

MGT 340(003)—ORGANIZATIONAL BEHAVIOR AND MANAGEMENT
Spring Semester 2007
1:00-1:50 p.m.

GENERAL INFORMATION

Professor:	Dr. Tami Knotts	Phone:	836-6863
Office:	GLA 216	Email:	tamiknotts@missouristate.edu
Hours:	MWF 8:15- 9:00 a.m. MWF 10:00-11:00 a.m. Other hours by appointment		

Course Description

Prerequisites: 54 credit hours, including PSY 121 or permission. A study of individual, interpersonal, and group behavior within organizations and the behavioral implications of management processes. A "C" grade or better is required in this course to take ACC 555. This course may not be taken pass/not pass.

Required Materials

- Management, 8th Edition, Robbins and Coulter, Prentice-Hall, 2005.

Course Objectives

Upon completion of this course, students should understand:

1. Managerial theories and their role in the management discipline.
2. Managerial functions (planning, organizing, leading, and controlling).
3. Social and ethical responsibilities of managers.
4. Organizational behavior issues (leadership, group dynamics, motivation, etc).

POLICIES AND PROCEDURES

Attendance Policy

1. Attend class regularly and arrive on time.
2. Notify me after class if you are late; otherwise, you will be counted absent.
3. Turn in assignments at the beginning of class to avoid a late penalty.
4. Students more than 5 minutes late to class may not get credit for class activities. This decision is based on the severity of lateness and the professor's judgment.

Classroom Conduct Policy

1. Unrelated conversations, disruptive behavior, and offensive language will not be tolerated.
2. The use of cell phones and pagers is not allowed in class.
3. Students who are a constant distraction to the professor and/or class will be asked to leave.

Academic Dishonesty Policy

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/22102.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Nondiscrimination Policy

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Disability Accommodation Policy

To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>.

Cell Phone Policy

The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Procedure for Dropping Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Registration Center at 836-4335.

Make-up/Late Policy (For exams and out-of-class assignments only)

Students who miss a semester exam will take the make-up at the end of the semester before the final. The make-up exam may be all essay. Students can only make up one semester exam; the final exam cannot be made up. An assignment must be turned in at the beginning of class (5 minute time period) to avoid a late penalty. Assignments can always be turned in early if you know that you will be missing class. A late assignment will receive a point deduction of 10-20% depending on the severity of lateness. No assignment will be accepted after 24 hours from when it is due.

CLASS REQUIREMENTS

Exams (400 points)

Students will take 4 semester exams, worth 75 points each. The final exam will be a comprehensive final exam, worth 100 points. Exams may consist of multiple-choice, true/false, and short answer questions. Exams will cover reading assignments (text and other materials), notes, and additional information presented in class. **The exams may contain material not mentioned on the study guide.**

Article Analyses (100 points)

Students will be required to complete 4 article analyses. Article analyses will involve reading, analyzing, and relating recent business material to textbook concepts. Each analysis is worth 25 points. Guidelines will be given in class. Failure to turn in an article analysis will result in a zero. Refer to Late Policy for late penalty assessment.

Reading Quizzes (70 points)

Students will be required to take 7 quizzes worth 10 points each. Quizzes will cover assigned reading material (textbook chapters) and be given at the beginning of class. A practice quiz will be given at the beginning of the semester. This quiz helps students understand what to expect, and if students score well on the practice quiz, it can be used to replace one missed quiz or one low score during the semester. The remaining seven quizzes will count toward the student's grade. **No make-up quizzes will be given for unexcused absences.**

Class Activities/Participation (30 points)

Students will be required to participate in class activities. Ten of these activities, worth 3 points each, will serve as participation points. **No make-up activities will be given for unexcused absences.**

Grade Checks

Students will be able to monitor their progress by enrolling in MGT 340-009 online through blackboard.missouristate.edu. The following grading scale will be used to determine the final course grade: 90-100% A; 80-89% B; 70-79% C; 60-69% D; below 60% F.

Exams	5 exams	@	75-100 points	(67%) =	400
Article Analyses	4 analyses	@	25 points	(17%) =	100
Reading Quizzes	7 quizzes	@	10 points	(11%) =	70
Class Activities/Part.	10 activities	@	3 points	(5%) =	30
Total Points				=	600

TENTATIVE CLASS SCHEDULE

Date	Topic	Readings
Management Foundations		
January	22	Syllabus-Blackboard/Intros.
	24-26	Management and Organizations Chapter 1
	29-31	Management Yesterday and Today Chapter 2
	2-7	Organizational Culture and Environment Chapter 3
February	9	No Class
	12	Managing in a Global Environment Chapter 4
	14	SEMESTER EXAM #1
Planning and Organizing		
	16	Social Responsibility Chapter 5
	19	<i>Presidents' Day Holiday</i>
	21-23	Social Responsibility & Ethics Chapter 5
	26-28	Decision Making Chapter 6
March	2	Planning Chapter 7
	5-7	Organizing Chapter 10
	9-12	Human Resource Management Chapter 12
	14	Management Jeopardy SEMESTER EXAM #2
Organizing and Leading		
	16	Human Resource Management Chapter 12
	19-23	<i>Spring Break</i>
	26-30	Foundations of Behavior Chapter 14
April	2-4	Understanding Groups and Teams Chapter 15
	6	<i>Spring Holiday</i>
	9	Understanding Groups and Teams Chapter 15
	11	Motivating Employees Chapter 16
	13	Management Jeopardy
	16	SEMESTER EXAM #3
Leading and Controlling		
	18-20	Motivating Employees Chapter 16
	23-27	Leadership Chapter 17
	30-2	Foundations of Control Chapter 18
May	4	Managing Change Chapter 13
	7	SEMESTER EXAM #4
	9	Review for Final Exam
	11	Study Day
May	16	FINAL EXAM (COMPREHENSIVE)—1:15 to 3:15 p.m.

Note: The instructor may alter this schedule. Changes will be announced in class.