Instructor: Min Carter, Ph.D.
Office: 207A Rehn Hall E-mail: min.carter@business.siu.edu
Telephone: 618-453-7892 Class Location: Lawson 161
Class Time: Tuesday & Thursday 11:00-12:15
Office Hours: Tuesday & Thursday 12:30-15:30 (and by appointment)

PREREQUISITES: MATH 139, ACCT/MGMT 208, MGMT 304. Restrictions: College of Business majors or minors, junior standing; or departmental approval required.

DESCRIPTION: The study of behavioral issues in management, including analyses of individual, group, and intergroup relations under a broad range of organizational settings. Includes discussion of theory, cases, and managerial applications.

COURSE OVERVIEW
This course is designed to introduce theories and principles of individual and group behavior typically faced in today’s organizations. This course seeks to enhance your understanding of why some organizations are able to motivate their members to achieve greater success while others fail in the same competitive environment. In addition to the basic problems of employee motivation, leadership, and decision-making, emphasis will be given to issues such as diversity and individual differences, attitudes and behavior, job satisfaction, interpersonal communication, stress and coping, group performance, power and politics, and overcoming resistance to change. The course format primarily includes lectures, small group discussions, exercises/activities and video cases.

OBJECTIVES
- To develop and demonstrate a basic understanding of major concepts, practices, and theories of organizational behavior.
- To successfully apply major concepts, practices, and theories of human behavior to the resolution of individual- and group-level problems within organizations.
- To identify, acknowledge and evaluate your own assumptions, attitudes and beliefs about organizational behavior.
- To enhance your awareness of a wide range of potentially biasing factors that can influence perception, attribution, attitudes, judgment, and decision-making, and increase your ability to either minimize the influence of such factors or use them to your advantage.
- To develop an appreciation for the promises and pitfalls of groups and teams, as well as an understanding of strategies for getting the most from group situations.
- To enhance your critical thinking, problem solving, negotiation, and interpersonal communication skills and knowledge.
TEXT
ISBN: 9780133507645
(Note. The 15th ed. is also acceptable.)

GRADING
➢ Team presentation = 10%  
➢ Class attendance & participation = 10%  
➢ Self/peer evaluation = 10%  
➢ Assignments = 10%  
➢ Three exams = 20% each

In assigning letter grades, the scale to the right will be used:

COURSE ORGANIZATION AND REQUIREMENTS

• LECTURE
Each lecture will be based on the chapters assigned for that day (see the course schedule) and supplemental materials provided by the instructor. In addition, videos and case studies may be used to understand the practical application of the concepts presented in the lectures.

• TEAM PRESENTATION (10%)
To increase students’ understanding of work team dynamics, students will be required to work in randomly-selected teams on one project to be presented on the scheduled date. Teams and the chapters for presentation topics will be designated.

Teaching research frequently encourages use of films or other media clips to illustrate textbook concepts. Use of such tools helps students to gain practical understanding of textbook concepts in interesting, fun, and exciting ways. Therefore, for the presentation, each team will be required to select a movie(s) or television program(s) (videotape or DVD) that relates to the topics of the presentation (i.e., concepts and theories) from the chapters assigned to the team. During the semester and before presentations, the instructor will show examples of concept applications in media clips.

Each team will be required to make a 30 minute PowerPoint class presentation (40 minutes maximum) on the following: (1) what the chosen concepts and theories in the assigned chapter(s) are, (2) how the team’s video selection(s) relates to the topics, and (3) what practical lessons and/or applications managers can learn from the topics and video clip(s).

Teams are not expected to use the entire time to simply show the video. Instead, the presentation works best when each team gives some brief introductory remarks, outlines the presentation, shows about 7-10 minutes of video clips, presents the concepts and theories in terms of how specific theories and/or concepts in the chapter(s) relate to the video clips, and ends with applications/comments on what managers can learn from the topics/video clips. Both conceptual interpretation and practical implications for managers must be covered in the presentation; else
the team will lose points for missing information.
Students are required to select video clips that do not include strong derogatory/offensive language, violence, or sexual content. All team members should speak for relatively equal amounts of time during the presentation. Additionally, teams should notify the instructor immediately if any team members do not “carry their weight” in preparation for or participation in the presentation. Any “free loader” will be penalized in his or her team presentation grade. Teams are welcome to contact the instructor prior to the presentation to discuss any questions or concerns. Prior to the presentation, teams are required to submit their presentation file to the instructor via email (please put “MGMT341 Team # Presentation” in the subject line).

Business casual dress is required for team presentations. All presentations are expected to be completely professional. That is, each presentation should be well-organized, clear, succinct, and be comprised of reasonable content. Students should also be prepared to answer any questions from classmates and the instructor after the conclusion of the presentation.

- **CLASS ATTENDANCE and PARTICIPATION (10%)**
  Attendance is mandatory. Class attendance will be taken randomly. Absences will be evaluated on an individual basis. Anyone who signs on behalf of other students on the attendance sheets, once found, will get all his/her own attendance scores revoked.

  Arrangements for excused absences must be made PRIOR to the absence. It is the responsibility of the student to obtain appropriate documentation to support the required absence. If an absence is expected, notify the instructor via email prior to the absence. If you are aware of a planned absence ahead of time, let the instructor know, but also provide a courtesy reminder via email (for documentation) the day before the class.

  MORE THAN 6 Unexcused Absences = Automatic loss of one letter grade (10%) at the end of the semester. This policy will be strictly enforced.

  The method of instruction for the class will also consist of students’/group members’ interaction and discussions. It is essential that each student prepares for class to insure active participation in class activities including group discussions. Please respect the rights of others to express their views and provide the setting for meaningful discussions.

- **SELF/PEER EVALUATION (10%)**
  Each student will rate your own (i.e., self) participation in your assigned group, as well as the participation of each of your team members (i.e., peers) using the Self/Peer Evaluation Form (p. 6). The Self/Peer Evaluation Form requires thoughtful and detailed analysis of participation and contribution of each individual team member (including self). Self/Peer evaluations must be submitted to the Dropbox on Desire2Learn (D2L) before the due date and time.

- **ASSIGNMENTS (10%)**
  Each student will complete five writing assignments throughout the semester. All assignments (in Word Document file) are individual assignments and must be submitted to the Dropbox on D2L before the due date and time. All writings must conform to the APA format. Some formatting particulars to facilitate grading: please use Times New Roman 12 point font, double-
spaced lines, and 1 inch margins. Students are responsible for the authorship of all writings. Plagiarism involves giving the impression that a person has thought, written, or produced something that has, in fact, been borrowed from another. Plagiarism may result from poor technique of citation or more serious cases as: copying the work of another person; submitting the work of another person; or closely paraphrasing a piece of work without due acknowledgement.

- **EXAMS (20% each)**

  Three exams will be administered on designated dates (see Course Schedule on p. 5). The exam content will be comprised of the material in the textbook, class lectures, videos, and assignments. It will not be possible to cover all of the material during lecture, so students will be responsible for all textbook material assigned even if not covered by the instructor.

  Each exam will be comprised of 50 true/false and multiple-choice items that deal with specific topics, concepts, theories, and applications. For instance, questions will involve definitions of terms, lists of various characteristics of concepts, integration of material, the results of specific research studies/cases, and the application of concepts/theories in specific situations. Thus, in preparing for exams, the students must read and study the material for details. The exams will not be returned to students; all students are welcome to review the exams during the office hours.

  Exams will be made up for excused absences only! Advanced notice along with proper documentation is required.

  The final exam is optional. The final exam is comprehensive but with an emphasis on new materials since Exam 3. The final exam will be comprised of 100 true/false and multiple-choice items that deal with specific topics, concepts, theories, and applications. Should a student take the final exam, s/he may drop the lowest exam score.

**OTHER POLICIES**

Laptop, tablet, smartphone, and other devices are not permitted to use during class sessions, excepting only when the instructor gives a permission to use some devices for the class. If you are observed sleeping, texting or game playing in class, your participation grade will be reduced. If you are observed leaving class before being dismissed without prior approval, you will be given an unexcused absence, even if you have signed the attendance roster.

Students are expected to check **SIU Online** often for new information.

Extra credit points may be earned through voluntary individual participation in some class and/or research activities.

The instructor reserves the right to make changes in the syllabus as necessary, both in content and in scheduling. It is the student’s responsibility to be aware of any changes and comply with such.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>W1 25-Aug</td>
<td>Introduction &amp; Chapter 1 - OB</td>
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<td>W1 27</td>
<td>Chapter 2 - Diversity</td>
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<td>1-Sep</td>
<td>Chapter 3 - Attitudes</td>
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<td>W2 3</td>
<td>Chapter 4 – Emotions &amp; Moods</td>
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<td>W3 8</td>
<td>Exam Review &amp; Team Assignment</td>
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<td>W3 10</td>
<td>No Class. Study for Exam 1</td>
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<tr>
<td>W4 15</td>
<td>Exam 1 (Chapters 1-4)</td>
<td>#1 Assignment Due 10AM</td>
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<td>W4 17</td>
<td>Chapter 5 – Personality &amp; Values</td>
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<td>W5 22</td>
<td>Team 1 presentation (Chapter 5)</td>
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<td>W5 24</td>
<td>Chapter 6 – Perceptions &amp; Decision-Making</td>
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<td>W6 29</td>
<td>Team 2 presentation (Chapter 6)</td>
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<td>1-Oct</td>
<td>Chapter 7 – Motivation 1</td>
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<td>W7 6</td>
<td>Chapter 8 – Motivation 2</td>
<td>#2 Assignment Due 10AM</td>
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<tr>
<td>W7 8</td>
<td>Team 3 presentation (Chapters 7-8)</td>
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<tr>
<td>W8 13</td>
<td>No Class. Fall Break</td>
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<tr>
<td>W8 15</td>
<td>No Class. Study for Exam 2</td>
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<tr>
<td>W9 20</td>
<td>Exam 2 (Ch 5-8)</td>
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<tr>
<td>W9 22</td>
<td>Chapter 9 – Group Behavior</td>
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<td>W10 27</td>
<td>Chapter 10 – Team</td>
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<td>W10 29</td>
<td>Team 4 presentation (Chapters 9-10)</td>
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<tr>
<td>3-Nov</td>
<td>Chapter 11 – Communication</td>
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<td>W11 5</td>
<td>Guest Lecture (TBA)</td>
<td>#3 Assignment Due 10AM</td>
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<tr>
<td>W11 10</td>
<td>Chapter 14 – Conflict &amp; Negotiation</td>
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<tr>
<td>W12 12</td>
<td>Team 5 presentation (Chapters 11 &amp; 14)</td>
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<tr>
<td>W12 17</td>
<td>Chapter 12 – Leadership</td>
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<td>W13 19</td>
<td>Chapter 13 – Power &amp; Politics</td>
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<tr>
<td>W13 24</td>
<td>Team 6 presentation (Chapters 12-13)</td>
<td>#4 Assignment Due 10AM</td>
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<tr>
<td>W14 26</td>
<td>No Class. Thanksgiving Holiday</td>
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<tr>
<td>1-Dec</td>
<td>No Class. Study for Exam 3</td>
<td></td>
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<tr>
<td>W15 3</td>
<td>Guest Lecture (TBA)</td>
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<tr>
<td>W15 8</td>
<td>Exam 3 (Chapters 9-14)</td>
<td>#5 Assignment Due 10AM</td>
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<tr>
<td>W16 10</td>
<td>Chapters 15-18 – OB at the Organizational Level</td>
<td>Self/Peer Evaluation Due 10AM</td>
</tr>
<tr>
<td>W17 17</td>
<td>Final Exam (Chapters 1-18)</td>
<td>10:15 am - 12:15 pm</td>
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## Self/Peer Evaluation Form -- Team [_____]
(Due at 10 AM, December 10, 2015)

Print Name: ___________________  Your Signature: ____________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Rating Scale</th>
<th>Type the Names Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contributions to the team presentation/group discussions, both</td>
<td>0-40</td>
<td>Yourself  Peer 1  Peer 2  Peer 3  Peer 4  Peer 5</td>
</tr>
<tr>
<td>quality and quantity</td>
<td></td>
<td></td>
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<tr>
<td>2. Presenting the team project in class</td>
<td>0-10</td>
<td></td>
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<td>3. Addressing group discussion questions in class</td>
<td>0-10</td>
<td></td>
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<td>4. Communicating with the team effectively</td>
<td>0-10</td>
<td></td>
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<tr>
<td>5. Attending team meetings</td>
<td>0-10</td>
<td></td>
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<tr>
<td>6. Getting along with other team members</td>
<td>0-10</td>
<td></td>
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<tr>
<td>7. Delivering results on time</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td><strong>Total points:</strong></td>
<td><strong>0-100</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note. 1. Your ratings should reflect how well you and each of your peers in your team have worked on your team presentation and class discussions.  
2. You must rate yourself and all other members in your team.  
3. Self/Peer evaluation will account for 10% of your final grade.
IMPORTANT DATES *
Semester Class Begins: .................................................................08/24/2015
Last day to add a class (without instructor permission):........08/30/2015
Last day to withdraw completely and receive a 100% refund: ....09/06/2015
Last day to drop a course using SalukiNet: ..............................11/01/2015
Last day to file diploma application (for name to appear in Commencement program): ..........................................................12/14–12/18/2015
Final examinations: ........................................................................12/14–12/18/2015
Final examinations: ........................................................................12/14–12/18/2015
Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Labor Day Holiday 09/07/2015
Fall Break 10/10—10/13/2015
Veterans Day Holiday 11/11/2015

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY ~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM CODE

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit:
http://diversity.siu.edu/

Additional Resources Available:
SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/