

THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF BUSINESS AND TECHNOLOGY
Spring 2012

COURSE NUMBER:	MANA 3311.060
COURSE TITLE:	Managing People in Organizations
INSTRUCTOR:	Dr. Marilyn Young

COURSE DESCRIPTION: A study of the management process, behavioral and structural properties of organizations, and environmental influences surrounding organizations. Students with six undergraduate hours of management may not receive credit for this course.

PREREQUISITE: None

REQUIRED TEXT: Organizational Behavior, 14th ed. Stephen P. Robbins and Timothy P. Judge, Prentice Hall, 2011.

Website: http://wps.prenhall.com/bp_robbins_ob_14

CLASS MEETING: On Line

CORE VALUES

- PROFESSIONAL PROFICIENCY
- TECHNOLOGICAL COMPETENCE
- GLOBAL AWARENESS
- SOCIAL RESPONSIBILITY
- ETHICAL COURAGE

COURSE OBJECTIVES

1. Understand external factors which affect management of behavior.
2. Understand the history of management thought.
3. Understand the nature and changes of demographic diversity in the workplace.
4. Understand motivation theory.
5. Demonstrate knowledge of leadership theory.
6. Understand methods managers use to improve interpersonal communication.
7. Apply social sciences to the study of management.
8. Understand the role of groups and teams in management.
9. Apply critical thinking to solving management problems.
10. Discover and evaluate current management theories and practices.
11. Understand the nature of ethics in management.
12. Understand organizational culture.
13. Understand types of structures in designing an organization.
14. Improve interpersonal skills.
15. Understand global issues in organization.
16. Be familiar with the functions of management.
17. Develop managerial problem solving skills.
18. Improve oral and written communication skills

TEACHING METHOD:

Class lecture
Case studies
Exercises
Videos

Textbook
Power point slides
Video clips

Companion Website for
Organizational Behavior, 14e

OFFICE HOURS AND CONTACT INFORMATION:

WEB SITE:	http://www.utt Tyler.edu/myoung/
OFFICE:	Business 113
OFFICE PHONE:	(903) 566-7437
FAX :	(903) 566-7372
EMAIL;	myoung@utt Tyler.edu
OFFICE HOURS:	On-line and by appointment

CLASS ASSIGNMENTS:

COURSE EVALUATION AND ASSIGNMENT DUE DATES:	Points	Due Date
Two exams (multiple choice) and one final exam (open book) (100 pts. each)	300	
Myers Briggs Temperament--Take test on site below. Then type one page summary. http://www.humanmetrics.com/cgi-win/JTypes2.asp	10	Jan. 31
Management book (short summary of major points in the book).	10	March 20
2. Bloomberg Business week article: You should read an article in Bloomberg <u>Businessweek</u> and write a 2-paragraph summary. The article should be on some aspect of organizational behavior and global emphasis. The journal will be delivered to you if you are a business major; otherwise, go to: http://Businessweek.com	10	April 17
Movie with 3 Organizational Behavior concepts http://www.utt Tyler.edu/myoung/documents/example_movie.htm	10	April 24
Total	340	

Myers Briggs Test:

1. Take the Myers Briggs Temperament test on line. **On line test.** <http://www.humanmetrics.com/cgi-win/JTypes2.asp>
2. Once you have your four top letters; i.e. ENTJ (16 possibilities), you need to do an Internet search and just put in the 4 letters and read about your personality. Much of the information comes from the book, Please Understand Me. It is in the circulation desk at UT Tyler if you would like to look at it.

Here are other sites once you find your two letters.

Artisan (SP) <http://keirsev.com/personality/sp.html>

Rational (NT) <http://keirsev.com/personality/nt.html>

Idealist (NF) <http://keirsev.com/personality/nf.html>

Guardian (SJ) <http://keirsev.com/personality/sj.html>

Due to me: A one-page summary (single spaced) of your personality type, agreement/or disagreement, and any comments will be due on date assigned. Must be typed. Please fold vertically with name on the outside. (Everything typed should be 12 pt. Times Roman with 1" margins, top, bottom, left and right. Use full justification and double space between paragraphs. The title at the top in all caps).

Book Summary:

Due to me: A short book summary will be a summary of the important ideas you have read. It is not a book review--which sounds like the book cover. It should be typed (one-page single space). Use full justification and double space between paragraphs. Here is a list of possible books which are in the UT Library.
<http://www.utt Tyler.edu/myoung/media.htm>. Use those highlighted in yellow. If it is not on the list, you must have my approval. Examples of summaries: <http://www.utt Tyler.edu/myoung/example.html>

Movie Concept: You will analyze a movie containing organizational behavior concepts. Use a real movie; i.e., Remember the Titans, Apollo 13, and even Disney movie. **Due to Me:** A typed summary with three concepts (put in bold) and discuss. (It should be one-page single spaced. Use full justification and double space between paragraphs). See example: http://www.utt Tyler.edu/myoung/documents/example_movie.htm

On-Line	Topics
Jan. 17	MODULE 1 Chapter 1: What Is Organizational Behavior
Jan. 24	Chapter 2: Diversity in Organizations Chapter 3: Attitudes and Job Satisfaction
Jan. 31	Chapter 5: Personality and Values Due: Myers Briggs summary
Feb. 7	Chapter 6: Perception and Individual Decision Making
Feb. 14	Chapter 7: Motivation Concepts
Feb. 21	Exam: MODULE 1 (Chapters 1, 2, 3, 5, 6, 7) 100 multiple choice questions
Feb. 28	MODULE 2 Chapter 8: Motivation: From Concept to Applications
March 6	Chapter 9: Foundations of Group Behavior Chapter 10: Understanding Work Teams
March 13	Spring Break
March 20	Chapter 11: Communication Due: Book Summary
March 27	Chapter 12: Leadership Chapter 13: Power and Politics
April 3	Exam (Chapters 7, 9, 10, 11, 12, & 13)
April 10	MODULE 3 Chapter 4: Emotions and Mood
April 17	Chapter 14: Conflict and Negotiation Chapter 15: Foundations of Organization Structure
April 24	Chapter 17: Organizational Culture Due: Movie Summary
May 1	Chapter 18: Organizational Change and Stress Management and Time Management
May 8	Final will be on the following: (25 questions from Exam 1) + (25 from Exam 2) +(50 from Chapters 4, 14, 15, 17 & 18 plus tapes)

WITHDRAW DATE: Jan. 26 -- Date to withdraw without penalty (12th class day/census day).
Last day to drop is March 26.

EVALUATION:

Percent of Total (340)	Grade
306-340	A (90%)
272-305	B (80%)
238-271	C (70%)
204-237	D (60%)
< 203	F (<60%)

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the

extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Technical Information

The following information should be included in your syllabus to give direction to the students on how to obtain technical support should problems arise with Blackboard. Also included is a short list of browser plug-ins and other suggested applications that students should make sure they have installed and/or updated.

Technical Support

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing <mailto:itsupport@patriots.uttyler.edu>
When you email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course

- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for helpful information.

Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files. (URL: <http://get.adobe.com/reader/>)
- **Java Runtime Environment (JRE)** allows you to use interactive tools on the web. (URL: <http://www.java.com/en/download/>)
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations. (URL: <http://get.adobe.com/flashplayer/>)
- **QuickTime** allows users to play back audio and video files. (URL: <http://www.apple.com/quicktime/download/>)
- **Windows Media Player** allows you to view, listen and download streaming video and audio. (URL: <http://windows.microsoft.com/en-US/windows/products/windows-media-player>)
- **RealPlayer** allows you to view and listen to streaming video and audio. (URL: <http://www.real.com/>)

Netiquette Guide

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided.

(URL: <http://www.learnthenet.com/learn-about/netiquette/index.php>)