Organizational Behavior (on-line)  
HRPO-2307-63400  
Spring Term 2016  
Start: January 20, 2016 – End Date: May 12, 2015

Professor: Charles Fernandez  
Email: cfernandez@dcccd.edu  
Office Phone Number: 214 860-8665: (please note: that if you try to contact me and I am not in my office I prefer that you send me an e-mail instead of leaving a voice message on my phone) I have several classes, so when you e-mail me put “HRPO-2307-63400” in the subject line and I can respond to you quicker  
Office Number: W-229  
Office Hours:  
Monday and Wednesdays 10:30 to 11:30 a.m.  
Thursdays: 9:00 a.m. to 12:00 p.m.  
Meeting Days & Time: This is an on-line course  
Credit Hours: Three credit hours

Division:  
Career and Technology Education  
Office Hours: 8:00 am to 5:00 pm  
Office Phone: 214 860-8819  
Office Location: W 210

Course Description: This course provides students with the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Course Pre-requisites: none

Course Materials/Supplies Needed  
Required:  

Student Learning Outcomes  
At the end of the term the student should be able to:  
A. Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fits its environment and operation.
B. Analyze leadership styles and determine their effectiveness in employee situations.
C. Identify methods in resolving organizational problems.
D. Describe the impact of corporate culture on employee behavior.
E. Analyze team dynamics, team building strategies, and cultural diversity.

Course Outline:
Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
Understand motivational principles.
Improve leadership skills.
Apply motivational and communication techniques
Understand the principles of group dynamics.

Evaluation Procedures:
Grading system will be based on all grades earned through the exams and assignments. The final grade is the average of all grades.

Please note: When you complete an on-line homework critical thinking assignment or an on-line exam, the grades automatically transfer from McGraw-Hill web site to e-campus grade book. However, there have been several instances when a grade did not automatically transfer from McGraw-Hill to e-campus. When a grade does not automatically transfer to e-campus a grade of “0” will be assigned to that assignment. Therefore, it is a good idea for you to check e-campus grade book after you complete an assignment or an exam. If the grade you got does not appear on blackboard let me know via e-mail and I will transfer it for you.

Instructor Attendance Policy:
This is an on-line course and attendance is not applicable.

Grading Scale:
90 to 100 = A
80 to 89 = B
70 to 79 = C
60 to 69 = D
0 to 59 = F

Late Work Policy: (late work is not accepted)
All assignments and tests/exams are due on or before the due dates listed in this syllabus (course calendar). You have ample time to complete each assignment. You may take each
exam twice and the highest score will count. However, both exams must be taken before the due date. The critical thinking assignments are only available once. If you wait until the last day to complete an exam or assignment and develop computer trouble or other difficulties or time conflicts, you may not have enough time to complete the assignment.

Certification Procedures:
In order to be certified for this class the student must log in to this course on E-Campus and complete “certification quiz 1” by February 2, 2016. Financial Aid will not be granted to students who have not been certified. For this on-line course, you must log in into E-Campus on or before the certification date and complete “certification quiz 1”. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. Certification Date is: February 2, 2016.

The withdraw date for this class is: April 14, 2016.
If you are unable to complete this course, you must withdraw from the course. It is a formal procedure you must initiate. I cannot do it for you. You may do this in the Admissions or Counseling Office. If you stop attending class and do not withdraw by April 14, 2016. You will receive a performance grade, usually an “F”. Withdrawal requests are not accepted by telephone. Students often drop courses when help is available that would enable them to continue. I hope that you will discuss your plans with me if you feel the need to withdraw.

Academic Dishonesty:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District; such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the internet at Htt://www.dcccd.edu. Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.
Course Calendar

Certification Quiz #1 is due on or before February 2, 2016.

**Reading Assignments**
For best results you should read and study the reading assignment before taking the test for that assignment.
For each assignment listed below read the chapters and review the power point slide for those chapters.
- **Assignment one** (chapters 1-2)
- **Assignment two** (chapters 3-4)
- **Assignment three** (chapters 5-6)
- **Assignment four** (chapters 7-8)
- **Assignment five** (chapters 9-10)
- **Assignment six** (chapters 11-12)
- **Assignment seven** (chapters 13-14)

**Exams and critical thinking assignments**
Critical Thinking questions and tests are due on or before the due dates listed below.
Please note that if you turn in an assignment or test after the due date it will not be accepted and a grade of “0” will be given for that assignment. If you wait until the last day to complete an assignment and develop computer trouble you may not have enough time to complete the assignment on time. **No late work accepted.**

**Testing and critical thinking schedule:** (you may complete an assignment any time up to the due date)
- Exam one (chapters 1-2) is due on or before February 17, 2016.
- Exam two (chapters 3-4) is due on or before February 24, 2016.
- Critical thinking #1 **chapter 4** is due on or before March 2, 2016
- Exam three (chapters 5-6) is due on or before March 9, 2016.
- Exam four (chapters 7-8) is due on or before March 23, 2016.
- Critical Thinking #2 **chapter 8** is due on or before March 30, 2016.
- Exam five (chapters 9-10) is due on or before April 6, 2016
- Exam six (chapters 11-12) is due on or before April 13, 2016
- Critical thinking #3 **chapter 12** is due on or before April 20, 2016
- Exam seven (chapters 13-14) is due on or before April 27, 2016
- Critical thinking #4 **chapter 13** is due on or before May 4, 2016.

**Evaluation**
Grading system will be based on grades earned through the Exams and Critical Thinking assignments. The final grade is the average of all grades (exams and critical thinking assignments).
Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may/may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/hsi_requirements.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214 860-8691, room W-145.

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Severe Weather:
In the event of severe weather conditions, please listen to the local radio or television stations for information concerning official closing—“DCCCD” not “Mountain View College” will be on the TV/radio.

**Disclaimer Reserving Right to Change Syllabus:**
The instructor reserves the right to amend this syllabus as necessary which may include the right to modify the course requirements, assignments, grading procedures, and other policies as circumstances may dictate.

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:
https://www1.dcccd.edu/6drop