grade is as follows:

A = 4.0	C- = 1.7
A- = 3.7	D+ = 1.3
B+ = 3.3	D = 1.0
B = 3.0	D- = 0.7
B- = 2.7	F = 0
C+ = 2.3	EX = Excused
C = 2.0	DL = Delayed
FN = Failure/Non Participation	

Feedback and Grading Timeline

Typically, test grades will be posted in approximately 48-72 hours after the associated testing window is closed. The estimated time for returning grades/feedback of case studies is approximately 2 weeks after the case study due date. Attendance extra credit points will be entered every 1-3 weeks. Research extra credit points will be entered when the researcher reports back to me. I cannot control when this happens.

Academic Integrity/Plagiarism:

- You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University's Campus Policies and Procedures in the [Triton Manual](#) (p. 30)
- 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 are not acceptable.**
- Academic dishonesty will be reported to the Office of Academic Affairs for possible action. The instructor will 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](#)
- For this class, any written projects or case studies must utilize APA or MLA formatting, especially for citations.
 - Please note the following:
 - A. **Plagiarism** is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University, per the [UMSL academic dishonesty policy](#).
 - B. Students are responsible for being attentive to and observant of campus policies about academic honesty as stated in the [University's Student Conduct Code](#).

Title IX Policies

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. 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).

Trigger Warnings:

This course involves topics and/or media that may be emotionally disturbing, graphic, or otherwise sensitive in nature including stereotyping and sexual harassment. I will try to provide specific warnings before each instance. I believe these topics (or materials) are important to the course because these are real-world examples of how perceptions affect behavior. If you believe this may be a barrier to your learning environment, please contact me to discuss possible assignment or course alternatives.

Student Resources

Gateway for Online and Adult Learners (GOAL)

Web: <http://umsl.edu/goal>

The GOAL office provides you with personalized services and access to resources to help you be successful in your online course(s). Contact us for virtual and traditional support, tutorials on technology tools in your course, coaching for online learning success. We even have free coffee and a space to hang out.

Access, Disability and Communication

Students who have a health condition or disability, which may require accommodations in order to participate effectively in this course, should contact the **Disability Access Services Office**. Information about your disability is confidential.

- **144 Millennium Student Center**
- Phone: **(314) 516-6554**

- **Email:** linder@umsl.edu
- **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:

- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Web: <http://www.umsl.edu/~intelstu/contact.html>

Academic Resources

The Online Writing Center: At our My Gateway site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- Visit the online Writing Lab page on MyGateway to submit drafts online.
- We try to respond within 48 hours, but it may take longer, so allow ample time.

NetTutor: Online tutoring in many subjects is now available through NetTutor. In your courses on MyGateway, click on Tools and select NetTutor® to log in.

Student Retention Services offers assistance tailored to specific student needs.

- 225 Millennium Student Center
- Phone: (314) 516-5300
- Email: umslsrs@umsl.edu
- Web: <http://www.umsl.edu/~umslsrs/>

Student Retention Services offers assistance tailored to specific student needs.

- 225 Millennium Student Center
- Phone: (314) 516-5300
- Email: umslsrs@umsl.edu
- Web: <http://www.umsl.edu/~umslsrs/>

Technical Support

ALL COURSE-RELATED INFORMATION WILL BE COMMUNICATED THROUGH MYGATEWAY AND YOUR UMSL E-MAIL ACCOUNT. Check these accounts frequently.

My Gateway (Blackboard): If you have problems logging into your online course, or an issue within the course site, please contact the **Technology Support Center:**

- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Web: <http://www.umsl.edu/technology/tsc/>

If you are having difficulty with a technology tool in MyGateway (wiki, Voicethread, Kaltura, etc.) consider visiting the **Online Course Orientation** in your [MyGateway course list](#). The orientation has overviews of each tool and tutorials on how to use them.

Schedule of Covered Material

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 exams or project due dates in class or on MyGateway.

Week	Material
Week 1	Class Introduction and start Chapter 2
Week 2	Chapters 2 and 3
Week 3	Chapters 3 and 4
Week 4	Chapters 5 and 6
Exam 1 over chapters 2-5: February 18-22, 2016 (in the ONLINE-TESTING CENTER)	
Week 5	Chapters 6 and 7
Week 6	Chapters 8
Week 7	Chapters 9
Exam 2 over chapters 6-9: March 20-24, 2016 (in the ONLINE-TESTING CENTER)	
Week 8	Chapters 10
Week 9	Chapter 11
Week 10	Chapter 12
Spring Break March 29-31 – no class	
Week 11	Chapter 18
Exam 3 over chapters 10-12 and 18: April 17-21 (in the ONLINE-TESTING CENTER)	
Week 12	Chapter 13
Week 13	Chapter 15
Week 14	Chapter 16
Week 16	Chapter 17
FINALS WEEK - Exam 4: chapters 13 and 15-17, May 5-11, 2016 (in the ONLINE-TESTING CENTER)	

Project due dates:

- **Project #1 (Cultural Audit) – Sunday, March 13, 2016**
Submit via the online assignment on MyGateway by 11:59pm in PDF file format.
- **Project #2 (Change Implementation Analysis) - Sunday, May 1, 2016**
Submit via the online assignment on MyGateway by 11:59pm in PDF file format.