

**MGT 340(009)—ORGANIZATIONAL BEHAVIOR AND MANAGEMENT**  
**Fall Semester 2006**  
**10:00-10:50 a.m.**

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### **GENERAL INFORMATION**

Professor:	Dr. Tami Knotts	Phone:	836-6863
Office:	GLA 216	Email:	tamiknotts@missouristate.edu
Hours:	MWF 9:30-10:00 a.m. MWF 2:00- 3:15 p.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, 8<sup>th</sup> 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/3935.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 of Equal Opportunity Officer, 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. See <http://www.missouristate.edu/provost/4264.htm> for complete policy.

## **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 (375 points)**

Students will take 3 semester exams, with the first two exams worth 75 points each and the third exam worth 100 points. The final exam will be a comprehensive final exam, worth 125 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 (60 points)**

Students will be required to complete 3 article analyses. Article analyses will involve reading, analyzing, and relating recent business material to textbook concepts. Each analysis is worth 20 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.

### Management Concept Paper (40 points)

At the end of the semester, students will be required to select one management concept covered during the semester and find three company examples related to their major. Students will write a management concept paper that (a) explains the business concept and why it was chosen, (b) describes how the companies implement the concept and the management functions, and (c) provides a summary of the concept's effect. More details will be given later.

### 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 be unannounced and 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](http://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	4 exams	@	75-125 points	(65%) =	375
Article Analyses	3 analyses	@	20 points	(11%) =	60
Mgt. Concept Paper	1 paper	@	40 points	( 7%) =	40
Reading Quizzes	7 quizzes	@	10 points	(12%) =	70
Class Activities/Part.	10 activities	@	3 points	( 5%) =	30
<b>Total Points</b>				<b>=</b>	<b>575</b>

## TENTATIVE CLASS SCHEDULE

Date		Topic	Readings
		<b>Management Foundations</b>	
August	21	Syllabus-Blackboard/Intros.	
	23-25	Management and Organizations	Chapter 1
	28-1	Management Yesterday and Today	Chapter 2
September	4	<i>Labor Day Holiday—No Class!</i>	
	6-11	Organizational Culture and Environment	Chapter 3
	13	Managing in a Global Environment	Chapter 4
	15-18	Social Responsibility	Chapter 5
	20	<b>SEMESTER EXAM #1</b>	
		<b>Planning and Organizing</b>	
	22-25	Ethics	Chapter 5
	27-29	Decision Making	Chapter 6
October	2-4	Planning	Chapter 7
	4-6	Organizing	Chapter 10
	9-13	Human Resource Management	Chapter 12
	16	<b>SEMESTER EXAM #2</b>	
		<b>Leading</b>	
	18	Foundations of Behavior	Chapter 14
	20	<i>Fall Break—No Class!</i>	
	23-25	Foundations of Behavior	Chapter 14
	27-1	Understanding Groups and Teams	Chapter 15
November	3-8	Motivating Employees	Chapter 16
	10-15	Leadership	Chapter 17
	17	<b>SEMESTER EXAM #3</b>	
		<b>Controlling</b>	
	20	Mgt. Concept Paper Work Day	Chapter 18
	22-24	<i>Thanksgiving Break—No Class!</i>	
	27-29	Foundations of Control	Chapter 18
December	1-4	Managing Change	Chapter 13
	6	Review for Final Exam	
	8	Study Day	
	11-14	<b>FINAL EXAM WEEK (COMPREHENSIVE)</b>	

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